

PAPER 3: Creative Writing

Essay & Transactional Notes



Brainstorm

INTRODUCTION

- The introduction is the most important part.
- It should not exceed five short sentences.
- Avoid starting your essay with: 'One day...', 'In this essay I am going to...'

CONCLUSION

- The conclusion should be thought provoking and leave the reader with a lasting impression of your work.

TOPIC:

- Underline the key words to ensure you do not go off the point.
- Ask the questions: Who, what, when, where and how.
- Plan the essay by using a mind map.

Main idea 1

Body

- Each paragraph should have a main idea with supporting detail that develop the main idea.

MAIN IDEA 2

- Paragraphs should be varied in length.
- There should be a logical sequence of ideas/events.

Main idea 3

- Avoid sentences that are too long. They should be well-constructed and varied.

1. Narrative essay

A narrative essay tells a story or tells of a past event. It does not have to be a true story, or based on your life/experience. It can be written from any perspective.

Consider the following when writing a narrative essay:

- ✓ The story must have a strong story line and be convincing even if it is fiction.
- ✓ A narrative essay is usually written in the past tense.
- ✓ The introductory paragraph should capture the reader's attention.
- ✓ An unusually interesting ending gives a story the final touch.
- ✓ The reader's interest must be maintained until the end. The style, rhetorical devices and action must ensure sustained interest.
- ✓ A successful narrative vividly highlights sensory details such as sight, sound, taste, smell and tactile sensations.
- ✓ A narrative essay often has a strong descriptive element.

Below follows an example of how a narrative story may be introduced:

Suddenly there was absolute silence....

It was a cold stormy night. The thunder was screaming in a gruesome voice. The rain was pouring like a waterfall onto the window sill. As usual I was alone – scared.

2. Descriptive essay

In a descriptive essay, the student describes a person, memory, situation, place, experience or any object. In contrast to other types of essays, the descriptive essay allows the writer to use many figures of speech, and, descriptors like adjectives and adverbs, thus enabling him to create a powerful image of what he is describing. The writer presents the text in a manner that leads the reader into the writer's perspective of the subject the writer is describing.

Consider the following when writing a descriptive essay:

- ✓ The writer should create a picture in words using adjectives and adverbs.
- ✓ It is usually written in the present or past tense.
- ✓ Words and expressions are chosen carefully to achieve the desired effect.
- ✓ Images of sight, sound, hearing, taste and touch can be used to make the description vivid.
- ✓ Figures of speech are used in original ways.
- ✓ Learners should ideally have experience of the topic. It is very difficult to describe something without having first-hand knowledge.

Hereunder follows an example of an introductory paragraph for a descriptive essay.

The Karoo

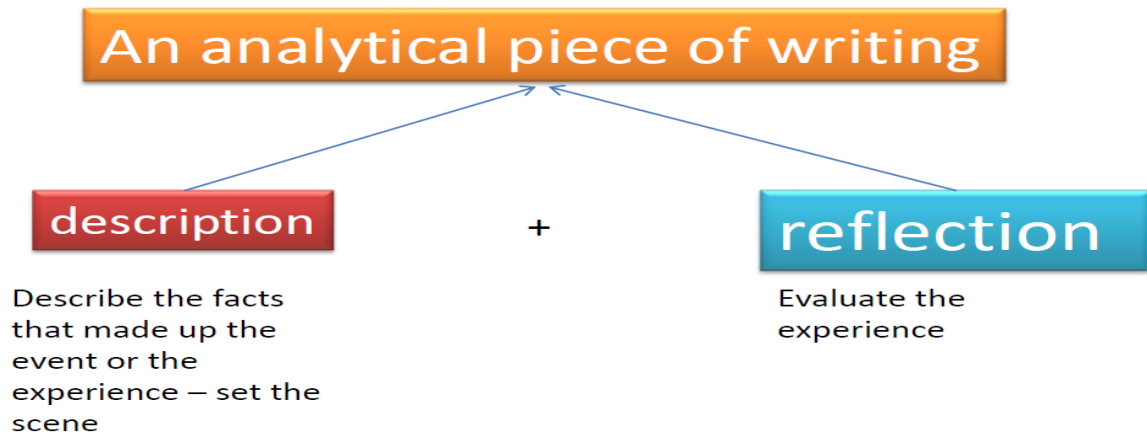
A vast expanse of scorched sand, small bushes, trees covered by dust. A dome of rich blue, governed by the fierce ball of fire, then dipping slowly downwards to meet the sand on the horizon. Lifeless, you would think. Think again? The Karoo has a life of its own.

3. Reflective essay

In a reflective essay the writer contemplates an idea and gives his or her emotional reactions and feelings. The writer could, for example, reflect on dreams or aspirations. It presents a set of thoughts and ideas about a topic, with no particular attempt to argue for or against anything.

See a graphic presentation of a definition and guide on how to write a reflective essay below.

What is a reflective essay?



<https://www.slideshare.net/b.nicolls/how-to-write-a-reflective-essay>

Consider the following when writing a reflective essay:

- A reflective essay is subjective.
- Feelings and emotions play a major role.
- A substantial part of the essay may be descriptive. These descriptions should be vivid and aim to recreate recollections or feelings of the writer in the reader.
- The ideas, thoughts or feelings expressed should reveal sincerity and personal involvement.

Below follows an example of an introductory paragraph for a reflective essay.

The moment of truth.

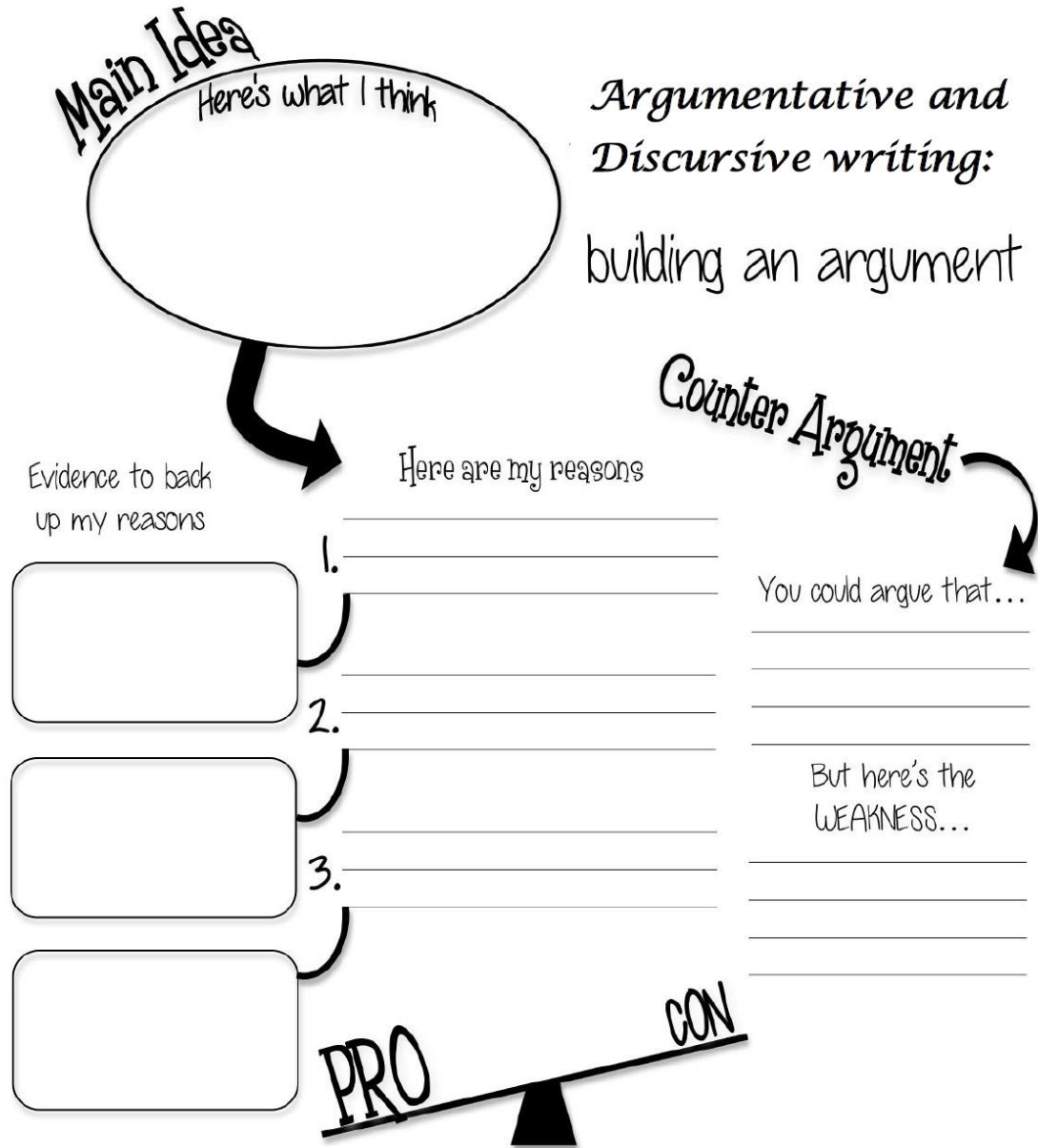
Everyone has that one moment which changes one's life. A moment that wish had never happened. A moment that you cannot avoid or escape. The moment of truth.

4. Argumentative essay

In an argumentative essay, the writer has a specific opinion or viewpoint and argues to defend or motivate his or her position. The opinion of the writer should be clear throughout. This is a subjective essay in which the writer tries to convince the reader to share his or her point of view.

Consider the following when writing an argumentative essay:

- ✓ The essay should start with the writer’s view of the topic in an original and striking way.
- ✓ The writer should give a range of arguments to support and substantiate his or her view.
- ✓ The writer focuses on points for OR against a statement.
- ✓ An argumentative essay is subjective and strong opinions are expressed. A variety of rhetorical devices and persuasive techniques should be used.
- ✓ The language used is emotive and can be emotional but should not be rude.
- ✓ The conclusion should be a strong, clear and convincing statement of the writer’s opinion.



When you weigh all the evidence, you can conclude that...

STRONG

FINISH

LONGER TRANSACTIONAL WRITING

1. Formal and Informal Letters

The table below illustrates the differences between Informal and Formal letters

	Informal	Formal
Audience	<ul style="list-style-type: none"> • writing to a friend or a member of your family. • language and tone will be informal with a friendly approach • may have a chatty tone but slang is not allowed 	<ul style="list-style-type: none"> • writing to a person you may not know personally or who you know in a more formal way. • language and tone is formal • always be polite
Purpose	<ul style="list-style-type: none"> • to keep in touch with someone you know or are related to. • to give information and enquire about things that are of mutual interest e.g. family matters, gossip or sharing news, congratulate or sympathise 	<ul style="list-style-type: none"> • to apply for a job • to give your views on an issue of concern to you • to complain • to request information
Format	<ul style="list-style-type: none"> • include your address and the date. • salutation will be formal with use of the first or familiar name e.g. Dear Gran, Dear Andy. • ending/closing will be informal, such as 'Your best friend/ Yours sincerely/Your favourite niece' 	<ul style="list-style-type: none"> • include your address and the date • include the address of the recipient. • salutation is more formal, 'Dear Mr Monyaki' or 'Dear Sir/Madam' • include topic line • ending/closing will be formal such as 'Yours faithfully.' (If letter was started with the name of the person 'Dear Mr Monyaki' then the letter may end with 'Yours sincerely') • signature and name of sender
Content	<ul style="list-style-type: none"> • topic will tell you what the content should be. • plan opening paragraph, central points and organise what you want to say. 	<ul style="list-style-type: none"> • topic will tell you what the content should be. • plan opening paragraph, central points and organise what you want to say. • arguing or putting across your points logically is important and strengthens your case • be concise and to the point

1.1 Informal letter

Example of an informal letter


Instruction

Your uncle sent you money to pay for your matric farewell outfit. Write a letter to thank him for his contribution.

	8 Serengeti Street
	Triangle
	Smallville
	2037
	12 February 2018
Dear Uncle Bully	
It was great.....	
.....	
I am planning to	
.....	
.....	
My mother	
.....	
.....	
I want to thank	
.....	
Yours sincerely	
Bongani	
	(138 words)

1.2 Formal letter

2.1.1 Letter to the Editor

	<p>Instruction You have had many electricity and water disruptions in your area. Write a letter to the editor of your local newspaper expressing your views and feelings about it.</p>
<p>NOTE: Any formal letter must be addressed to a specific person – be guided by the brief in the question.</p>	<p>8 Serengeti Street Triangle Smallville 2037 12 February 2018</p>
<p>The Editor</p>	
<p>The Triangle Tribune</p>	
<p>PO Box 123</p>	
<p>Smallville</p>	
<p>2037</p>	
<p>Sir /Madam</p>	
<p><u>Electricity and water disruptions</u></p>	<p>State the problem</p>
<p>During the past month we have experienced</p>	
<p>The consequences of these disruptions</p>	<p>Provide more detail</p>
<p>Several requests were made to the municipality to investigate the cause of these disruptions but to date they have not responded. Going public with our plight is our last resort.....</p>	
<p>Yours faithfully <i>B Monyaki</i></p>	<p>Suggest possible solution</p>
<p>B Monyaki</p>	<p>(142 words)</p>

1.2.2 Letter of application

		8 Serengeti Street
		Triangle
	Name of company/firm. Give a fictitious name and address IF it is not given in the paper	Smallville
		2037
		12 February 2018
The Manager	The post you have to apply for as given in the paper.	
Name of firm		
Address		
Dear Sir/Madam		Your name and surname. If CV is provided in question paper, use the name on CV.
APPLICATION FOR VACANT POST		
I, name and surname, would like to apply for the post of (name the post) as advertised in (name magazine/ newspaper).		
		Any fictitious name (make up your own if not provided in question paper)
Give details of yourself and qualifications.		
		Age, school attended, subjects. College/university. Sport/activities you do.
Mention why you consider yourself suitable for the post.		
I am available for an interview at any time convenient to you.		
I hope my application will be considered favourably.		
Yours faithfully		Mention here characteristics/talents/ special achievements – anything that makes you the best/suitable candidate for this specific post.
Signature		
Initials and surname		




Exercise:

A restaurant that caters mainly for university students has opened in your area and has been advertising for waiters and waitresses to do shift work. Write to the manager to apply for one of these vacancies.



IMPORTANT NOTE

The letters listed below can take the format of either the informal or the formal letter depending on the question

Type of letter	Informal	Formal
	<p>A letter of thanks to a family member that contributed to your studies.</p>	<p>A letter to a company thanking them for their donation.</p>
	<p>A letter of request to your nephew requesting assistance with a difficult subject.</p>	<p>A letter of request to a company requesting assistance with a project at school.</p>
	<p>A letter of complaint to a neighbour regarding the incessant barking of his dogs.</p>	<p>A letter of complaint to the municipality regarding the non-removal of refuse.</p>

1.2.3.1 Friendly Letter of Thanks

15 Meadow Way
Burgundy Estate
5307
4 December 2018

Dear Mrs Brown

From the moment you began your first lesson, I was immediately captivated, and for the first time in three years I felt that I would be able to understand the beauty of Physical Science. You have had an enormous impact on my life even though you have been at my school for only half a year. Thank you for helping me to come to terms with areas of the syllabus that have always been problematic for me. I really appreciate all the extra work and activities you managed to cover with us.

The passion and interest that you shared have led to my wanting to include Physics in my tertiary studies next year. I know that while attending Physics lectures I'll always keep you in mind.

I am grateful not only for the usual class lessons, but also for the extra life lessons that you shared along the way. I'll miss the jovial atmosphere that always radiated from your classroom. Your rare smile and much needed sense of humour elevated the spirits of the entire class.

It has been a pleasure to be one of your students.

Yours sincerely
Couthar

1.2.3.2 Formal Letter of Thanks

REC Schools & Academies
PO Box 795
Rustenburg
0300
16 July 2018

Mr Machol
The Medical Museum
Carolus Street
Johannesburg
8240

Dear Mr Machol

Gratitude for enriching experience

Thank you for hosting the Grade 12 Life Sciences learners from REC Schools & Academies at Sandton Medical Museum. We are grateful at how your guided tour extended our knowledge of human biology.

Textbok illustrations are so abstract compared to seeing real exhibits, and your touch display of different organs allowed us to really see the difference between healthy and diseased tissues. I think that few of us will become smokers after seeing your lung exhibit, or alcoholics after seeing your liver exhibit.

Many of us were also shocked by the exhibits of stillborn babies who were carried by mothers with drug addictions, but they were a wake-up call about the challenges that drugs pose in our society. Very often we are warned about the dangers of substance abuse, but seeing the real effects is a far more powerful deterrent. Nevertheless, I think we all left the museum in awe at the wonders of the human body and impressed by the advances of medical science.

We would like to thank everyone at the museum who is involved in maintaining this amazing educational resource.

Yours sincerely

LL Khunou

Lebogang Khunou
Grade 12 Representative

2. Curriculum Vitae and covering letter

A **Curriculum Vitae (CV)** is a document through which the writer presents himself/herself to the world. The document should present a strong, first impression of the candidate. It should present information clearly, objectively and concisely.

Remember, a CV must address the post for which the candidate seeks employment. For example, a candidate who applies for a sports-related post will present a CV which speaks more about the candidate's prowess in sports than in the academic.

The following aspects must be addressed:

- ✓ Personal details
- ✓ Formal Qualifications
- ✓ Work experience (if applicable)
- ✓ Referees

A **covering letter** is a summary of the contents of the CV and is always accompanied by a detailed CV. The purpose is to introduce the applicant and provide information on why the applicant would be the most suitable candidate for the position.

EXAMPLE OF CV & COVER LETTER:

CURRICULUM VITAE OF _____
PERSONAL DETAILS
Surname and full names
Date of birth
Identity number
Address
Contact numbers
Gender
Marital status
Dependants
Religion
Nationality
Criminal record
FORMAL QUALIFICATIONS
Secondary education
Name of institution
Highest qualification obtained
Year of completion
Tertiary education
Name of institution
Highest qualification obtained
Year of completion

WORK EXPERIENCE

Name and address of employer
Date of employment
Position

REFEREES

Name	Relationship	Contact number
1.		
2.		
3.		

180 Grove Road
 Chatsworth
 4084
 21 November 2018

The Manager
 The Good Read
 Grove Centre
 Pelican Road
 Chatsworth
 4084

Dear Sir / Madam

Application for post of shop assistant

I would like to apply for a part-time shop-assistant position at the Chatsworth branch of The Good Read.

I am an eighteen-year-old matric learner at Turnstone Secondary School. I am well-read and have a passion for books. I am also punctual, responsible, honest and hard-working.

I am available to work in the evenings, weekends, public holidays and the December holidays. Transport to and from work will not be a problem as I live only a few roads away from Grove Centre.

If you have any openings for part-time staff I hope that you will invite me for an interview. I can be contacted at the above address, or on the following cell phone number: 076 489 2398.

Thank you for your consideration.

Yours faithfully
Khanyisile Shabanya
 Khanyasile Shabanya



Exercise:

Write a covering letter and your own CV in order to apply for a part-time job as a receptionist.

3.Articles

A magazine or newspaper article is written to inform, persuade and entertain. The style and tone of an article written for a school magazine will differ from an article written for a local newspaper or magazine.

Newspaper Article/Report	Magazine article
Written to communicate information to the reader about current events. It deals with facts, which should be relayed accurately. The writer should be completely objective, and there should be no slanting of the truth.	Magazines are produced for different markets, and the articles that appear in these magazines are written to interest the people in these specific target markets. While they should be about a current topic, it does not have to cover breaking news. This allows the writer to examine an issue in more depth, and to approach it in a more personal way.
<ul style="list-style-type: none"> • Give it a short clear title (to make this attention-grabbing) • Give it a sub-title • Add your name as the reporter • Give the most important facts first (Who? What? Why? When? Where?) • Elaborate on this information in the paragraphs that follow, keeping the story balanced if there are opposing viewpoints. 	<ul style="list-style-type: none"> • Give it a short clear title • Give it a sub-title • Add your name as the writer and the name of a photographer • Write it in two columns and using, blocks, indicate where the main picture and supporting picture should go, and give these both captions.
Formal register Concise style Accurate facts.	Informal register Conversational tone

Exercise:

Write a newspaper article about a young person who is passionate about something, and who has achieved a notable goal in this field.

Write a magazine article about the influence of celebrities on teenagers.



EXAMPLE OF A NEWSPAPER ARTICLE

ACTRESS BREAKS A LEG

Nicola Simpson injure during a performance

Amal Parker

Last night local celebrity Nicola Simpson literally broke a leg at a performance of *That's All* at the Artscape Theatre. While supporting actress Thina Katsha was in the middle of her soliloque, Simpson fell dramatically from behind the curtain, tumbled across the stage, and then fell again off the stage, collapsing before the front row of the audience/

Questions are being asked about whether this incident was an accident, perhaps brough about by the tranquilisers she was taking or whether Simpson was pushed.

However, there seem to be no witnesses who can say what made Simpson fall.

Daryyl Jonas, ex-boyfriend of Simpson and current boyfriend of Katsha, was seen peeping out from behind the curtain just after the accident, but calims that he was in Katsha's dressing room at the time of the accident.

'Nicola wasn't herself that evening,' he told the press. 'However, I wish her only the best, and I am sure the feeling is mutual.'

Simpson's publicist released a statement this morning explaining that Simpson remembers nothing about the fall.

Simpson is now in a serious condition at the Vincent Pallotti Hospital, with a broken leg and serious bruising to her right arm and torso.

Catchy title

Informative sub-heading

Name of reporter

Quotation marks around quoted words.

Objective point of view

Accurate details.

Formal register.

EXAMPLE OF MAGAZINE ARTICLE

THE CHILL-OUT ZONE

Making a space where your teenagers can entertain

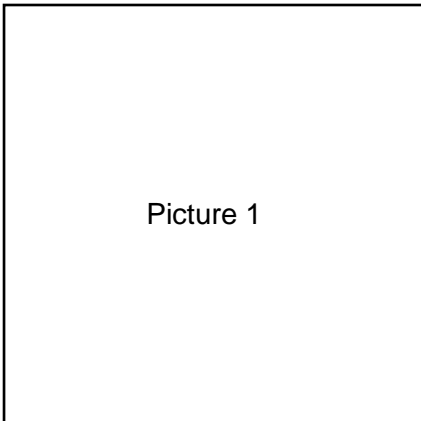
By Kayleigh Cole

Photographs by Nomsa Duma

Teenagers can be messy. Many reach a stage where they can use the kettle but not the squeegee. So when they start to entertain they can dirty more coffee cups than you knew you owned before they realise that it is time to clean up.

To minimise conflict it is a good idea to have a zone where they can relax that is different from the one that you want to keep neat for your friends – a place where they can slouch and you can let them.

Furnish this area using modern couches using cushions and throws that will need to be neatened up. Put pictures on the wall that they will enjoy but do not feel that you need to fame the latest band they are crazy about, because teenager's tastes in music often change very quickly, and what they think is cool this year might embarrass them next year.



Andy Goldsworthy prints are a great idea for the walls.

Nature photographs are usually a good idea as they create a contemporary but calm mood.

Let them advise on colours and add the final touches, such as ornaments. This will help to make the space somewhere they will enjoy being – and help to maintain.



Colourful couches are a quick way to make the room look cheerful.

Short and catchy title.

Sub-title indicates what the subject of the article really is.

Informal register.

Personal style.

Directed at a particular audience.

Conversational tone.

Short paragraphs.

Pictures

Captions

4. Agenda and minutes of the meeting

An **agenda** is a document that is sent out before a meeting to all the people who will be attending the meeting. It indicates what will be discussed at that meeting, so that the people who will be attending are prepared for the discussions that will take place.

The following items must be included in an agenda.

Name of organisation	
Date and time and venue of meeting	
Agenda items:	
1.	Opening and Welcome
2.	Apologies
3.	Attendance
4..	Reading and adoption of minutes of previous meeting
5.	Matters arising
6	New matters
6.1	Dwindling number of library users
6.2.	
7.	General
8.	Date of next meeting
9.	Closure

The **minutes** of a meeting are a record of what happened at a meeting and decisions that were taken.

The minutes must:

- ✓ Reflect the name of the organisation
- ✓ Show the date, the place and the time at which the meeting was held
- ✓ State the name of the people who attended the meeting – can be added as an annexure, attendance register
- ✓ Quote resolutions word for word
- ✓ Provide a summary of what was proposed and finally agreed upon
- ✓ Be written in the past tense
- ✓ Leave out trivialities like jokes
- ✓ Only become legal and binding once signed and dated by the chairperson after being read and adopted in the next meeting
- ✓ Indicate time meeting ended

Example of format:

Name of Organisation
Smallville Public Library

Date and time and venue of meeting

Minutes of meeting held on 12 February 2018 in the Smallville Public Library boardroom at 9h00.

Agenda items:

- Opening and Welcome
1. *The chairperson, Mr Blue, opened the meeting and welcomed all members present.*
2. *Apologies*
Mr Grey was on leave.
3. *Attendance*
Refer to attached attendance register
4. *Reading and adoption of minutes of previous meeting*
Minutes of previous meeting were read and adopted by Mrs Black and seconded by Mr Green.
5. *Matters arising from the minutes*
5.1 Mrs Yellow reported on the progress of the farewell function arrangements of Mr Orange who was retiring at the end of March.
6. *New matters*
6.1 *It was noted with concern that the number of secondary school learners visiting the library had dwindled. It was decided that Ms Violet and Ms Indigo would embark on a campaign to recruit learners from the local secondary schools by visiting the school.*
6.2.
7. *General*
The staff was reminded of the black and red theme for Valentine's Day.
8. *Date of next meeting*
12 March 2018 at 9h00.
9. *Closure*
The meeting closed at 10h00

Exercise:

You are the secretary of a school committee that has been entrusted with arranging a party for a home for senior citizens. Draw up the agenda for a meeting where the main aim is to find out how far everyone is with his/her allocated duties. Then write up the minutes of this meeting, following the agenda carefully.



5. Report (formal and informal)

Reports are factual accounts or summaries written in a formal concise manner. They are usually assigned or requested.

Formal	Informal
The formal report gives exact information about an issue that has been investigated.	An informal report is a short report on something that has happened. You are normally asked to write about an event that you have been involved in, such as a sports tournament or camp.
Format <ul style="list-style-type: none"> • A recipient • A sender • A topic • Introduction <ul style="list-style-type: none"> ○ Briefly explain background and purpose of report 	Format <ul style="list-style-type: none"> • A recipient • A sender • A topic • Introduction <ul style="list-style-type: none"> ○ Briefly explain background and purpose of report
Body <ul style="list-style-type: none"> • Investigation <ul style="list-style-type: none"> ○ Procedure followed to gather information • Findings <ul style="list-style-type: none"> ○ Based on investigation • Recommendations <ul style="list-style-type: none"> ○ Based on findings 	Body <ul style="list-style-type: none"> • Should be factual account of incident/accident/ situation • Who? Why? Where? When? What? How?
Conclusion <ul style="list-style-type: none"> • Briefly draw together findings and recommendations 	Conclusion <ul style="list-style-type: none"> • Briefly summarise
<ul style="list-style-type: none"> • Sign and date report 	<ul style="list-style-type: none"> • Sign and date report
<ul style="list-style-type: none"> • Formal language to be used 	<ul style="list-style-type: none"> • Informal format but formal language to be used • No slang or colloquial language

Exercise:

Write a formal report on how well your school caters for the needs of musical learners.

Write a report on a recent inter-school sports day or gala.



EXAMPLE OF FORMAL REPORT

<p style="text-align: center;">Report on the investigation into the needs for dance classes as an extra-mural activity</p> <p>For Attention: Mr Horn (The principal)</p> <p>Terms Of Reference: As requested by the principal, Mr Horn the report investigates the demand for general dance classes as a possible extra-mural activity at REC Schools & Academies.</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> 1. Three members of the RCL compiled a questionnaire concerning the demand for dance classes. 2. It was distributed to all the learners. 3. The results were analysed. <p>FINDINGS:</p> <ol style="list-style-type: none"> 1. 85% of the girls and 20% of the boys were interested. 2. More than half of the interested learners would not be able to join dance classes on Fridays because of other extra-mural involvements. 3. Only 13 learners indicated that they would definitely participate in dance classes on Friday afternoons. 4. A number of learners were concerned about the cost of the classes. 5. Learners were also very concerned about the actual genres of dance on offer. <p>CONCLUSION: General dance classes at REC would probably not prove to be a well-supported extra-mural activity. Too many learners are already over-committed.</p> <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. The Governing Body members should be informed of the outcome of this survey. 2. It does not seem that dance lessons in the afternoons would be viable, but the school could consider making dance a greater part of the Physical Education classes. <p>DATE: 24 June 2008 SIGNED: <i>Tom Problem</i> T Problem Chairperson of the Representative Council of Learners</p>	<p><i>Subject of the report</i></p> <p><i>Name of the person who requested this report</i></p> <p><i>Who asked for the report and why?</i></p> <p><i>Using point form, explain how you gathered your data, who was consulted and what you did with your findings.</i></p> <p><i>Using point form, explain what you found out from your research process. Focus on the facts that were discovered.</i></p> <p><i>In a form of a paragraph, summarise what you have discovered.</i></p> <p><i>Using point form, make suggestions without using "I" or "We".</i></p> <p>Date Signature Name Title</p>
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EXAMPLE OF INFORMAL REPORT

Report on the Grade 12 Camp in Spring Waters National Park	<i>Title</i>
Dates: 24-27 September 2018	<i>Some orientating information</i>
Attended by: The Grade 12 learners from REC Schools & Academies	
For the attention of: Mrs N Boshoff (Grade 12 Grade Head)	
1. TRANSPORT The bus hired for transport to and from the campsite was punctual, comfortable and well-maintained. It is recommended that this company – Silver Star – be used again.	<i>Numbered, sub-headings, followed by short paragraphs (or sentences in point-form if it is more suitable).</i>
2. ACCOMODATION The double-bunk beds were clean, comfortable and well-spaced. The ablution blocks were clean and exceptionally well-maintained.	<i>Evaluations given and sometimes followed by specific recommendations.</i>
3. FOOD AND DINING AREA The dining section was clean and airy. There was more than enough seating. The kitchen area was spotless and there was every facility available. However, in the interest of safety, it might be a good idea to ask that the open toaster be replaced with a four-slice pop-up toaster.	<i>Objective style</i>
4. ENTERTAINMENT The learners were most inventive and entertaining, and the final camp concert was a huge success. Thanks should be extended to the Grade 12 teachers for their enthusiasm and hard work.	
5. SECURITY The staff and learners felt safe at all times as there was 24-hour security at the gates, and at night, security staff patrolled the fenced area.	
6. RECOMMENDATIONS It is suggested that the site be used again and that the booking for the 2019 camp be made early as it is a popular campsite.	<i>General recommendations given near the end</i>
Mpho Johnson	<i>Name</i>
<i>M Johnson</i>	<i>Signature</i>
12A Class Captain	<i>Title</i>
30 September 2018	<i>Date</i>

6. Speeches

A speech is a written account of an oral address with a specific purpose in mind. The purpose will be determined by the topic.

- ✓ The sign of a good speech is capturing and holding the attention of the audience.
- ✓ Must be in paragraph form
- ✓ The tone might be formal/informal depending on the audience
- ✓ Opening/ greeting
- ✓ Keep it brief and simple
- ✓ Outline the subject of the speech
- ✓ Highlight three or four key ideas and discuss each in a paragraph.
- ✓ Conclusion
- ✓ logical and appropriate closure to the speech

FORMAL	INFORMAL
A formal speech is written and presented in spoken form. It must be well-structured and easy to follow and statements must be clearly made.	Informal speeches are usually not prepared. They are often made in response to a request at a gathering. The tone of an informal speech is light and sincere.

Example of a Speech

Instruction: You, as a former learner of your school, were asked to deliver a motivational speech to the current matric class. Write the speech you will deliver.

Why Dreaming Big Is Not Always Good

Good morning matrics.

I have an important question for you, – which way of thinking is better, dreaming big or being satisfied with small things?

My whole life I thought I was going to be huge. I constantly scored at the top of the class. Over time, however, my motivation turned into something unhealthy. I started to believe that I was entitled to success. The first ominous sign came when I didn't get a perfect score at the university entrance exams.

I started to feel like a failure. Now you are probably wondering, "What does it have to do with dreaming big?" Here's my answer: I always dreamed big, and this made me overlook tiny successes. Dreaming big is good, as it helps a person set far-reaching goals and do bold things. But it can only work if a person has a healthy relationship with failure and takes tiny steps.

My wish for you is that you will always dream big despite setbacks on your road to success.



Exercise:

You are asked to make an impromptu speech at your friends 21st birthday party. Write down the speech.

You have been asked to address the grade 11s on the challenges of being a grade 12 learner. Write down the speech.

7. Dialogue/Interview

A **dialogue** is a conversation between two people. It is a record of the exchanges as they occur, directly from the speaker's point of view.

An **interview** is similar to a dialogue. The major difference is that the one speaker probes the other by asking questions.

When writing a dialogue/interview:

- ✓ write the names of the characters on the left side of the page;
- ✓ use a colon after the name of the character who is speaking;
- ✓ use a new line to indicate each new speaker;
- ✓ avoid using long greetings and introductions – respond to the brief in the question
- ✓ advice to characters (or readers) on how to speak or present the action must be given in brackets before the words are spoken;
- ✓ sketch a scenario before you start writing.

Scenario

Suzanne and Renske have just realised that they share a passion for popcorn.

EXAMPLE OF DIALOGUE:

Discussion between student and Vice Principal

[Nabeelah has been sent to the Vice Principal for dying her hair]

- Vice Principal: So, Nabeelah, what have you got to say for yourself?
- Nabeelah: (nervously clearing her throat) Ms Taylor, I don't have an excuse. I know that we are not allowed to dye or hair. But, I honestly did not expect that the colour would turn out like this. I thought it was going to look more natural!
- Vice Principal: It states clearly in the school's Code of Conduct that you are not allowed to dye your hair at all, regardless of whether it looks natural or not!
- Nabeelah: I know.
- Vice Principal: At the beginning of Grade 8, you and your parents signed the Code of Conduct, meaning that you understood it and that you agreed to its rules. This is a blatant disregard of the rules of the school and I will not tolerate it.
- Nabeelah: (sighs) I am so sorry, Ms Taylor. I take full responsibility for my actions and this will definitely not happen again.
- Vice Principal: I should hope not! Firstly, you shall get the dye removed immediately – I suggest a stripping agent – and secondly, you will have to go to two sessions of detention next week. Now, please, go back to class. Come and show me your hair tomorrow morning.
- Nabeelah: Yes, Ms Taylor. Thank you.



Exercise

Recently you met a South African celebrity at a friend's home. You and this person ended up having a very interesting chat about what it is like to be a celebrity. Write a dialogue that covers the most interesting part of your conversation

8. Review

A review is an individual's response to a work of art, film, book, TV programme, Reviews might appear in a magazine or newspaper.

- **Format:**
 - *Introduction:*
providing brief background, .e.g. 'This is the third book/film in ...'
 - *Body*
brief discussion of key incidents without giving away the plot
 - *Conclusion*
opinion/ recommendation
- **Style and tone**
 - formal tone
 - subjective
- **A book** review should include:
 - The title of the book, and the names of the author and the publisher.
 - Information about the setting, theme and/or message, genre, characters and style.
 - The beginning of the storyline but not the end.
 - The reviewer's assessment of the book's quality and overall worth.
 - Suggestions regarding who will like the book.
- **A film** review should include:
 - The title of the film and the names of the director and the main actors and actresses.
 - Information about the setting, theme, genre, characters and mood
 - The beginning of the storyline, but not the end
 - The reviewer's assessment of the film's quality and overall worth
 - Suggestions regarding who will like the film.
- **A play** review should include:
 - The title of the play and the name of the theatre where it is being staged
 - The names of the playwright, the director, and the main actors and actresses.
 - Information about the setting, theme, genre and characters
 - The beginning of the storyline, but not the end
 - Information about the costume design, stage design, music and lighting
 - The reviewer's assessment of the play's quality and overall worth
 - Suggestions regarding who will like the play.
- **A restaurant** review should include:
 - The name, address and telephone number of the restaurant
 - Information about the kind of food and drink that the restaurant specialises in
 - A general idea of the prices
 - A description of the décor, ambience and service
 - The reviewers overall assessment of the restaurant
 - Suggestions regarding who will like the restaurant.

Exercise:

1. Write a review of ThinkTheatre's production *Hamlet*, that you attended in May at UJ.
2. Write a review about the novel *The Picture of Dorian Gray* by Oscar Wilde.
3. Write a review on your favourite restaurant.



An example of a book review:

The Alchemist: A modern Parable

Author: Paulo Coelho

Publisher: HarperTorch

The Alchemist by Paulo Coelho is a modern parable with a clear message: that you should follow your dream and become the person you are meant to be.

Set in a pre-modern time in Spain and North Africa, the main character, Santiago, is a shepherd. He dreams that if he travels to the pyramids in Egypt he will find treasure, so he sets off on a quest. On the way he finds work with a merchant who has given up on pursuing his own quest, and he finds an alchemist who is living out his very own 'personal legend'.

A number of times Santiago has to overcome the temptation to give up his journey and settle for a life that does not reflect his dream. However, he does persevere with his quest, and, ultimately, his story shows that perseverance does pay off, while also showing that the journey itself is important.

The simple style of this coming-of-age fantasy novel makes it easy to read, even as it deals with a deep issue. While some sceptics might find the tangible faith that underlies the novel naïve, it is sure to inspire everyone who is trying to discover their calling in life.

The title should consist of the name of the book and a phrase that gives your overall opinion of it, separated by a colon.

The first paragraph gives the name of the book and the name of the author, and the underlying message.

The second paragraph describes the setting and the main characters.

The third paragraph gives some information about the storyline, but does not give away the ending. Use a semi-formal register and style that is thoughtful but concise.

The fourth paragraph describes the style and gives the genre of the book. It also suggest who will enjoy reading this book.

An example of a restaurant review:

Sit down at Hlala Panzi

A feast awaits you

By Jessica Smith

Location: 5 Main Road, Waterfall Mall, Rustenburg

Telephone: 014 597 5563

Cuisine: Contemporary African

Price of a main course: from R50 to approximately R150

Service: Very good

Waterfall Mall is known for being a cultural hub, and now there's a new kid on the block, the contemporary African restaurant Hlala Panzi.

Upon entering, I feel like I am in an upmarket cave, where the rough walls are covered with iconic San rock art. 'Hlala Panzi' means 'sit down' in isiXhosa – so I do just that, on a tree stump set around a circular table. The table cloths are covered with African animal prints, and I suddenly feel as if I'm far away from the bustle of city life.

I look at the menu. It's a fusion of Diner meets Africa. Think Ostrich Burger with creamy mielie-pap instead of the usual fries. The menu also offers *umqombothi*, a traditional Xhosa beer made from fermented maize and sorghum. There is even an African-inspired breakfast combo of mielie-pap, amasi (similar to buttermilk) and blueberries.

The service is quick and cheerful, and I am pleasantly surprised by the modes bill.

Those looking for a hearty African meal will find that this restaurant is right on target. Hlala Panzi is awarded four out of five impala!

*A catchy sub-heading indicating that the review will be positive
Name of the reviewer*

Key information given before the first paragraph..

The first paragraph tells you about the location and indicates the restaurant is new.

The second paragraph focuses on décor and ambience.

*Subjective point of view.
The third paragraph focuses on food and drink on offer.*

The fourth paragraph deals with service and prices.

The last paragraph suggest who will enjoy visiting this restaurant, and gives it four out of five stars with an African twist.

9. Obituary

An obituary is a notice of the passing on of someone known by the target audience. Over and above 'formally' announcing the death, it also sketches the cause of death as well as the funeral arrangements.

The aspects below **must** be included:

- ✓ full name of the deceased
- ✓ date of birth, date of death
- ✓ where person was living at time of death
- ✓ birthplace
- ✓ key survivors and their names
- ✓ time date place of funeral
- ✓ a tribute

Some of the following **may** be included:

- ✓ cause of death
- ✓ biographical information
- ✓ Style and tone
- ✓ euphemisms may be used, e.g. *passed away* instead of *died*



Exercise:

1. Write an obituary for the character of Dorian Gray.
2. Write an obituary for a friend.

Basic Obituary Template

Year of birth and death must correlate with age of person, e.g. a grandmother will be different than a learner at school

Full name and surname must be given

Heading: name and surname of deceased

Year of birth and year of death

Name and surname of deceased , age, passed away on(date) at(place). Cause of death

Born in ... (town/city), he was the son/daughter of (parents). He/she attended... (school) / graduated at ... (University/CUT/ College). He/she was employed at ... (place of work) and worked as (job title).

He/she (name) was a member of (church /organisations/ groups/ committees/RCL).

He /she enjoyed (hobbies/activities, etc).

Pay tribute (*depending on what is asked in question paper*)

He/she is survived by wife/husband, children, grandchildren, etc. (*be very careful to determine this. If it is a child, then it will be parents and siblings. If a grandmother/grandfather then there must be grandchildren*).

The funeral service will be held on (date) at(time) at(place and address).

He/she (name) will be remembered for his/her ... (personality traits/things)

Tribute is where you say positive things about deceased. Refer to the requirements in the paper, e.g. 'sports', then you mention sport achievements or 'person helped poor' – give examples.

CREATIVE WRITING: ESSAY WRITING

ACTIVITY 1: EXPLORING DIFFERENT STYLES OF WRITING

1. CREATE A CHARACTER (DESCRIPTIVE WRITING)

Create a protagonist for a story. This character can be any species, gender, age etc.

Write a **descriptive paragraph** (5-10 lines) in which you describe your character. Remember to use figures of speech to make your description more effective.

2. STRUCTURE A PLOT

Use the plot structure below to fill in the relevant details of your character's story.

Climax: _____

Rising Action:
Conflict/problem

- Man vs Man? _____
- Man vs Nature? _____
- Man vs Self? _____
- Other? _____

Exposition:
Characters: _____
Setting: _____

Falling Action:

Denouement/Resolution:

3. INTRODUCTION PLEASE

Write a gripping introductory paragraph for your character's story. Remember to use attention grabbers.

4. REFLECTION

Your character is feeling introspective about the problem that he/she faced in 2. Write a paragraph in which he/she reflects on it.

5. ARGUMENTATIVE WRITING

Your character has decided to lead an awareness campaign on one of the topics below. Write a paragraph in which you explore his/her argument.

- *Social media: the new drug.*
- *The importance of a balanced lifestyle.*
- *Save the trees!*

ACTIVITY 2: MAXIMIZING YOUR CREATIVITY

1. WRITE INTERESTING TITLES FOR THE FOLLOWING TOPICS

The following topics have been examined in the past. Write creative titles for them.

1. Your future is not created by others, but by yourself.

2. We are too dependent on computers.

3. My life in a scrapbook...

4. "May your choices reflect your hopes, not your fears" – Nelson Mandela

5. New brooms sweep clean, but old ones know where the dirt is.

6.



[Source: Sawubona, November 2013] [50]

7.



2. HOOK THE READER FROM THE START!

Introductions can be short, but they **must** catch the reader's attention! Try one of these techniques:

- Use **onomatopoeia**.
Example: Wham! The door slammed behind me as I stepped into the dark room.
- Use **startling** information. This information must be true and verifiable, and it doesn't need to be totally new to your readers. It could simply be a pertinent fact that explicitly illustrates the point you wish to make.
Example: A cockroach can carry more than 40 different pathogens that can spread to humans.
- Use **dialogue**.
Example: "So, what do you think we should do about the body?" he asked.
- Use a **single sentence** with a **STRONG ACTION**.
Example: The door slammed behind me, bringing an end to a horrible day.
- Use an **anecdote**: An *anecdote* is a story that illustrates a point. Be sure your anecdote is short, to the point, and relevant to your topic.
Example: "At the supermarket where I work as a cashier during holidays, I classify my customers according to how they relate to me."
- Ask a **question**.
Example: What am I going to tell my mom? This was the thought going through my mind, as I fell into a deep slumber. **OR:** What if _____ happened to you?
- Use a **thought-provoking quote**: Depending on the topic of your essay and the resources you have available, it can be very effective to begin with a memorable quote.
- Use **vivid descriptions**. The house felt warm and smelled of wood smoke, pine, and cinnamon from my dad's delicious baked apples. Christmas music played softly, complimenting the crackle of the fire in the fireplace. I ran down the stairs full of excitement.
- Use **comparisons**: Using comparisons is a good way to make complicated concepts seem simpler and more easily understood.
Example: Eating a healthy diet is a lot like building a house. Most nutritionists recommend starting with a good, sturdy foundation of fruits and vegetables. In fact, fruits and veggies should take up at least half of every meal.

Write introductory paragraphs for 3 of the following topics.

1. *An explosion of colours.*
2. *The challenges of life today.*
3. *Experience is the best teacher that ever happened to me.*
4. *The key to one's heart is hidden in their playlist.*
5. *Shaped by silence*

3. CREATING FIGURES OF SPEECH

Using figures of speech in your writing is an effective method of spicing up your essays and painting a picture with words.

When using figures of speech in your writing they need to...

- ✓ Be relevant
- ✓ Make sense
- ✓ Be effective

EXAMPLE:
- Elementary simile
The night was as dark as coal.
- Average simile
The darkness of the night was as still as a lake
- Awesome simile
The darkness of the night was still, and swallowed me up like a lake, so that I felt cold and alone.

Create your own figures of speech to describe the following...

1. A *simile* to describe your best friend's eyes.
2. A *metaphor* to describe your neighbour's house.
3. A *metaphor* to describe a person who inspires you.
4. *Personification* to describe 'stress'.
5. *Alliteration/Assonance* to emphasise the sound of approaching footsteps.
6. *Personification* to describe your town.

4. IN OTHER WORDS...

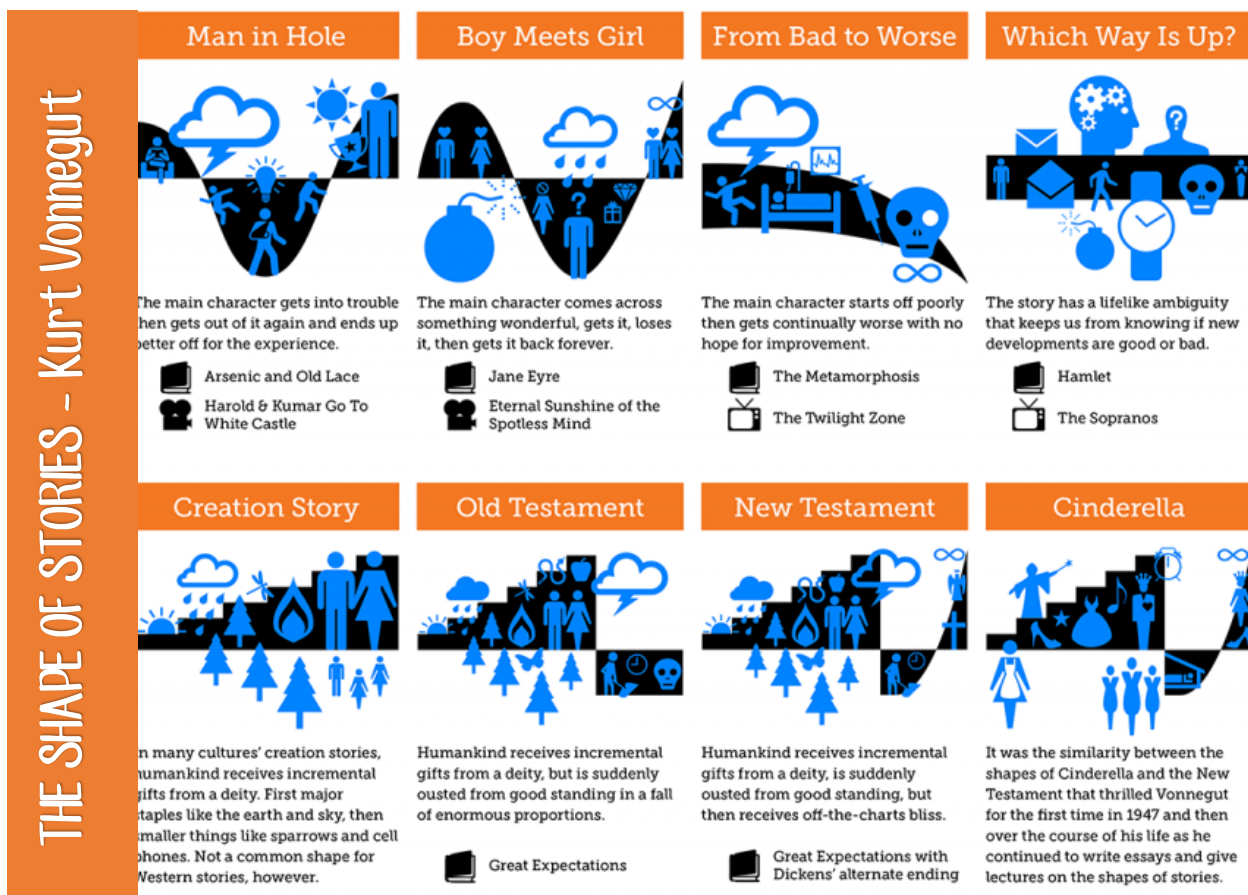
Provide good alternatives for the following:

1. "Congratulations!"
2. "Good"
3. "Big"
4. "Awesome!"
5. "Bad"
6. "Good luck"
7. "Smelly"
8. "Exciting"
9. "Fun"

Rules for Writing

1. Use the time of a total stranger in such a way that he or she will not feel the time was wasted.
2. Give the reader at least one character he or she can root for.
3. Every character should want something, even if it is only a glass of water.
4. Every sentence must do one of two things—reveal character or advance the action.
5. Start as close to the end as possible.
6. No matter how sweet and innocent your leading characters, make awful things happen to them—in order that the reader may see what they are made of.
7. Write to please just one person. If you open a window and make love to the world, so to speak, your story will get pneumonia.
8. Give your readers as much information as possible as soon as possible. To hell with suspense. Readers should have such complete understanding of what is going on, where and why, that they could finish the story themselves, should cockroaches eat the last few pages.
9. Find a subject you care about and which in your heart you feel others should care about.
10. Do not ramble.
11. Keep it simple. Simplicity is not only reputable, but perhaps even sacred.
12. Have guts to cut. If a sentence, no matter how great, does not illuminate your subject in some new or useful way, scratch it out.
13. Sound like yourself.
14. Say what you mean.

— Kurt Vonnegut: *Bagombo Snuff Box: Uncollected Short Fiction* (New York: G.P. Putnam's Sons 1999), 9-10.



LONGER TRANSACTIONAL WRITING**EXERCISE 1A**

Complete ONE of the following transactional exercises.

1. DIALOGUE

Write a short dialogue between the Tooth Fairy and the Easter Bunny.

2. SPEECH

You have been asked to speak at your best friend's 18th birthday party. Write a short speech for the occasion.

3. LETTER TO THE EDITOR

Respond to the following letter published in the advice column of your favourite magazine:

Dear ADVICE COLUMN

My 18-year-old daughter hasn't said anything more than "Yeah" or "No" to me for more than a year. I know that all teenagers go through a moody period but I'm worried that this is going on too long. I don't know anything about what is going on in her life and the person she's becoming.

I'd like to have a close relationship with her, as I was close to my own mother and we always chatted even when I was a teenager. Every time I try to make an effort with my daughter she snaps at me and can often be hurtful in what she says. She talks to me only when she wants something from me, such as money or a lift, so I often feel used by her.

CONCERNED PARENT

4. REVIEW

Choose one of the following imaginary new book titles and write a review about that book, referring to at least the setting, plot, characterization and author's style:

- The boy next door by Frank May
- Shadows by M. Shinkfin
- A curse of flames by T Mark

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CREATIVE WRITING
LONGER TRANSACTIONAL WRITING
EXERCISE 1B

Complete ONE of the following transactional exercises.

1. INTERVIEW

Write a short interview with the Tooth Fairy or the Easter Bunny.

2. SPEECH

You have been asked to speak at your best friend's 18th birthday party. Write a short speech for the occasion.

3. LETTER OF APPLICATION

Write a letter of application to a local university.

4. OBITUARY

Due to a recent supernatural disaster a number of people at school passed away. Write an obituary for one of the following people:

- a) Your best friend
- b) Your favourite teacher
- c) The principal
- d) Somebody you did not get along with at all

TRANSACTIONAL WRITING

EXERCISE 1B

Choose one text from each of the categories below to complete.

CATEGORY A – LETTERS

1. FRIENDLY LETTER

An incident/event has enabled you to gain powerful insight into how to relate to people around you. This has led to soul-searching on your part.

Write a letter to a friend in which you express your new-found insight.

OR

2. LETTER TO THE EDITOR

You have recently read an article titled: 'Learner-on-learner violence escalates'.

Write a letter to the editor of your local newspaper, highlighting your concerns about violence in South African schools.

OR

3. LETTER OF COMPLAINT



You and some friends had dinner at the Spur in Westgate on 10 of October 2014. The service at the restaurant was terrible, it took more than an hour for the food to arrive and when it eventually did arrive it became apparent that it was the wrong order. One of your friends noticed that the serving plate was still dirty and the waitress helping you took her time to come to your table.

Write a letter of complaint to the manager.

CATEGORY B – OBITUARY or CV & COVERING LETTER

1. OBITUARY

A classmate died in a freak accident. The school pays tribute to him.

Write the obituary that will appear in the school's newsletter.

2. CV & COVERING LETTER

LET'S STOP RHINO POACHING

Would you like to do something to aid conservation and stop the slaughter of the rhino population? Our company is located in all the major game farms of South Africa and we need your help to ensure the survival of the rhino. Help us to put poachers out of business.

We offer in-service training to only 20 school-leavers who are passionate about conservation. Deserving participants, who show potential, stand in line to be awarded bursaries to study at selected universities.

If you wish to be part of this worthy programme, send your CV and covering letter to:

Human Resource Manager, Save-the-Rhino, P.O. Box 4040, East London, 5208

CATEGORY C – REPORTS, ARTICLES, REVIEW, AGENDA & MINUTES**1. INFORMAL REPORT**

You are the chairperson of the Gr 11- Social Committee, responsible for the Autumn Dance 2017, a social event which was held on 22 May 2017. Write to the principal, reporting about the function.

Note: Make recommendations to ensure the 2018's will be even more successful.

OR

2. FORMAL REPORT

Absenteeism is on the increase in schools. As a member of the Students' Representative Council, you have been asked by your principal to conduct an investigation and draw up a report in which you advise the school about the causes of absenteeism and how best to deal with the problem.

Write the report which you will submit to the Chairperson of the Governing Body of your school.

OR

3. MAGAZINE ARTICLE

Examine the photograph below and then write an article for a magazine.

Title your article 'The world is yours ... or is it?'



OR

4. NEWSPAPER ARTICLE

As the head boy/head girl of your school, you are responsible for writing a motivational article for the final edition of your school magazine. Your article is entitled, *Sensible steps to a better student life in 2017*.

Write the article for publication in your school magazine.

OR

5. REVIEW

You have seen a very modern version of the play you studied in grade 12. The director also made some controversial changes to the play.

You have been asked to write a review of the play. The review will be included in a special supplement aimed at grade 12 learners.

6. AGENDA AND MINUTES

You are your school's TADA (Teenagers against Drugs and Alcohol) Chairperson. A meeting has been convened with the TADA representatives from other schools to discuss the problems of alcohol and drug abuse in schools and steps to combat the problems.

Write the minutes and agenda for the meeting.

CATEGORY D – DIALOGUE, INTERVIEW OR SPEECH

1. DIALOGUE

Young people have differing views on brand names. Wearing branded clothing is often seen as a status symbol. Write a dialogue between two friends who have opposing views on this growing trend.

OR

2. INTERVIEW

THE OTHER 95%

In a coma for seven months after a motorcycle accident had left him with a five percent chance of survival, Derick Brummer celebrates the hope and meaning he has found in his second chance at life.

“On a February day in my matric year, I was riding my 50 CC motorbike on the way to drama practice for the school play in which I had the lead role. My whole life changed in a second.”

You are a reporter for your local radio station. After reading the above article, you invite Derick Brummer for an interview. Write the interview which you conduct with this inspirational man.

OR

3. FORMAL SPEECH

“Communication – the human connection – is the key to personal and career success.”

[Paul J. Meyer]

You have been selected to address your peers on the importance of effective communication in achieving success in their chosen careers.

Write the speech you deliver during a special assembly.

EXAMPLE CLICHES

- hear no evil
- Social Butterfly
- river of tears
- the kiss of death
- the face of an angel
- shine like a diamond

WRITING TIPS: WHAT TO AVOID IN FORMAL WRITING

➤ Avoid Clichés, slang, colloquialisms and idioms

Slang and idioms develop within a subculture over time. They are a feature of the language you share with your culture, friends and family and therefore are **personal**. Clichés are phrases which are overused and are considered ‘lazy’: not great for formal writing.

➤ Don’t use Contractions and Abbreviations

Do not use ‘don’t’, ‘can’t’, ‘wouldn’t’, ‘Apr.’: use the full form (do not, can not, would not, April).

➤ Avoid First Person Narrative Point of View

First person implies a personal approach (I believe that ...); formal writing is supposed to have an illusion of impartiality and objectivity. In Formal Writing, the aim is to express a factual argument without implying there is an ‘agent’ or intentions behind it, so first person is inappropriate.

➤ Avoid Phrasal Verbs

Phrasal Verbs are verbs which are more than one word (‘put out’ the fire) It is best to use a Latinate word instead (‘extinguish’ the fire).

➤ Avoid being too Judgmental

Formal communication is less personal (so it can be more **objective**) than casual communication; therefore evaluations and opinions are not ideal. Avoid words like ‘amazing’ and ‘fantastic’, as these imply a judgement and make your writing sound too **subjective**.

Sources:

DBE Creative Writing Notes
The Answer Series Grade 12 HL
Peer created assessments