

How To

LET IT SHAKE !

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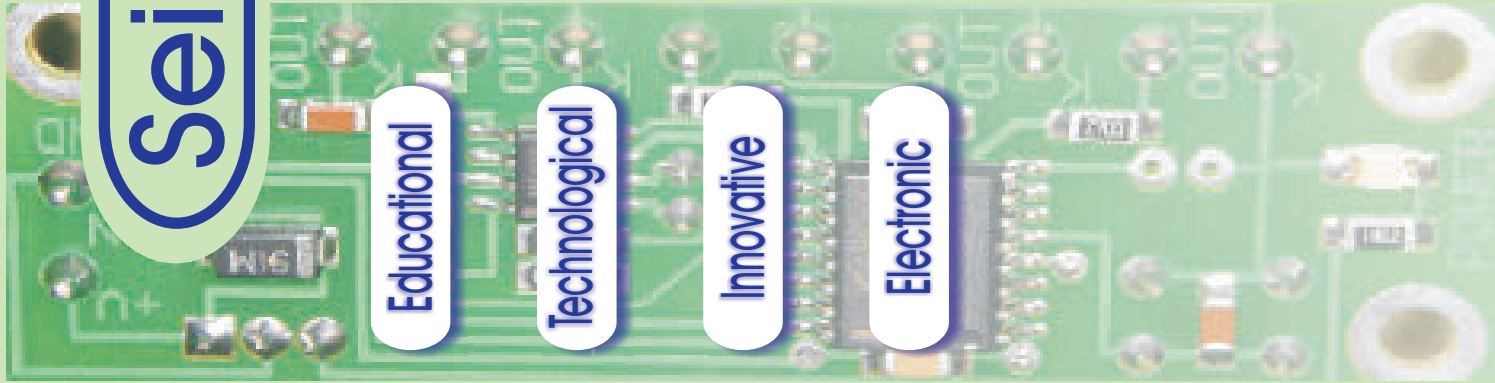
Educational

Technological

Innovative

Electronic

SCHOOL TASK



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INTRODUCTION

Assembling and writing your own task is an excellent opportunity for introducing your rich creative talents in abundance.

The process of task writing strengthens your courage and self-confidence and improves your ability to find creative solutions for problems.

Willingness and eagerness to create your task and let your good ideas flow will be an advantage.

For further expansion on your creativity you may want to construct a physical model as an illustration.

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THE TASK

1 RESOURCES

Figure 1: Information Resources Diagram

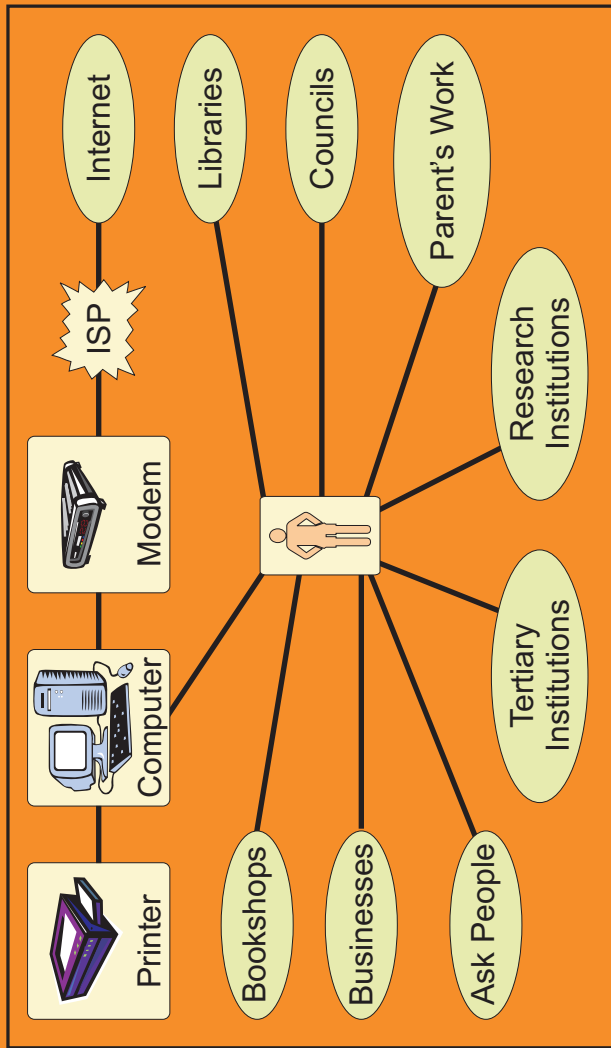


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1 RESOURCES (continued)

Table 1: Information Resources

Councils	Council for Geoscience, Minerals, Agriculture Research Center, etc.
Internet	Consult search engines, make use of Boole logic.
Libraries	Reference section, books, magazines, journals.
Businesses	Businesses are a source of knowledge.
Ask People	Ask different people for their opinions.
Bookshops	Bookshops are a valuable source of information.
Parent's Work	There may be people with knowledge on the subject of the task you are doing.
Research Institutions	Query institutions for specific knowledge, NRF, HSRC, etc.
Tertiary Institutions	Universities, Technicons, etc.

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1 RESOURCES (continued)

INTERNET

The Internet provides a number of support options for systematic retrieving of information. The fastest and easiest way is to make use of search engines like www.google.co.za, www.altavista.com, www.aardvark.co.za, www.inktomisearch.com, www.yahoo.com. There are a number of advanced search engines that you will need to pay for usage.

Some search engines utilize Boole Logic. Boole Logic was designed by a British mathematician George Boole (1815-1864). You will need to check the search criteria for a search engine of your choice. Basic Boole Logic includes the AND function with symbol 'x', OR function with symbol '+', Boole Logic also includes commutative, associative and distributive laws.

LIBRARY

Ask your very helpful and smiling librarian to assist you in acquiring the correct books / magazines / journals for your task. When you use information from a book or other material remember to write down the name of the book, date when published, the publisher, the author, etc. You will need this information for your reference list ! Do remember to neatly place the books back on the shelf where you found them.

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1 RESOURCES (continued)

DICTIONARIES

Dictionaries are one of the most important tools you will need in describing your task in words. Words give you the ability to describe your task, to draw a vivid picture, to express yourself and share your ideas with the rest of the world. Words are a communication medium for humans on a daily basis.

The fact that a person have verbalized himself or herself does not mean a person have achieved the goal in getting other people to understand the message and thoughts that a person may wish to convey.

So parents, your child(ren) need dictionaries !

- * Reader's Digest Afrikaans/other language to English and English to Afrikaans/other language.
- * Oxford English dictionary that thoroughly explains the meaning of words.
- * Oxford English or other language thesaurus that gives an indexed A-Z of synonyms.
- * An English to Afrikaans/other language technical dictionary.
- * An English to Afrikaans/other language music dictionary.
- * The Modern Rhyming Dictionary by Gene Lees ISBN 0-89524-317-2.
- * A dictionary of idioms.
- * Literary terms & theories dictionary.

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2 POSITIVE ASPECT

A brilliant formula is ENERGY + AMBITION = SUCCESS

You may make use of positive affirmations as simple positive statements repeated to yourself. Keep affirmations short, rhythmic and easy to say.

Acknowledge achievements again and again for very positive results. Acknowledge what you have achieved.

Feel good about being alive and being you. Confident thoughts creates a person with confidence and keep in mind there is no problems only opportunities.

There are no greater treasures in the world than friendship and human contact. Be a good friend to everyone you meet.

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3 COMMUNICATION

In Communication by Colin Mares, Colin notes the following "...the kind of people we are, the way we think, our whole attitude to life, to some extent depends on the language we use...."

When verbally discussing your task remember these important factors, your tone of voice, your facial expression, your choice of words and the actual structure of your information. You may communicate by means of your actions, image or gesture.

ACTIONS

Direct action forms a significant quantity of what is communicated. By selecting one item instead of another you communicate. For example selecting one magazine instead of another.

By taking no action you may communicate just as effectively. For example you may deliberately avoid a meeting to show your disapproval.

Some actions are taken deliberately in the way of communication. There may even be actions through habit or without any conscious thought.

This means that your talent to make a correct assessment of the purpose behind the action lies in your ability to interpret communication action correctly.

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3 COMMUNICATION (continued)

GESTURE

Gestures consist of a frown, a shrug, a shake or nod of the head, etc. In a global world where different nationalities are in an increasing amount in contact with each other, the need arises to consider differences of gesture and differences in words.

IMAGE

From the early ages of mankind pictures and drawings was utilized as a communication medium. In recent years the use of images as a way of communicating information has increased.

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4 PLANNING

LOGIC

Search and retrieve correct information pertaining to the task at hand. Remember to note the name of books, authors, date published, publishers, etc for the purpose of assembling a reference list.

ANALYZE

You now need to analyze and filter the information relating to your topic.

COMPILE

Compile and structure your task in words and headings of Introduction, Body, Conclusion, Reference List.

WRITE

Write your task and thoroughly re-read.

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5 TIPS

When compiling the words for your task do not use more words that are necessary to verbalize your thoughts.

Use intelligent well-known words with a precise concrete meaning rather than unfamiliar abstract words.

Words do have meaning ! Gain proactive knowledge by searching for the meaning of a word. What is the history behind a word ? Is it a Greek word ? Does the word have a Latin equivalent ? A word may be parts of other words. You will definitely gain extra knowledge by studying important words utilized in your task and may even gain extra marks !

When compiling your task do not leave out important characteristics, work with facts do not assume, do not confuse words with things, positively identify what you write, be careful for believe in faultless work.

Ask questions about your topic:

How does / did it impact mankind / nature / the earth ?

Does / did it do good / bad ?

What is the future implementations / consequences ?

Pollution hazard ?

Global implications ?

Any medical related issues ?

Hazardous situation ?

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CONCLUSION

Communication, verbal or written is an important factor in the social environment of man. The way that is communicated and the different media that is used, combined with a global world, advancement in technology and co-operation in harmony may be described as a modern communication reality.

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