Tutorial Letter 101/3/2018

Teaching Numeracy to Adults

ABT1518

Semesters 1 and 2

Department of Adult Basic Education and Youth Development

IMPORTANT
This tutorial letter contains important information about your module

BARCODE

Define tomorrow.

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CONTENTS

1.   INTRODUCTION

Dear Student

Welcome to the module **Teaching Numeracy to Adults, ABT1518**. We are very glad to have you as a student in the ABET Department and Youth Development. We trust that you will find this course interesting, helpful and enjoyable. We are certain that as a qualified Youth Work practitioner, you will have a vital contribution to make towards the development of your country.

The information in this Tutorial Letter is important. Keep it in a file or some other safe place since you will need to refer to it often during the year. Read through it carefully before you start on any work for this module 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 assignments, 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 101**, you will find the assignments and assessment criteria as well as instructions on the preparation and submission of the assignments. It also provides all the information you need with regard to the prescribed study material and other resources and how to obtain them. Please study this information carefully and make sure that you obtain the prescribed material as soon as possible.

We have also included certain general and administrative information about this module. Please study this section of the Tutorial Letter carefully. Right from the start we would like to point out that you must read all the Tutorial Letters you receive during the semester immediately and carefully, as they always contain important and, sometimes, urgent information.

2.   PURPOSE AND OUTCOMES

2.1   Purpose

The purpose of this module is to enable students to gain introductory knowledge, skills and applied competence in facilitating numeracy learning with adult learners.

2.2 Outcomes

The outcomes of this module are as follows:

1. To apply the requirements of the unit standards for numeracy learners at ABET Levels 1 and 2.
2. To demonstrate subject knowledge of Mathematics at ABET Levels 1 and 2.
3. This module aims to take the learner through some of the processes and exercises that would serve to provide a systematic development of mathematical concepts and skills.
4. This module aims to enable the students to gain introductory knowledge, skills and applied competence in facilitating numeracy learning with adult learners.
5. To help learners to identify and develop their own knowledge of numeracy.
6. To apply the concept of the common developmental path of mathematical concepts and skills to teaching numeracy as required by the ABET levels 1 and 2 unit standards.
7. To explain and use the rationale for problem-solving tasks in numeracy teaching.
8. To identify typical misconceptions of mathematical concepts and causes, and apply prevention strategies.
9. To explain and apply the principle of active construction of mathematical knowledge by learners and reflective discussion.
10. To encourage and facilitate reflective discussion during the construction of mathematical knowledge.
11. To discuss the importance of making use of the learners' prior knowledge of numbers and their experience of using numbers in their everyday lives.
12. To explain the common path of development of numeracy concepts and skills.
13. To analyse numeracy materials and learning programmes in terms of the structured development of numeracy concepts and skills.

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 M M Malale
Lecturer
Office 00-003, Building 10, Sunnyside Campus
Tel: +27 (0) 12 481 2971
E-mail: malalmm@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 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 e.g. 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

You can also consult the brochure *Study @ Unisa* for more information.

4.   RESOURCES

4.1   Prescribed books

There are **no** prescribed books for this module.

You will, however, receive the following material from Unisa:

- Only Study Guide for this module (Introduction to Assessment in ABET)
- Tutorial Letter 101
- Follow-up Tutorial Letters

The Tutorial Letters will also be available on *myUnisa*.

4.2   Recommended books

There are **no** prescribed books for this module. However, you are welcome to read any relevant newspapers, magazines and related articles as well as on the internet.

4.3   Electronic reserves (e-Reserves)

There are **no** e-Reserves in this module. We do, however, advise our students to google for purposes of obtaining more information on networking and advocacy.

4.4   Library services and resources information

- For brief information go to: http://www.unisa.ac.za/contents/studies/docs/myStudies-at-Unisa2018-brochure.pdf
- For more detailed information, go to the Unisa website: http://www.unisa.ac.za/, click on Library
- For research support and services of Personal Librarians, go to: http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102

The Library has compiled numerous library guides:

- Find recommended reading in the print collection and e-Reserves: http://libguides.unisa.ac.za/request/undergrad
- Request material - http://libguides.unisa.ac.za/request/request
- Postgraduate information services - http://libguides.unisa.ac.za/request/postgrad
- Finding, obtaining and using library resources and tools to assist in doing research: http://libguides.unisa.ac.za/Research_Skills
- How to contact the Library/find us on social media/frequently asked questions: http://libguides.unisa.ac.za/ask

5.   STUDENT SUPPORT SERVICES

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

- Study Guide
- Tutorial Letter 101 for module and other Tutorial Letter(s) at a later stage.

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

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 this module. 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	• Orientate yourself with the module. • Read through your tutorial letter and study guide and start preparing for assignment one.	
March	Start preparing for Assignment 01	
April	**05 April: Due date for Assignment 01**	
	After submitting Assignment 01, start preparing for Assignment 02	
	20 April: Due date for Assignment 02	
Due date for May/June examination	• 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	• Orientate yourself with the module. • Read through your tutorial letter and study guide • Start preparing for assignment one.	
August	**03 August: Due date for Assignment 01**	
	After submitting Assignment 01, start preparing for Assignment 02	
September	**03 September: Due date for Assignment 02**	
Due date for October/ November exams	• 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

None.

8. ASSESSMENT

8.1 Assessment criteria

All assessment activities during the year will be based on the assessment plan specified in 8.2 below.

8.2 Assessment plan

You will be required to submit **two (2) compulsory** assignments for this module on or before the due dates specified below.

Assignment 01 consists of multiple choice type questions which gives you entrance to the examination.

Assignment 02 consists of 100 marks, which consists of paragraph type questions, which contributes 10% of your final mark.

Take note that the correct module code, **ABT1518**, and assignment number (Assignment 01 or Assignment 02) must be indicated on the assignment cover in order for it to be delivered and processed as soon as possible. If you indicate the incorrect code or assignment number, your lecturer will **not** be able to trace your assignment and you will **not** be credited with any marks.

It is extremely important to adhere to the submission dates for assignments as extensions cannot be given in the short span of a semester's duration, and the fact that multiple choice question assignments are marked by a computer on a set date.

8.3   Assignment numbers

Refer to the table under point 8.4 for details.

8.4   Assignment due dates

The due dates for the submission of the assignments as well as the unique reference numbers are:

SEMESTER	ASSIGNMENT	COMPULSORY QUESTIONS	DUE DATES	UNIQUE NUMBERS
Semester 1	Assignment 01	Multiple choice	05 April 2018	804291
Semester 1	Assignment 02	Essay type	20 April 2018	713421

SEMESTER	ASSIGNMENT	COMPULSORY QUESTIONS	DUE DATES	UNIQUE NUMBERS
Semester 2	Assignment 01	Multiple choice	03 August 2018	674806
Semester 2	Assignment 02	Essay type	03 September 2018	808165

8.5   Submission of assignments

Assignments are seen as part of the learning material for this module. As you do the assignment, study the reading texts, consult other resources, discuss the work with fellow students or tutors or do research, you are actively engaged in learning. Looking at the hints given for each assignment will help you to understand what is required of you more clearly. Furthermore, the activities given in the Study Guide should be taken seriously as you go through your assignments.

For students attending tutorial sessions, tutors may also set additional tasks and give feedback in class.

You'll also find information on *myUnisa*. 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 under the *myUnisa* heading on the screen. This should take you to the *myUnisa* website. You can also go there directly by typing in http://my.unisa.ac.za.

Written assignments should be addressed to:

The Registrar
P O Box 392
UNISA
0003

You may submit **written** assignments, either by post, or electronically via *myUnisa*. Assignments should **not** be submitted by e-mail. For detailed information and requirements as far as assignments are concerned, see the brochure *Study @ Unisa*, which you received with your study material.

To submit an assignment via *myUnisa*:

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

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 *Study @ Unisa* 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.

8.6   Feedback on assignments

For **written** assignments, markers will comment constructively on your work. However, feedback on compulsory assignments will be sent to all students registered for this module in a follow-up tutorial letter, and not only to those students who submitted the assignments.

As soon as you have received the feedback, please check your answers. The assignments and the feedback on these assignments constitute an important part of your learning and should help you to be better prepared for the next assignment and the examination.

8.7   The assignments

Assignment 01 is a multiple choice type question. Assignment 01 must be submitted in order to gain entrance to the examination.

Assignment 02 is an essay type question. Assignment 02 contributes to 20% of your final mark.

SEMESTER 1

ASSIGNMENT 01

Multiple choice questions
Compulsory
Unique number: 804291
Due date: 05 April 2018

Instructions

Please note: This assignment is compulsory and there are **no** resubmissions and extensions for late submission. Ensure that you check the closing date and also include the unique assignment number that appears in this Tutorial Letter.

These are multiple choice type questions. Answer **all** the questions on the relevant mark reading sheet provided by shading the relevant answer. Contact the University immediately if you do not have the mark reading sheet.

Each question counts for 5 marks to make the total of 100 marks.

Choose the most <u>correct</u> option:

Questions

1. **Which of the following words best describe the situation in which we multiply one number by another in the operation of division to the result?**

    1. Difference.
    2. Product.
    3. Sum.
    4. Quotient

2. **The space between where two lines join is called:**

    1. An intersect.
    2. An apex
    3. An angle.
    4. A base.

3. **Repeated addition is also called:**

    1. Multiplication.
    2. Subtraction.
    3. Division.
    4. Addition

4. The unit of measurement for weight is:

1. Litres.
2. Kilograms.
3. Centimetres
4. Kilometres.

5. R238.47 rounded off to the nearest R100 is ten would be:

1. R250.00
2. R300.00
3. R200. 00
4. R210.00

6. The … is the item occupying the middle position in a ranked list of numbers

1. average
2. difference
3. mean
4. median

7. The number that is doing the division in the division operation is the:

1. Denominator
2. Divisor
3. Fraction
4. Product

8. Length (l) multiplied by width (w) and height (h) is the … of a square.

1. volume
2. area
3. height
4. length

9. Improper fractions are fractions where the ...

1. denominator is bigger than the numerator.
2. numerator is bigger than the denominator.
3. numerator is equal to the denominator.
4. denominator is equal to the denominator.

10. Numeracy skills can be used in the following life situations:

1. Gardening
2. Building
3. Driving
4. All of the above-mentioned

14

11.   Some teachers develop negative attitude towards teaching Mathematics because of:

1.   Poor Mathematics background
2.   Sickness
3.   Laziness
4.   None of the above-mentioned

12.   An employee gets a salary of R100.00. He/she gets 5% increase. What is the new salary after increment?

1.   R105.00
2.   R150.00
3.   R100.00
4.   None of the above-mentioned

13.   … is one of the main operations in numeracy.

1.   Adding
2.   Rectangle
3.   Radius
4.   Circle

14.   Whole numbers are also called:

1.   Fractions
2.   Bonds.
3.   Integers.
4.   Digits.

15.   Three-sided figure is a:

1.   Circle
2.   Square
3.   Triangle
4.   Pentagon

16.   To add or subtract fractions you must first make all the fractions have the same:

1.   Lowest common numerator.
2.   Lowest common denominator.
3.   Numerator
4.   Denominator.

17.   The unit of measurement of length is:

1.   Kilometre
2.   Kilogram
3.   Litre
4.   None of the above-mentioned

18.   What is a fraction where the whole is broken down into 100 parts called?

1.   A mixed fraction.
2.   An improper fraction.
3.   A proper fraction.
4.   A percentage.

19.   The line joining two opposite corners of a rectangle is:

1.   The diameter.
2.   The diagonal.
3.   The radius.
4.   The intersect.

20.   We divide one number by another in the operation and the sign for division is:

1.   +
2.   =
3.   ÷
4.   ×

(20)

FIRST SEMESTER

ASSIGNMENT 02

Essay type questions
Compulsory
Unique number: 713421
Due date: 20 April 2018

The pass mark for this assignment is 50%. Please answer all the questions for this assignment. Please ensure that your assignment does not exceed five (5) pages (excluding the table of contents and bibliography).

You have just completed your ABT1518 module. On this basis, the ABET Centre Manager asks you to summarise what you studied in ABT1518 and present it to the adult numeracy class practitioners. Prepare your teaching numeracy lecture material for presenting to your peers. Your discussion lecture material should not be more than five (5) pages. Your discussion should have:

1.   table of contents;
2.   an introduction;
3.   a body; and
4.   a conclusion.

Your lecture material should answer the questions below. Each answer/idea should have an example.

QUESTION 1

Briefly describe the concept of numeracy.   (5)

QUESTION 2

Write notes about the four (4) kinds of mathematical operations that you have studied.   (20)

QUESTION 3

Discuss any five (5) life situations where numeracy skills can be used.   (50)

QUESTION 4

What is problem solving in mathematical learning?   (10)

(85)

Mark allocation:

Table of contents   (5)
Introduction   (5)
Body   (85)
Conclusion   (5)

ASSIGNMENT 02 TOTAL [100]

SEMESTER 2

ASSIGNMENT 01

Multiple choice questions
Compulsory
Unique number: 674806
Due date: 03 August 2018

Instructions

Please note: This assignment is compulsory and there are no resubmissions and extensions for late submission. Ensure that you check the closing date and also include the unique assignment number that appears in this Tutorial Letter.

These are multiple-choice type questions. Answer **all** the questions on the relevant mark reading sheet provided by shading the relevant answer. Contact the University immediately if you do not have the mark reading sheet.

Each question counts for 5 marks to make the total of 100 marks.

Choose the <u>most correct</u> option:

Questions

1.   **If a person wants to work confidently with and logically with basic numbers, measuring, orders of magnitude and geometry, they must?**

     1.   Be intelligent.
     2.   Enjoy mathematics
     3.   Be knowledgeable.
     4.   Be numerate

2.   **Whole numbers are also called:**

     1.   Fractions
     2.   Bonds.
     3.   Integers.
     4.   Digits.

3.   A process of repeated subtraction is called:

1. Multiplication.
2. Subtraction.
3. Division.
4. Addition

4.   Rounding off normally takes the number to the nearest ten, hundred or thousand. Therefore 74 rounded of the nearest ten would be:

1. 64
2. 75
3. 80
4. 70

5.   We subtract one number from another in the operation of subtraction, the result of which is the:

1. Average.
2. Difference.
3. Mean.
4. Median

6.   The arithmetic average is called the:

1. Mean.
2. Median.
3. Sum.
4. Difference.

7.   Improper fractions are fractions where the ...

1. denominator is bigger than the numerator.
2. numerator is bigger than the denominator.
3. numerator is equal to the denominator.
4. denominator is equal to the denominator

8.   To add or subtract fractions you must first make all the fractions have the same:

1. Lowest common numerator.
2. Lowest common denominator.
3. Numerator
4. Denominator.

9.   The mathematical operation of subtracting 5 from 10 is called:

1 Calculation
2. Addition
3. Subtraction
4. Division

10. A fraction where the whole is broken down into 100 parts is called:

1. A mixed fraction.
2. An improper fraction.
3. A proper fraction.
4. A percentage.

11. The management at a company offers a 10% wage increase. You want to work out what this means in rands and cents for a Grade A worker who earns R700 per month. What is your finding?

1. R65
2. R68
3. R70
4. R72

12. Length multiplied by width will give you the …

1. volume.
2. area.
3. height.
4. capacity

13. The space between where two lines join is called:

1. An intersect.
2. An apex
3. An angle.
4. A base.

14. The line joining two opposite corners of a rectangle is?

1. The diameter.
2. A diagonal.
3. The radius.
4. The intersect.

15. 50% in decimal form is:

1. 0,5
2. 0,4
3. 0,3
4. 0,2

16. Repeated addition is also known as:

1. Subtraction.
2. Multiplication
3. Addition.
4. Division

20

17. **When we add one number to another in the operation of addition, the result is the …**

   1. quotient.
   2. product.
   3. sum.
   4. difference.

18. **When we work with time, capacity, distance, weight and temperature we are working with?**

   1. Graphs.
   2. Maps.
   3. Time.
   4. Measurement.

19. **The unit of measurement for distance is:**

   1. Litres.
   2. Kilograms.
   3. Centimetres
   4. Kilometres.

20. **The ... is the item occupying the middle position in a ranked list of numbers, from highest to lowest?**

   1. mean
   2. ratio
   3. average.
   4. median.

(20)

SEMESTER 2

ASSIGNMENT 02

Essay type questions
Compulsory
Unique number: 808165
Due date: 03 September 2018

The assignment is for this module and it indicates the closing date and the assignment number. The pass mark for this assignment is 50%. If you fail this assignment, you are **not** allowed to rework the lecturer's comments to improve on work and you cannot resubmit the assignment. However, you will have a second chance when you sit for an examination at the end of the semester.

QUESTIONS

1. Discuss five (5) activities in the real life situation and show how adults can use numeracy skills in those situations. (50)

2. Develop your own problem solving activity for ABET Level 2. Use the examples from your Study Guide **and** do not reproduce examples of activities from your Study Guide. (10)

3. Describe the four (4) mathematical operations and give one (1) example under each operation using numbers not exceeding 100. (20)

4. Explain how you will go about preparing yourself to confidently teach numeracy to ABET learners? (20)

ASSIGNMENT 02 TOTAL [100]

8.8 Other assessment methods

There are **no** other assessment methods for this module.

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. You are **not** required to send your answers for marking unless if it is stated in your Tutorial Letter.

8.9 The examination

You will write a **two-hour** examination in May/June 2018 for this module. If you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination will be written in October/November 2018.

If you are registered for the second semester, you will write the examination in October/November 2018 and the supplementary examination will be written in May/June 2019.

The examination paper will contain questions some of which may be similar to those you have written for your assignments. Answer simpler questions first and then move to more challenging ones later.

Ensure that your questions and sub-questions are numbered correctly; whether it is for the assignments or the examination. Marks are allocated for a number of facts and not only on one or two. Do not elaborate only on one or two facts but do write about the other relevant aspects that are required to answer the questions fully.

During the semester, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

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.

To be admitted to the examination you should complete all assignments.

Assignment 02 will contribute **20%** to the final mark. Examinations count for **80%** of the final promotion mark.

8.10 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.

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

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.

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.