



Tutorial Letter 101/3/2018

Teaching Literacy to Adults

ABT1517

Semesters 1 and 2

Department of Adult Basic Education and Youth Development

IMPORTANT

This tutorial letter contains important information about your module

BARCODE



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1 INTRODUCTION

Dear Student

Welcome to the **Teaching Literacy to Adults** module. We are very glad to have you as a student in the ABET Department. We trust that you will find this course interesting, helpful and enjoyable. We are hopeful that you will have a vital contribution to make towards the development of adult education in your country.

The information in this Tutorial Letter is important. Keep it in a file or some other place safe since you will need to refer to it often during the year. Read it carefully before you start on any work for this course to get an overview of what is required of you. Underline all the dates we give you in this Tutorial Letter and enter them on your year planner where you can see them at a glance. Keep it at hand when working through the study material, preparing the assignment(s), preparing for the examination and addressing questions to your lecturers.

You will receive a number of Tutorial Letters during the year. A Tutorial Letter is our way of communicating with you about teaching, learning and assessment. This Tutorial Letter contains important information about the scheme of work, resources and assignments for this module.

In this Tutorial Letter for **ABT1517**, you will find the assignments and assessment criteria as well as instructions on the preparation and submission of the assignments. We have also included certain general and administrative information about this module. Please go through this section of the Tutorial Letter carefully.

Right from the start, we would like to point out that you have to go through all the Tutorial Letters you receive during the semester immediately and carefully, as they always contain important and, sometimes, urgent information. Again, we urge you to check the *myUnisa* platform regularly for announcements and any other information that may be shared on that platform.

Some of this tutorial matter may not be available when you register. Tutorial matter that is not available when you register will be posted to you as soon as possible, but is also available on *myUnisa*.

2. PURPOSE OF AND OUTCOMES FOR THE MODULE

2.1 Purpose

At the end of this module you will be able to:

- Gain introductory knowledge, skills and applied competence in facilitating the acquisition of reading and writing skills in the language of an adult learner
- Teach initial main language literacy to adults
- Identify the approaches to teaching, reading and writing (synthetic and analytic)
- Discover what the learner's existing level of literacy are
- Explain and discuss technical aspects of teaching methods and techniques and the need for making learning to read a meaningful experience.
- Provide introductory knowledge, skills, and applied competence in using formative and summative assessment effectively and appropriately in the teaching of reading and writing with adult mother-tongue literacy learners.

2.2 Outcomes

By the end of this module you should be able to:

1. identify the two main approaches to teaching, reading and writing (synthetic and analytical)
2. use placement assessment effectively and appropriately
3. teach reading using appropriate methods and techniques
4. teach learners to write for a range of purposes
5. use formative assessment effectively and appropriately
6. use summative assessment effectively and appropriately
7. integrate reading and writing to enable the transfer of skills from the classroom to general life situations

3. LECTURER AND CONTACT DETAILS

Please note that with **any** enquiry, you need to include or provide your:

- Name and surname
- Student number
- Module code
- Contact details

3.1 Lecturer

Dr G P Tshephe

Lecturer

Office 00-007, Building 10, Sunnyside Campus

Tel: +27 (0) 12 484 1059

E-mail: tshepgpj@unisa.ac.za

Please note: All queries that are **not** of a purely administrative nature but are about the content of this module should be directed to the lecturer. Please have your information, as set out in the above-mentioned-mentioned column, with you when you contact the lecturer. E-mail and telephone numbers are included with the address but you might also want to write to the lecturer.

Note that sometimes the lecturer may not be available in the office due to the attendance of conferences, workshops, seminars, and other academic related duties. It is of the utmost importance for us to keep in constant communication with you. Kindly send an email and we will respond to your query as soon as possible.

Ensure that you make an appointment if you'd like to discuss matters with your lecturer.

3.2 Department

Ms Phumza Malangeni

Administrative Officer

Office 01-046, Building 10, Sunnyside Campus

Tel: +27 (0) 12 484 1118

E-mail: malanp@unisa.ac.za

Mr George Moima

Administrative Officer

Office 01-050, Building 10, Sunnyside Campus

Tel: +27 (0) 12 429 8528

E-mail: moimamg@unisa.ac.za

3.3 University

Students must address all queries relating to the **administration** of their **registration** to:

The Registrar
University of South Africa
PO Box 392
UNISA
0003

Online information: <https://my.unisa.ac.za>
E-mail: study-info@unisa.ac.za
Unisa Website: <https://unisa.ac.za>

If you have administrative queries regarding your assignments, for example, you want to know whether the university has received your assignment, you can e-mail your query to the address below.

E-mail address for querying assignments: assign@unisa.ac.za

Consult the *Study @ Unisa* brochure for more information.

4. MODULE-RELATED RESOURCES

4.1 Prescribed books

There are **no** prescribed books for ABT1517 which means that you do not have to buy any additional books.

You are, however, encouraged to search for relevant and related information from other sources and the internet.

You only need to study your study guide and the tutorial letters, however this must not limit you from getting information from other sources like the library, internet and relevant books. Such sources will provide you with information that may support what the study guide.

4.2 Recommended books

There are **no** recommended books for ABT1517.

4.3 Electronic Reserves (e-Reserves)

There are no e-Reserves for ABT1517. However, a study e-Guide will also be available on *myUnisa*.

5. STUDENT SUPPORT SERVICES FOR THE MODULE

The Department of Despatch should supply you with the following study material for this module:

- Study guide
- Tutorial Letter 101 for ABT1517 and other Tutorial Letters.

E-mail address for the study material section/despatch department: despatch@unisa.ac.za

If you have access to the internet, you can view the study guides and Tutorial Letters for the modules for which you are registered on the university's online campus, *myUnisa*, at <http://my.unisa.ac.za>.

5.1 Inventory letter

You should have received an inventory letter telling you what you have received in your study package and also showing items that are still outstanding. Also see the brochure entitled *Study @ Unisa*.

Check the study material that you have received against the inventory letter. You should have received all the items listed in the letter, unless there is a statement like "out of stock" or "not available". If any item is missing, follow the instructions on the back of the inventory letter without delay.

For information on the various student support systems and services available at Unisa (e.g. student counselling, tutorial classes, language support), please consult the publication *Study @ Unisa*, which you received with your study material.

5.2 Tutorials

UNISA offers student support services (tutorials) for students as additional academic support at the various UNISA regional learning centres throughout the country. A tutorial is an organised session where students and tutor(s) meet regularly at a common venue and at scheduled times to discuss course material. Tutorials are not compulsory and willing students receive tutorial support at a nominal fee. Interested students are advised to consult a learning centre closest to them to enrol for tutorials. For further information on tutorials consult the brochure *Study @ Unisa*.

5.3 Discussion classes and video conferencing

You will be informed timeously of any discussion classes and video conferences. These will take place periodically during the year when there are sufficient numbers of students. In the event where a class is arranged for this module, we recommend that you attend.

5.4 Study groups

Many students have found that they benefit immensely from joining a study group consisting of students that are all enrolled for the same module or modules.

If you would like to find out whether there are other students near you who are also doing this module, please contact the Department of Student Admission and Registration.

Alternatively, ask your fellow students to join your group via the *myUnisa* discussion forum.

The addresses of students in your area may be obtained by mail from the following department:

Directorate Student Administration and Registration
PO Box 392
UNISA
0003

Please note, however, that students are only allowed to submit their own work for assignments. **No group assignment(s) will be accepted.**

5.5 *myUnisa*

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the university. The *myUnisa* learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa - all through the computer and the internet.

To go to the *myUnisa* website, start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the "Login to *myUnisa*" link on the right-hand side of the screen. This should take you to the *myUnisa* website. You can also go there directly by typing in <http://my.unisa.ac.za>.

Please consult the publication *Study @ Unisa*, which you received with your study material, for more information on *myUnisa*.

5.6 Free computer and internet access

Unisa has entered into partnerships with establishments (referred to as Telecentres) in various locations across South Africa to enable you (as a Unisa student) free access to computers and the Internet. This access enables you to conduct the following academic related activities: registration; online submission of assignments; engaging in e-tutoring activities and signature courses; etc.

Please note that any other activity outside of these are for your own costing e.g. printing, photocopying, etc. For more information on the Telecentre nearest to you, please visit www.unisa.ac.za/telecentres.

6. MODULE-SPECIFIC STUDY PLAN

You need roughly between four (4) and eight (8) hours of study time per week for each module. The table below can be used as a guideline on how to plan your study for ABT1517. We work on the principle that an assignment submitted by post will take seven (7) working days to reach us. If you submit your assignment online then you could submit it on the closing date, allowing you additional study time.

Use the table below to draft your personal plan. Don't wait until it is too late to do your work. It is important to immediately, when you receive the study guide, start writing your assignment.

Month	Task	Progress : ✓ OR ✗
SEMESTER 1		
February	<ul style="list-style-type: none"> • Orientate yourself with the module. • Read through your tutorial letter and study guide and start preparing for assignment one. • Start preparing for Assignment 01 	
March	12 March: Due date for Assignment 01	
April	After submitting Assignment 01, start preparing for Assignment 02	
	03 April: Due date for Assignment 02	
Due date for May/June examination	<ul style="list-style-type: none"> • Read through the feedback you have received from your marked assignment. • Correct any mistakes that you might have made in your assignment. • Start reading through your study guide and make notes in preparation for your examination. • Study for your examination. 	

Month	Task	Progress : ✓ OR ✗
SEMESTER 2		
June - July	<ul style="list-style-type: none"> • Orientate yourself with the module. • Read through your tutorial letter and study guide • Start preparing for assignment one. 	
August	17 August: Due date for Assignment 01	
	After submitting Assignment 01, start preparing for Assignment 02	
September	05 September: Due date for Assignment 02	
Due date for October/ November exams	<ul style="list-style-type: none"> • Read through the feedback you have received from your marked assignment. • Correct any mistakes that you might have made in your assignment. • Start reading through your study guide and make notes in preparation for your examination. • Study for your examination. 	

7. MODULE PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There are no module practical work and work-integrated learning for this module.

8. ASSESSMENT

8.1 Assessment criteria

- Context information is collected and organised learning needs are analysed into appropriate categories
- A supportive relationship is established with the community
- Curriculum development is informed by adequate information from stakeholders
- Information determined from analysing the learning context is used to inform curricula for adult learning.
- Learning programmes appropriate to national and local needs are logically planned and sequenced with reference to adult learning principles
- Appropriate methods to facilitate adult learning across at least three ABET learning areas are used.
- Competence in facilitating literacy and numeracy across the curriculum is demonstrated.
- A thorough understanding of adult learning principles is displayed.
- Appropriate materials are sourced
- Materials are adapted to fit requirements.
- Learning materials to be used to facilitate adult learning are prepared.
- A range of appropriate assessment activities is planned that meet requirements
- A range of assessment activities is listed and described.
- Assessment activities are adapted to suit the required purpose
- Assessment activities are used appropriate for the level and learning content assessed
- Assessment results are recorded and communicated to learners
- Basic career guidance is provided and assessed against selected criteria
- Lifelong learning is encouraged by identifying further education, training and development needs of self and students and linking these to opportunities
- Basic counselling is provided and assessed against selected criteria
- Available professional services are identified learners are referred to such when needed
- Administrative requirements of a class or programme are met
- Learning materials and resources are accurately inventoried and stored securely and orderly
- Management and leadership qualities are displayed
- Reflective practices are engaged in and continuous performance improvement is pursued
- A written portfolio of own performance is maintained.
- Personal development planning to address weaknesses is done.
- The outcomes of learning programmes are interpreted.
- The outcomes of a learning programme are evaluated against available information.
- Systematic contributions are made to programme evaluation.

- An appropriate small scale research design is devised
- Appropriate research methods are used
- Analysis and interpretation is undertaken
- A research report is generated

8.2 Assessment plan

For this module you will be required to submit two (2) compulsory assignments on the due dates.

Assignments are part of the learning material for this module. You will find the answers to your assignments by reading your study guide carefully. When you discuss the contents of your study guide with fellow students, tutors and lecturers you are actively engaged in learning that will help you to meet all the requirements in your assignments.

You will receive the correct answers automatically for the multiple-choice questions. For your written essay-type questions, the markers and your lecturers will comment constructively on your work, indicating where you have gone wrong and how you could correct your answers. Where you have done well you will also receive the appropriate comments and remarks which you should take seriously when preparing for your end of semester examinations.

The purpose of assignments and examinations is to determine your level of competence and your understanding of the module so that you can be recognised as a qualified ABET Practitioner capable of helping your country to build a better nation.

The assignments and examinations help you to achieve the learning outcomes. We would like to encourage you to appreciate your assignments and look forward to your examinations with joy in the sense that you are given an opportunity to demonstrate the knowledge that you acquired during the long hours of your study.

Your assessment is a process that requires the active participation of both the student and the lecturer. Each party has to do its work meticulously: The lecturer has to set fair questions that promote optimum learning and the student must demonstrate that s/he has mastered the required learning.

All students who submit the compulsory Assignment 01 **before** the closing date will be admitted to the examination regardless of the mark obtained in the assignment. Those who do not submit the compulsory assignment before the closing date will not be allowed to sit for the examination.

Assignments 01 and 02 together give you a year mark which contributes to 20% of your final mark. In the examination you need to get at least 40% before your year mark is taken into consideration. It means that a student who has obtained at least 40% in the examination and has a good year mark stands a good chance of getting a higher mark than a student with a poor year mark.

8.3 General assignment numbers

Refer to the table below.

8.4 Submission of assignments

SEMESTER	ASSIGNMENT	QUESTIONS	DUE DATES	UNIQUE NUMBERS
Semester 1	Assignment 01	Multiple choice	12 March 2018	742241
Semester 1	Assignment 02	Essay type	03 April 2018	892463

SEMESTER	ASSIGNMENT	QUESTIONS	DUE DATES	UNIQUE NUMBERS
Semester 2	Assignment 01	Multiple choice	17 August 2018	836806
Semester 2	Assignment 02	Essay type	05 September 2018	700218

Assignments should **not** be submitted by fax or email.

You may submit written assignments either by post or electronically via *myUnisa*. For detailed information and requirements as far as assignments are concerned, see the brochure, *Study @ Unisa*, which you have received with your study material.

To submit an assignment via *myUnisa*:

1. Go to *myUnisa*
2. Log in with your student number and password
3. Select the module
4. Click on assignments in the menu on the left
5. Click on the assignment number you want to submit
6. Follow the instructions on the screen

Written assignments should be addressed to:

The Registrar
PO Box 392
UNISA
0003

Plagiarism

All academic work, written or otherwise, submitted by a student is expected to be the result of his/her own work. UNISA views acts of copyright infringement and plagiarism as a serious offence.

Plagiarism is the act of taking words, ideas and thoughts of others, including the internet, and presenting it as your own. It is a form of theft which involves a number of dishonest academic activities.

The Disciplinary Code appears in the *My Studies* brochure and is given to all students at the time of registration. Students are advised to study the Disciplinary Code, especially chapter 3 (1.19). Kindly also read the University's Policy on Copyright Infringement and Plagiarism.

8.5 Assignments

SEMESTER 1

ASSIGNMENT 01

Multiple choice questions

Compulsory assignment

Due date: 12 March 2018

Unique number: 742241

Choose the most correct option

1. Rules for teaching learners to read are ...
 1. learners must start to read in L2 (Second Language)
 2. it is helpless to know what we are reading
 3. new readers must start by reading material that is irrelevant to their lives
 4. learners must start by reading the material that they understand

2. **Phonics means the sounding out of letters and syllables and using them to build:**
 1. sentences
 2. phrases
 3. words
 4. statements

3. **When we place new learners in ABET, Level 1, we consider the following:**
 1. what kind of mistakes they make
 2. do they correct their own mistakes
 3. how badly can they tell you or others in their own words what they read
 4. how do they read

4. **The analytical approach is ... to the synthetic approach:**
 1. similar
 2. reverse
 3. equal
 4. synonymous

- 5. Which statement is most correct? Summative assessment is ...**
1. conducted at the end of the programme
 2. conducted at the beginning of the programme
 3. is used as a diagnostic measure
 4. all of the above-mentioned
- 6. An acceptable speed for reading of a new learner is measured around ...**
1. 10 to 30 words per minute
 2. 10 to 200 words per minute
 3. 45 to 60 words per minute
 4. 1 to 10 words per minute
- 7. ... is used to quickly identify the main ideas of a text**
1. critical reading
 2. scanning
 3. skimming
 4. looking at texts as a whole
- 8. New writers are shown how to write by: Choose the incorrect one**
1. holding the pencil lightly and press heavily on the paper
 2. sitting when writing
 3. holding the pencil properly
 4. relaxing their hand when writing
- 9. Which one of the following motivates adults to learn:**
1. to read and count
 2. to use computers to avoid writing letters
 3. to spy on the cell phones of their children
 4. to boast before peers who cannot read and write.
- 10. Which statement is incorrect? Some basic writing rules when you teach writing are:**
1. start writing on the left side of the page
 2. start writing from the right to left margin of the page
 3. start the names of the people and places with capital letters
 4. leave a space between each word
- 11. Which of the following is most appropriate for and effective to place learners?**
1. Interrogating new learners on why they are illiterate
 2. The values, attitudes and rules at school
 3. How to tackle problems and tasks in a new way
 4. Interview new learners effectively

- 12. ... assessment is ongoing and helps the learners to continue developing their knowledge and skills**
1. formative
 2. summative
 3. informal
 4. none of the above-mentioned
- 13. ... is the process of placing learners into a class or group**
1. selection screening
 2. recruitment
 3. placement test
 4. examination
- 14. Writing is difficult for new learners and requires ...**
1. fine sitting coordination
 2. fine eyes' coordination
 3. fine ears' coordination
 4. fine finger coordination
- 15. The combination of different approaches to teaching reading is the ...**
1. analytic approach
 2. eclectic approach
 3. deductive approach
 4. none of the above-mentioned
- 16. The following statements are true about the technical aspects of print. Choose the incorrect statement**
1. Print is arranged from left to right and bottom to top
 2. Words are separate clusters of letters
 3. Headings serve to indicate a new topic or set of thoughts
 4. Letters are in two forms, upper case and lower case letter.
- 17. We use ... as a technique to quickly identify the main ideas of a text.**
1. scanning
 2. skimming
 3. selected readings
 4. highlighting

18. The fear adult learners have that their peers and community will laugh at them when they study in their old ages a/an ...

1. physical challenge
2. historical challenge
3. economic challenge
4. psychological challenge

19. ... is the visual way of representing the sound we make in speech.

1. Reading
2. Writing
3. Spelling
4. Drawing

20. ... is/are used to test reading of learners to use their knowledge and understanding of a text to be able to fill in the missing words in a text.

1. Close exercises
2. Portfolio of evidence
3. Interviewing learners
4. Exemplars

ASSIGNMENT 01 TOTAL [20]

SEMESTER 1**ASSIGNMENT 02****Essay type questions****Compulsory assignment****Due date: 03 April 2018****Unique number: 892463**

The pass mark for this assignment is 50% and contributed 10% of your final mark. You may not resubmit the assignment.

Before you begin writing your assignment, read the following guidelines carefully:

Academic writing will be required when responding to the questions.

An essay assignment should have:

- Cover page (your title, name, surname, title of the assignment, module code, lecturer name, assignment number and date of submission)
- Table of contents:

ITEM #	CONTENTS	PAGE	EXPLANATION AND COMMENTS
1.	Introduction	1	<i>It must be interesting and try to highlight the main points, which you will discuss in the essay/assignment. Try to catch the attention and interest of the reader</i>
2.	Information, body of essay per heading	2	<i>The body of an essay should be divided into paragraphs. Each paragraph should discuss one main idea. Use examples for clarity sake.</i>
3.	Conclusion	4	<i>This should be telling us what you have been discussing in the whole assignment. Summarise your essay/assignment</i>
4.	References	4	<i>Acknowledge all the authors that you have used when writing an essay/assignment. Whatever you have cited inside the text should be reflected in the end-list reference.</i>

- Indicate the page number at the bottom of each page so that your table of contents can be valuable.
- The paragraphs should be relevant to the topic.
- Keep your ideas and statements interesting and logical from the introduction to conclusion.
- Do not confuse the reader or person marking your work.
- Display insight into the topic

Answer all the questions

QUESTION 1

“Assessment means to measure something by collection information which will be used for some purpose”.

Based on the above-mentioned definition, you are required to:

- 1.1 Discuss any four purposes of assessment
- 1.2 Analyse four principles of assessment. (50)

QUESTION 2

There are two (2) main approaches to teaching reading to ABET and new learners. In an essay, discuss the two (2) approaches and give examples of they can be used to teach reading for new learners. (25)

QUESTION 3

“ABET learners come to the learning environment with different experiences and learning challenges”.

In an essay, discuss how you can assess them correctly so that you can place them at their appropriate classes and grades. (25)

ASSIGNMENT 02 TOTAL [100]

SEMESTER 2

ASSIGNMENT 01

Multiple choice questions

Compulsory assignment

Due date: 17 August 2018

Unique number: 836806

Choose the most correct option

- 1. We use ... to sound out words, syllables, common letter clusters and recognise words we have not seen before.**
 1. intuition
 2. gut feeling
 3. word attack strategies
 4. manoeuvring

- 2. The purpose of is to make sense and make reading more meaningful.**
 1. a full stop
 2. punctuation
 3. semi-colon
 4. coma

- 3. The combination of different approaches is the:**
 1. Analytic approach
 2. Deductive approach
 3. Eclectic approach
 4. None of the above-mentioned

- 4. An assessment is said to be ... when another assessor assesses the same learner again using a similar test will arrive at the same result.**
 1. fair
 2. sufficient
 3. valid
 4. reliable

- 5. ... is the collection of a set of examples of learners' work at each stage of development**
 1. Exemplars
 2. Portfolio of evidence
 3. Close exercises
 4. Interviewing

- 6. Today most linguists insist that people should read in their mother tongue or first language because ...**
1. they can concentrate on important skills
 2. they can gain speed in reading
 3. they can gain understanding that will help them on their life-long learning path
 4. they can concentrate on their reading of the home language
- 7. The following are physical challenges for adult learners except.**
1. Poor sight
 2. Fear of failure
 3. Poor hearing
 4. Difficulties in writing
- 8. The actual movement when writing takes place at the ...**
1. wrist
 2. fingers
 3. shoulders
 4. thumb
- 9. When we teach reading we should always consider that ...**
1. learners must start to read in L2 (second language)
 2. learners must start by reading the material that they understand
 3. it is helpless to know what we are reading
 4. new readers must start by reading material that is irrelevant to their lives
- 10. People who never went to school missed out on ...**
1. missed out on the discipline of concentrating for long periods
 2. traditional knowledge
 3. following instructions
 4. respecting teachers at school and elders in the community
- 11. ... is joined up writing.**
1. Print writing
 2. Strand writing
 3. Cursive writing
 4. Print writing
- 12. ... is used as a technique for looking up for words in a book or telephone directory.**
1. Skimming
 2. Scanning
 3. Looking at texts as a whole
 4. Critical reading

13. The approach that works best is ...

1. the synthetic approach
2. the analytic approach
3. the elective approach
4. all of the above-mentioned

14. Which one of the following can be regarded as appropriate feedback?

1. It should be rapid and take time
2. It should be relevant to the outcomes
3. It should be just brief
4. It should be practical and subjective

15. Which statement is incorrect? Rules for teaching adult learners to read are ...

1. learners must start learning to read in the language that they know best
2. start with long paragraphs
3. reading materials which are relevant to our lives
4. it is helpful to know what we are reading about

16. Choose the incorrect statement. New writers are shown how to write by ...

1. holding the pencil properly
2. holding the pencil lightly and to press heavily on the paper
3. relaxing their hand when writing
4. sitting when writing

17. We use ... to be able to read words we have never seen before

1. analytical skills
2. scanning strategies
3. skimming skills
4. word attack strategies

18. ... is a visual way of representing the sound we make in speech.

1. Reading
2. Writing
3. Conversation
4. Debating

19. The approach to reading stresses the importance of making learners skilled in recognising and sounding letters and syllables before putting them together to form words and sentences.

1. eclectic
2. synthetic
3. analytic
4. whole sentence

20. We use ... to make sense of print to make reading more meaningful.

1. punctuation
2. commas
3. question marks
4. full stop

ASSIGNMENT 01 TOTAL [20]**SEMESTER 2****ASSIGNMENT 02****Essay type questions****Compulsory assignment****Due date: 05 September 2018****Unique number: 700218**

The pass mark for this assignment is 50% and contributed 10% of your final mark. You may not resubmit the assignment.

Before you begin writing your assignment, read the following guidelines carefully:

Academic writing will be required when responding to the questions.

An essay assignment should have:

- Cover page (your title, name, surname, title of the assignment, module code, lecturer name, assignment number and date of submission)
- Table of contents:

ITEM #	CONTENTS	PAGE	EXPLANATION AND COMMENTS
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2.	Information, body of essay per heading	2	<i>The body of an essay should be divided into paragraphs. Each paragraph should discuss one main idea. Use examples for clarity sake.</i>
3.	Conclusion	4	<i>This should be telling us what you have been discussing in the whole assignment. Summarise your essay/assignment</i>
4.	References	4	<i>Acknowledge all the authors that you have used when writing an essay/assignment. Whatever you have cited inside the text should be reflected in the end-list reference.</i>

- Indicate the page number at the bottom of each page so that your table of contents can be valuable.
- The paragraphs should be relevant to the topic.
- Keep your ideas and statements interesting and logical from the introduction to conclusion.
- Do not confuse the reader or person marking your work.
- Display insight into the topic

Answer all the questions

QUESTION 1

Discuss any five (5) strategies you can use in formative assessment to assess the reading abilities of your ABET learners. Give examples from your own experience to support your discussion. (40)

QUESTION 2

“Adult learners have both physical and psychological barriers in their learning in most cases”.

Discuss any four (4) of the barriers and how you as a teacher can help your ABET learners to overcome them. (30)

QUESTION 3

Writing is still a challenge to adult learners in rural communities. In light of this observation, discuss five methods you can use to teach writing to adult learners in an ABET centre. (30)

ASSIGNMENT 02 TOTAL [100]

8.6 Other assessment methods

Apart from the assignments you will be required to write an examination at the end of your semester. The examination counts **80%** of your final mark. However, there are also activities and self-help questions throughout the Study Guide. You are advised to attempt to answer these activities and self-help questions as they will help to broaden and consolidate your knowledge of what you have studied. However, you are not required to send your self-help answers for marking.

8.7 The examination

All students who submitted the compulsory Assignment 01 **before** the closing date will be admitted to the examination regardless of the mark obtained in the assignment. Those who do **not** submit the compulsory assignment before the closing date will **not** be allowed to sit for the examination.

Assignment 01 and Assignment 02 together give you a year mark which contributes 20% to your final mark. The examination contributes 80% to your final mark. You need to get at least 40% in the examination before your year mark is taken into consideration. It means that a student who has obtained at least 40% in the examination and has a good year mark stands a good chance of getting a higher mark than a student with a poor year mark.

This is a semester module. This means that if you are registered for the first semester, you will write the examination in May/June 2018. On the other hand, if you are registered for the second semester, you will write the examination in October/November 2018.

During the course of the semester, the Examinations Section of the University will provide you with examination venues, examination dates and times.

The examination paper will contain almost similar questions to those in your self-assessment sections of your study guide and to those in your assignments. The previous examination question papers are not available to students. You will also be required to hand in your examination question paper with your answer book after you have finished writing your examination. All the examination question papers are the sole property of the Examinations Office of the University of South Africa.

8.8 Demarcation or scoping of examinations and assessments

NB: A College decision has been made that lecturers are not to demarcate scope specific work for examination purposes. Examination questions should be based on the entire work covering the notional hours of the modules. You are encouraged to learn everything. Where other competencies or skills are assessed differently during the tuition period, the various assessments will be spelt out clearly by the lecturer in Tutorial Letter 201.

According to Assessment Procedure Manual 2013, point number 4.5.2(e), the examination memoranda (guidelines, rubrics etc.) shall not be made available to students.

9. FREQUENTLY ASKED QUESTIONS

We receive many enquiries from students asking the same questions repeatedly. Therefore, we have decided to include frequently asked questions in this Tutorial Letter.

Where do I get important telephone numbers if I want to do enquiries for example on administration issues, study material or on examination timetable?

Important telephone numbers are provided in Tutorial Letter 101. You can also consult *Study @ Unisa*

Which part of the work is more important?

All the sections in the study guide are equally important and are assessed in the examination.

I have not yet received my study material or misplaced it. Could you please mail or fax me a copy?

No, unfortunately not, the study material is kept at a different department, namely Dispatch. Please consult *Study @ Unisa*. Ask whether the specific item has been despatched. If it has been despatched and you have not received it after a reasonable period of time, ask for another copy to be despatched to you. Please do **not** contact your lecturer for despatch or administrative matters. Kindly note that you can also find your study material in electronic format on *myUnisa*.

I would like to do some additional exercises. Could you provide me with tutorial letters from previous years?

Due to the limited storage space at UNISA, no tutorial letters from previous years are kept and/or made available to students.

What do I do if I experience problems with the content of the study material?

Contact your tutor or lecturer responsible for the module. You can phone your lecturer during official office hours from Monday to Friday (not evenings) Alternatively, make an appointment to see us personally if you live close to Pretoria, or write a letter or send an e-mail.

My assignment is late because ... can I submit it at a later date?

It is your responsibility to ensure that your assignment reaches UNISA's main campus on/or before the due date.

Can you give me tips for the examination?

No tips will be given to students. A College decision has been made that lecturers are not to make specific demarcations for examination purposes to students. Examination questions will cover the entire work based on the notional hours of the module. You are advised to study the whole study guide/module (Tutorial letter 501). Where other competencies and skills are assessed differently, you will be advised through the 201 Tutorial Letter. According to the Assessment Procedure Manual (2013), paragraph 4.5.2 (e), examination memoranda (guidelines, rubrics etc.) shall not be made available to students.

The *Study @ Unisa* brochure contains an A-Z guide of the most relevant study information.

10. SOURCES CONSULTED

No sources other than the study guide were consulted.

11. IN CLOSING

We trust that you will enjoy this module. At the same time, we would like to take this opportunity of wishing you everything of the very best with your studies.

Kind regards
Your Lecturer and the ABET Team

12. ADDENDUM

When preparing your assignments or for the exams, kindly note the following descriptions:

Word	Action
Analyse	Describe the various parts of X and explain how they work together, or whether they work together. Give points for and against.
Compare	Describe the major similarities between two or more ideas, topics, etc.
Contrast	Describe the major differences between two or more ideas, topics, etc. Define: Write a brief paragraph explaining the meaning of If there is more than one thing to define, explain any similarities or differences.
Describe	Give a detailed account of ...
Discuss	Write about the various opinions you have read on the subject. Give points for and against and draw a conclusion from the points presented.
Elaborate on	Write about a statement or a quotation that is part of the question.
Explain	Explain the statement/quotation in more detail and then state your viewpoint concerning it.
Evaluate	Give an opinion supported by evidence on the worth or value of something.
Examine	Divide into parts and describe each part critically.
Explain	Write out in detail; make clearer; examine reasons and causes.
Give an account of	Give a statement of facts in sequence.
Illustrate	Use a figure, a diagram, or specific examples to make the meaning clearer.
Justify	Give reasons for your conclusions or opinions.
Outline	Describe the essential parts only.
Show	Give reasons and causes.
State	Present clearly and concisely.
Summarise	Give the main points omitting details.