

Literacy Intermediate: Activities Portfolio 2ed.

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Literacy Intermediate: Activities Portfolio 2ed.

By Michael Carolan

DELIVER Educational Consulting (978-1-925172-07-2)

Available for VCAL and Applied Learning

- Literacy - Foundation 2ed (2019)
- Literacy - Intermediate 4ed (2019)
- Literacy - Senior 2ed (2019)
- Numeracy - Foundation 2ed (2019)
- Numeracy - Intermediate 2ed (2019)
- Numeracy - Senior 2ed (2019)
- Personal Development - Foundation (2018)
- Personal Development - Intermediate 3ed (2016)
- Personal Development - Senior 2ed (2016)
- Work Related Skills - Foundation (2014)
- Work Related Skills - Intermediate 3ed (2016)
- Work Related Skills - Senior 2ed (2014)

Available for Careers, Pathways and Work Education & VCAL

- Career Pathways 2ed (2016)
- Work Placement Journal (2015)
- Work Experience Journal (2014)
- Personal Development Planner - Introductory (2015)
- Personal Development Planner - Advanced (2015)

Available for industry-specific work education

- Retail Trade Industry - Foundation (2014)
- Retail Trade Industry - Intermediate (2014)
- Community Services - Foundation (2014)
- Community Services - Intermediate (2014)

Available for Industry & Enterprise

- I&E Unit 1: Workplace Participation 4ed (2019)
- I&E Unit 1: Workplace Participation - e-version (2019)
- I&E Units 1&2: Towards an Enterprising You 5ed (2019)
- I&E Units 3&4: Towards an Enterprising Australia 4ed (2019)

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Attention: VCAL and Applied Learning, Careers, Pathways, and Work Education Co-ordinators and teachers.

New editions of VCAL Work Related Skills and Personal Development Skills titles for 2020 and beyond.

All new releases for 2020 now available, more details on the next page.

- ✓ PDS - Foundation 2ed, PDS Intermediate 4ed, and PDS Senior 3ed.
- ✓ WRS - Foundation 2ed, WRS Intermediate 4ed, and WRS Senior 3ed.
- ✓ PDS Activity Planner - Foundation, PDS Activity & Project Planner - Intermediate, and PDS Project Planner - Senior.

In 2019 new editions of VCAL Numeracy and Literacy titles were released.

- ✓ Numeracy - Foundation 2ed, Numeracy Intermediate 2ed (units 1&2), Numeracy Senior 2ed (units 1&2).
- ✓ Literacy - Foundation 2ed, Literacy Intermediate 4ed, Literacy Senior 2ed.

In 2019 new editions of VCE Industry and Enterprise for 2019 were released.

- ✓ I&E Unit 1: Workplace Participation 4ed, I&E Units 1&2: Towards an Enterprising You 5ed, and I&E Units 3&4: Towards an Enterprising Australia 4ed.

Look for more information about these new resources, and others, online or through the emails.

Note: If you receive this flyer without receiving an email then you are not on the email list.

Send a brief email to michael@deliverededucation.com.au to join the email list and to add relevant staff.

For VCAL, Career Pathways, Applied Learning and Work Education/Work Studies.

All resources below are available as printed books or as master e-versions.

- ☐ Career Pathways 2ed
- ☐ Work Placement Journal & Work Experience Journal
- ☐ Personal Development Activity Planner: Foundation; Personal Development Activity & Project Planner: Intermediate; and Personal Development Project Planner: Senior
- ☐ Community Services Foundation & Intermediate
- ☐ Retail Foundation & Retail Intermediate

For WACE Career and Enterprise; and very useful for any Workplace Learning program:

The full suite of WACE Career and Enterprise Resources (each with choice of e-version master):

- ☐ Career and Enterprise: Foundation 11
- ☐ Career and Enterprise: Foundation 12
- ☐ Career and Enterprise: CAE - General 11
- ☐ Career and Enterprise: CAE - General 12/ATAR11
- ☐ Career and Enterprise: ATAR 12

Current resource list: 2020 (* = new)

VCAL and Applied Learning (Master sets also available)

- ⇒ *Personal Development - Foundation Workbook/text 2ed & Activities booklet (2020)
- ⇒ *Personal Development - Intermediate 4ed Workbook/text & Activities booklet (2020)
- ⇒ *Personal Development- Senior 4ed Workbook/text & Activities booklet (2020)
- ⇒ *Work Related Skills - Foundation Workbook/text 2ed & Activities booklet (2020)
- ⇒ *Work Related Skills - Intermediate 4ed Workbook/text & Activities booklet (2020)
- ⇒ *Work Related Skills - Senior 3ed Workbook/text & Activities booklet (2020)
- ⇒ Literacy - Foundation Workbook/text 2ed & Activities skills booklet. *Lit-Foundation also available as an e-version (2019)*
- ⇒ Literacy - Intermediate Workbook/text 4ed & Activities skills booklet. *Lit-Intermediate also available as an e-version (2019)*
- ⇒ Literacy - Senior Workbook/text 2ed & Activities skills booklet *Lit-Senior also available as an e-version (2019)*
- ⇒ Numeracy - Foundation Workbook/text 2ed & Skills Development Booklet (2019)
- ⇒ Numeracy - Intermediate Workbook/text 2ed (for units 1&2) & Activities booklet (2019)
- ⇒ Numeracy - Senior Workbook/text 2ed (for units 1&2)

& Activities booklet (2019)

Industry and Enterprise

- > I&E Unit 1: Workplace Participation 4ed (& e-version) (2019)
- > I&E 1&2: Towards an Enterprising You 5ed (2019)
- > I&E 3&4: Towards an Enterprising Australia 4ed (2019)

Career pathways, work education and personal development (PDF e-versions also available)

- > Career Pathways 2ed
- > Work Experience Journal
- > Work Placement Journal
- > *Personal Development Activity Planner: Foundation (2020)
- > *Personal Development Activity & Project Planner: Intermediate (2020)
- > *Personal Development Project Planner: Senior (2020)

Industry-specific resources (PDF e-versions also available)

- > Community Services Foundation
- > Community Services Intermediate
- > Retail Foundation
- > Retail Intermediate

WACE Career and Enterprise (PDF e-versions also available)

- > Career and Enterprise General 11
- > Career and Enterprise General 12/ATAR 11
- > Career and Enterprise ATAR 12
- > Career and Enterprise Foundation 12
- > Career and Enterprise Foundation 11

View PDF samples on the website. Any questions please feel free to contact me.

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Order form: Prices for Semester 1, 2020 (Note: All prices are GST inc.)

WACE: Career and Enterprise	Printed text	e-version master	Total
Career and Enterprise Foundation 11 (2017)	_____ @ \$49.50	_____ @ \$595	_____
Career and Enterprise Foundation 12 (2016)	_____ @ \$49.50	_____ @ \$595	_____
Career and Enterprise General 11 (2016)	_____ @ \$55	_____ @ \$660	_____
Career and Enterprise General 12/ATAR 11 (2016)	_____ @ \$59.50	_____ @ \$660	_____
Career and Enterprise ATAR 12 (Jan 2017)	_____ @ \$59.50	_____ @ \$770	_____

Careers, Work Education & Personal Development	Printed text	e-version master	Total
Career Pathways 2ed. 2016	_____ @ \$35	_____ @ \$440	_____
Work Experience Journal 2015	_____ @ \$22	_____ @ \$165	_____
Work Placement Journal 2015	_____ @ \$29.50	_____ @ \$220	_____
Personal Development Activity Planner: Foundation 2020	_____ @ \$29.50	_____ @ \$220	_____
Personal Development Activity/Project Planner: Intermediate 2020	_____ @ \$29.50	_____ @ \$220	_____
Personal Development Project Planner: Senior 2020	_____ @ \$29.50	_____ @ \$220	_____

Industry-Specific Resources	Printed text	e-version master	Total
Retail - Foundation 2014	_____ @ \$33	_____ @ \$165	_____
Retail - Intermediate 2014	_____ @ \$33	_____ @ \$165	_____
Community Services - Foundation 2015	_____ @ \$33	_____ @ \$165	_____
Community Services - Intermediate 2015	_____ @ \$33	_____ @ \$165	_____

Industry and Enterprise (New editions 2019)	Printed text	e-version master	Total
I&E Unit 1: Workplace Participation 4ed. 2019	_____ @ \$35	_____ @ \$550	_____
I&E Units 1&2: Towards an Enterprising You 5ed. 2019	_____ @ \$49.50	na	_____
I&E Units 3&4: Towards an Enterprising Australia 4ed. 2019	_____ @ \$66	na	_____

VCAL/ Applied Learning Resource Sets		Printed text/workbook	Printed activities book	Master text/workbook	Master activities book	Combined master sets	or license with master e-version
Literacy Foundation 2ed. 2019		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	or _____ @ \$440
Literacy Intermediate 4ed. 2019		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	or _____ @ \$440
Literacy Senior 2ed. 2019		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	or _____ @ \$440
Numeracy Foundation 2ed. 2019		_____ @ \$49.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
Numeracy Intermediate 2ed. 2019		_____ @ \$49.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
Numeracy Senior 2ed. 2019		_____ @ \$49.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
*PDS Foundation 2ed. (Updated 2020)		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
*PDS Intermediate 4ed. (Updated 2020)		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
*PDS Senior 3ed. (Updated 2020)		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
*WRS Foundation 2ed. (Updated 2020)		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
*WRS Intermediate 4ed. (Updated 2020)		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
*WRS Senior 3ed. (Updated 2020)		_____ @ \$42.50	_____ @ \$27.50	_____ @ \$275	_____ @ \$99	or _____ @ \$330	na
Totals		_____	_____	_____	_____	_____	_____

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PD13	Essay - References/Bibliography	55	Due	Done
PD14	My Public Debate Journal	56	Due	Done



Describe an example from over your break when you demonstrated each of these eight types of literacy.

Literacy	Description
<i>verbal</i>	
<i>listening</i>	
<i>written</i>	Preview Draft Sample: Do Not Copy
<i>reading</i>	
<i>visual</i>	
<i>technological</i>	
<i>cultural</i>	
<i>financial</i>	

SE2 Describing My Personality



1. Write a paragraph that uses 5 key words to describe your personality.



2. Complete an online personality test and summarise the results. Do you agree?

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3. Briefly use 2 key descriptive terms to answer each of the following.

⇒ My favourite film is: _____ because _____

⇒ My favourite band/performer is: _____ because _____

⇒ My favourite hobby is : _____ because _____



1. Your teacher will give a text with 4 words highlighted or circled. List each of these and give an appropriate synonym.

1	2	3	5
A synonym is...	A synonym is...	A synonym is...	A synonym is...




2. Write a paragraph that describes your room. Choose suitably descriptive words.

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3. Affix an image of your room here and list 20 things that identify that room as yours.



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1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20

SE4 Me and Social Networking



1. List all of the social networking sites that you are a member of.

1	2	3	4	5
6	7	8	9	10



2. Write a paragraph containing at least 3 sentences that explains why you are a member of 3 of these different sites.

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3. Have an unplanned 30 second conversation with a friend about your favourite social networking site. Record the conversation. After you have each finished try to write down what the other person said. Compare notes with the recording and discuss.



1. Write a 10 point biography of a person you admire. List the sources you used.

Person: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Sources:

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SE6 Presenting More Effectively



1. As an audience member list 5 ways to make an oral presentation better.

1. _____
2. _____
3. _____
4. _____
5. _____



2. If you were giving an oral presentation what 5 things you would most worry about?

1. _____
2. _____
3. _____
4. _____
5. _____

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3. Outline 5 things that **you** should do so as to give an effective oral presentation.

1. _____
2. _____
3. _____
4. _____
5. _____



1. List 10 things about other guests at a party that you would like to find out. Rank these in the order you would ask about them.
2. List 10 things about yourself that you would share with other people at a party. Rank these in the order you would disclose them.

1. About them...	2. About me...

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3. What would be your one-line motto or slogan for each of the following circumstances?



⇒ At a party as a guest... _____

⇒ At a club... _____

⇒ At work... _____

SE8 Words That Move Me



1. List some song lyrics, a poem or some other piece of writing that you find inspirational or moving. (Please, no offensive language). You might print this out and affix it here.




Title/source: _____

Written by: _____

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2. Explain why you find these words important to you.

-  Develop a song or rap about yourself, which contains at least 3 verses of 4 lines each.
-  You should also consider a chorus.
-  Each verse must contain at least 2 different descriptive examples of either your life, hobbies, personality, likes - you get the idea!

If you do well then add beats, music and perform your 'song' for the class.

I stare don't crumble, I'm keen but humble, I've got no peers, On the dance floor rumble.
This example is lame, so you can do better!

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SE10 Summarising a Text



Your teacher will have instructed you to read a text of some sort. This might be a book, a magazine, a blog or some other resource. Complete the following based on this text.

Title: _____ Source: _____

Written by: _____ Date: _____

Summary: _____

Main point 1: _____

Main point 2: _____

Main point 3: _____

Your reflection: _____



1. Your teacher will show you an interview conducted with a famous person. Note some questions that were asked that resulted in interesting responses.



2. Imagine you are interviewing Barack Obama. List 5 questions that you would ask him.

1. _____

2. _____

3. _____

4. _____


5. _____




3. Imagine you are being interviewed at the age of 35. List 5 questions that your interviewer should ask you and provide appropriate answers.


Questions to me at age 35...	Answers from me at age 35...

SE12 Lost in Translation


- 

1. You are required to translate the following text into 'txt spEk'!
- 

⇒ Grandpa Jack said, “KEp’n ‘t rEl, me’s ‘omies ‘n ‘m wz jis gng t’d cLUb 2 spn sum wkld bOlS bias!”

- 

⇒ Little Algernon said, “Mother dearest, I would be rather delighted by lashings of ginger beer and cucumber club-sandwiches on the occasion of my eighth birthday soiree.”

- 

⇒ Trudi the customer-service chick yelled to the price-checker, “This one ‘ere reckons the cost was stuffed-up on the super-sized vat of hair remover she brought - 404!.

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- 

2. List examples of your own informal language that you use online, when talking or when greeting people. Ask some older people if they had ancient equivalents for these.
- 

Informal language...	Old equivalents/when?	Informal language...	Old equivalents/when?



Your teacher will give you a task for which you have to complete a written response.

The task is: _____

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SE14 My Self-Expression Journal



Complete this journal to reflect on your study of the units of Literacy for Self-Expression.



Journal of: _____ Entry no. _____ Date: _____

⇒ What did I experience during these units as part of my school studies?

⇒ How did I use what I learned as part of my personal and social activities?

⇒ Which people did I most influence in a positive way during this unit and how so?

⇒ Which people had the greater positive influence on me during this unit and how so?

⇒ What major skills and/or competencies did I develop and why?

⇒ What might be the most important things for me to focus on in the next unit and why?

⇒ What other information can I share?

⇒ How would I summarise my experiences, or what's my motto for the unit?

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Describe examples of how you communicated for practical purposes. Comment on whether you were effective or not.

Example	Description
<i>using a manual</i>	
<i>giving instructions</i>	
<i>following instructions</i>	
<i>completing forms</i>	<h1>Preview Draft Sample: Do Not Copy</h1>
<i>leaving and taking a message</i>	
<i>following visual signs</i>	
<i>sending a formal email</i>	
<i>completing an application</i>	
<i>analysing numerical information</i>	
<i>writing a letter</i>	

PR2 Me and Instructions



1. List 5 examples of the type of tasks where you find it easy to follow instructions.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____



2. List 5 examples of the types of tasks where you really struggle to follow instructions.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____



3. List and discuss the types of instructions that you prefer and explain why. Consider verbal, written, manuals, over the phone, numerical, step-by-step and so on.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

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- [illegible]

- 

1. _____
2. _____
3. _____
4. _____
5. _____

PR4 Me and Forms



1. List some of the main difficulties that you (or people you know) have completing forms.
-
-
-
-
-



2. Describe a time when you had to fill in a form but were unable to do so. What were the major problems?
-

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3. Describe a time when you had to assist or complete a form for someone else. Why did you have to do this?
-
-
-
-
-
-
-
-
-



1. Write your biodata the exact way it should be written on a form. Discuss the sorts of forms that might ask for this biodata and whether any should be private and personal.
2. For each example briefly explain any precautions that should be taken when supplying this data for an online profile such as a social networking site.

Biodata	What precautions should be taken for online forms?
Surname:	
First name:	
Middle name:	
Gender:	
Ethnicity:	
Religion:	
Height & weight:	
Hair colour & eye colour:	
Known allergies:	
Address:	
State/Postcode:	
Mobile:	
Home phone:	
Date of Birth: DDMMYYYY	
Place of birth:	
email:	
School:	
School address:	
School phone & fax:	
School email:	
Qualifications achieved 1:	
Qualifications achieved 2:	
Tax file number:	
Employer/work details:	
Supervisor's name and phone:	
Next of kin/Emergency contact person:	
Relationship:	
Emergency contact number:	
Car details & registration:	
License/learner's permit number:	

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PR6 Different Forms



- 1. Collect 3 incident/accident reporting forms from your school, workplace or another source.
- 2. List the types of information that are the same on all forms.
- 3. List the types of information that are specific to each form.

Form 1:		
Form 2:		
Form 3:		
Information that is the same or similiar on each of the forms:		
Information specific to form 1:	Information specific to form 2:	Information specific to form 3:
<div>Preview Draft Sample: Do Not Copy</div>		
Describe which forms are set out better or worse and explain why? Suggest improvements.		



In small groups go online and research the privacy setting of various online and social networking sites. Add others that are used by your classmates. Compile a class summary.



Example	Description
YouTube	
Facebook	
Twitter	<h1>Preview</h1> <h1>Draft Sample:</h1> <h1>Do Not</h1> <h1>Copy</h1>
Instagram	
Snapchat	

PR8 Scam Alert

- 1. Find examples of online and email scams that try to phish for information.
- 2. List the types of details that online email scammers commonly ask for.
- 3. Make a list of the types of information that should never be disclosed to 'e-requests'.

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1. What do you think are the 3 most important skills that make a person a good communicator?



2. Describe the ways of communicating that you feel you are most accomplished at.

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3. Explain the areas/skills of communication that you think you need to improve in.

PR10 My Communication Mistakes



1. Give an example of a time when you made each of these communication mistakes.



2. Explain what happened and how you would correct this mistakes.









Literacy	Example of mistake/ What happened?/ How would you correct the mistake?
<i>I rushed the message.</i>	<ul style="list-style-type: none">
<i>I made it up as I went along.</i>	<ul style="list-style-type: none">
<i>I gave more than 3 verbal instructions.</i>	<ul style="list-style-type: none">
<i>I used language the listener didn't understand.</i>	<ul style="list-style-type: none">
<i>I wrongly assumed that the listener had understood.</i>	<ul style="list-style-type: none">

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Non-Verbal Communication PR11



Create or capture an image of you or someone you know, using each of these non-verbal ways of communication.

 <i>gestures</i>	<i>eye contact</i> 
 <i>facial expressions</i>	<i>physical orientation</i> 
 <i>posture</i>	<i>adornment</i> 

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PR12 What's The Story?



Create an 8-panel narrative that uses images of people using non-verbal communication. Perhaps you could recount of an important event in your life.



1.	2.
3.	4.
5.	6.
7.	8.

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Find a set of instructions that is written in that strange sort of language that you usually experience with cheap imported devices. Rewrite these so that people can follow them.

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PR14 My Practical Purposes Journal



Complete this journal to reflect on your study of the units of Literacy for Practical Purposes.



Journal of: _____ Entry no. _____ Date: _____

⇒ What did I experience during these units as part of my school studies?

⇒ How did I use what I learned as part of my personal and social activities?

⇒ Which people did I most influence in a positive way during this unit and how so?

⇒ Which people had the greater positive influence on me during this unit and how so?

⇒ What major skills and/or competencies did I develop and why?

⇒ What might be the most important things for me to focus on in the next unit and why?

⇒ What other information can I share?

⇒ How would I summarise my experiences, or what's my motto for the unit?

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List 10 facts that you know but that it is unlikely that anyone else in the class would know.
List your proof. (Don't include items of a personal nature or things that only you could know.)

1. _____

2. _____

3. _____

4. _____
5. _____
6. _____
7. _____

8. _____

9. _____

10. _____

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KN2 I'd Like To Find Out



- 1. List 5 things or facts that you've always wanted to know, or weren't sure about or perhaps have doubted. Pair up with a classmate who is interested in similiar sorts of facts and together research this information to find out the truth.
- 2. Make sure to check your sources and then report back to the class on what you find out.

I want to find out...	What I found out is.../The sources were...

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1. Your teacher will supply, or your class will compile, a list of 4 facts or 'things' that seem to be commonly accepted as 'truths'. Are these facts or opinions? Explain your answer.

1. _____

2. _____

3. _____

4. _____



2. Research whether these are true or not. List your sources and then discuss the facts.

1. _____

2. _____

3. _____

4. _____

KN4 My Biases



1. What are you biased **towards**? What causes do you support and what attitudes and values shape your beliefs?

Some causes/beliefs that I tend to be biased towards are...

1. _____
2. _____
3. _____
4. _____
5. _____



2. What are you biased **against**? What causes do you not support and what attitudes and values shape your beliefs?

Some causes/beliefs that I tend to be biased against are...

1. _____
2. _____
3. _____
4. _____
5. _____



3. Are your biases fair and reasonable or do they cloud your judgement? Why so/not?



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1. Your teacher will give you a number of articles about issues that feature people being quoted. For each article you need to identify possible sources of bias and explain how this bias might impact on the validity of what the person is saying.
2. You might also have to collect some examples of your own.

Article details	Person(s) quoted/Possible biases/Impact of bias
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KN6 The Numbers Game

-  Find and describe some numerical evidence to either support or refute each of the following issues. Note your sources. Discuss your findings with the class.
-  i. Teenage crime rates are rising.

- ii. The planet is at increased risk from global warming.

- iii. Eating red meat is bad for your health.

iv. An issue of your own choosing: _____

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1. List 4 issues that you think there should be a report or investigation into. Explain each of your choices.

1. _____

2. _____

3. _____

4. _____

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2. Go online and research whether there actually is a report into any of these issues.

KN8 Community Do-Good



Visit the website of a not-for-profit, community, welfare, charity or some other similar organisation that you are interested in. Find examples of reports they have undertaken themselves, or have been involved in, or use as part of their information.



Organisation:	
Website:	
Example 1:	Details/Main Findings:
Example 2:	Details/Main Findings:
Example 3:	Details/Main Findings:

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Your teacher will give you a text or article that describes or outlines a report into an issue.
Complete the following summary activity.

Title: _____

Source: _____ Date: _____ Page(s): _____

Author: _____

The report focuses on: _____

Information point 1: _____

Information point 2: _____

Information point 3: _____

Summary: _____

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KN10 Ask The Famous



Find an interview that has been conducted with someone you are interested in either online or from a printed source. List the questions they have been asked. If the interview is in the form of a prose article then you will have to work out the questions from the text.

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If you had to interview yourself what 15 questions would you ask? Include both closed and open questions.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

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KN12 You're Asking Others



Pair up with someone in the class that you don't know that well. Ask them **your** questions and record their answers here. Discuss whether any problems occurred.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

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Write a prose-writing profile based on an interview you have conducted with someone.
Include an appropriate graphic.



Title: _____

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KN14 My Knowledge Journal



Complete this journal to reflect on your study of the units of Literacy for Knowledge.



Journal of: _____ Entry no. _____ Date: _____

⇒ What did I experience during these units as part of my school studies?

⇒ How did I use what I learned as part of my personal and social activities?

⇒ Which people did I most influence in a positive way during this unit and how so?

⇒ Which people had the greater positive influence on me during this unit and how so?

⇒ What major skills and/or competencies did I develop and why?

⇒ What might be the most important things for me to focus on in the next unit and why?

⇒ What other information can I share?

⇒ How would I summarise my experiences, or what's my motto for the unit?

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List some of the main issues that concern you and describe reasons why you feel this way.

Issues	Reasons

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PD2 Different Viewpoints



There's always more than two sides to every issue. Choose an issue of concern in your local area and find out the different points of view of stakeholders involved with this issue.

Issue:	
Stakeholder	Point of view
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1. List an issue you feel strongly about. Outline 3 reasons why you feel this way.

Issue: _____

i: _____

ii: _____

iii: _____



2. Now you are required to argue against and refute each of your own reasons outlined above! Try to find and use evidence to support your refutation.

i: _____

ii: _____

iii: _____

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PD4 Brainstorming



1. Brainstorm 20 different terms related to the following issue. (You choose how to set this out.)
“To reduce traffic, non-commercial cars should be banned from the CBD during business hours.”

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2. Choose 2 of these terms and for each one write short paragraph in response to this issue.

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1. Compile a list of commonly used persuasive terms and phrases that people use to try and support their arguments. e.g. *"Any decent person would agree..."*

⇒ _____

⇒ _____

⇒ _____

⇒ _____

⇒ _____

⇒ _____

⇒ _____

⇒ _____



2. Choose 4 of these and rewrite each one so that it will strengthen your argument when using it, rather than relying on 'transparent' persuasive language.

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PD6 The Hard Sell



1. Source 3 different advertisements for products aimed at your target market.
2. Describe the persuasive language and other techniques used by the advertisers to try to persuade you to buy their products.
3. Discuss whether their techniques are effective.

Product/ advertisement 1	Persuasive language and techniques/effectiveness
Product/ advertisement 2	Persuasive language and techniques/effectiveness
Product/ advertisement 3	Persuasive language and techniques/effectiveness

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4. Compile a list of 10 persuasive words or terms that act as a 'red flag', and for which you should always be on the lookout. e.g. "According to experts..."

- | | |
|------------|-------------|
| i. _____ | vi. _____ |
| ii. _____ | vii. _____ |
| iii. _____ | viii. _____ |
| iv. _____ | ix. _____ |
| v. _____ | x. _____ |



1. Develop a list of arguments based upon a debate topic that you are either arguing for or against. Try to find and use evidence to support your arguments.

Debate topic: _____

i. _____

ii. _____

iii. _____

iv. _____

2. Successful debating relies on anticipating and refuting the other side's arguments. Anticipate your opponent's likely arguments and prepare some solid refutations.

Debate topic: _____

i. _____

ii. _____

iii. _____

iv. _____

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PD8 Essay - Introductions



1. Write a draft essay introduction based on the following topic.

Should the legal drinking age be raised to 21?

**Preview
Draft Sample:**



2. Write a draft essay introduction based on a topic given to you by your teacher.

Topic: _____

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1. The following points form part of an essay. Rewrite these in the correct order.
2. Write what you think might be the topic of this essay.
3. Complete each statement to create a coherent piece of persuasive writing.

⇒ <i>In addition, many teenagers aged 15 and over...</i>	⇒ <i>Secondly, it's not always the case that young people...</i>
⇒ <i>The first reason against a curfew for teenagers is that...</i>	⇒ <i>Teenagers need to be able to...</i>
⇒ <i>For example, many young people don't ...</i>	⇒ <i>The targeting of a specific age group in society is....</i>

Topic: _____

Para 1 topic sentence: _____

Para 1 point i: _____

Para 1 point ii: _____

Para 2 topic sentence: _____

Para 2 point i: _____

Para 2 point ii: _____

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PD10 Essay - Conclusions



1. Write a draft conclusion based on your last weekend.

Preview
Draft Sample:



2. Write a draft essay conclusion based on a topic given to you by your teacher.

Topic: _____

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Your teacher will instruct you to write an essay on a particular topic. This might be based upon a text that you have studied throughout the year. You must include appropriate references and a bibliography.

Text:

Topic:

Draft Due:

Final Due:

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Essay - References/Bibliography PD13

[illegible]

PD14 My Public Debate Journal



Complete this journal to reflect on your study of the units of Literacy for Knowledge.

Journal of: _____ Entry no. _____ Date: _____

⇒ What did I experience during these units as part of my school studies?

⇒ How did I use what I learned as part of my of personal and social activities?

⇒ Which people did I most influence in a positive way during this unit and how so?

⇒ Which people had the greatest positive influence on me during this unit and how so?

⇒ What major skills and/or competencies did I develop and why?

⇒ What might be the most important things for me to focus on in the next unit and why?

⇒ What other information can I share?

⇒ How would I summarise my experiences, or what's my motto for the unit?

Required Activities - Summary



Student: _____

Date: _____

LO	Element	As part of the learning outcome I need to complete these listed activities from this book.
1	Self Expression - Writing	
5	Self Expression - Reading	
2	Practical Purposes - Writing	
6	Practical Purposes - Reading	
3	Knowledge - Writing	
7	Knowledge - Reading	
4	Public Debate - Writing	
8	Public Debate - Reading	

Additional Information:

Teacher: _____

Date: _____

