**Grade 11 English FAL Week of 18 to 22 May 2020**

Day 1: Worksheet 1 – Past Tenses

Day 2: Worksheet 2 – Poetry (A sleeping black boy)

Day 3 and 4: Worksheet 3 – Writing (agenda and minutes)

Day 5: Aftercare using the memoranda on Google Class code uluo2tl

**Worksheet 1: 18 to 22 May 2020 (one day)**

**Past tenses**

**Simple/indefinite past tense**

The simple past tense contains the simple past tense of the verb (*ran*, *saw*, *smiled* – I *ran* away; he *smiled*) or *was* and *were* (She *was* tired; they *were* amused). In the latter case number is important (*singular* and *plural*). The simple past tense expresses an action that simply happened in the past.

**Continuous past tense**

The continuous past tense contains *was* or *were*, the verb and *–ing* (The man *was* smil*ing*; The people *were* mill*ing* about). It expresses an action that continued over a period of time in the past. Number is important to determine whether to use *was* or *were*.

**Past perfect tense**

The past perfect tense contains *had* and *a changed form of the verb* (He *had smiled*; they *had bought* groceries; they *had run* home). It expresses an action that had been completed by a point in time in the past. In for instance in an essay, one will use it to indicate which action in a sequence of events had happened before another (After I *had eaten* breakfast, I drank coffee).

**Past perfect continuous tense**

The past continuous tense contains *had*, *been* and the verb plus *–ing* (The boy *had* *been* run*ning*, i.e. an action that continued, but had been completed by a certain point in time in the past).

**Exercise 1**

Give the correct past tense form of the verb in brackets:

1. Jordan yesterday (behave) himself very well for a change.
2. By eight o’ clock yesterday morning Timothy (already complete) his homework.
3. After Peter (went running), he smiled with satisfaction.
4. By then the wind (drop), the rain (cease). At that time a car with a number of occupants (drawing) up next to them. Timothy (tense) up.
5. Jeb (arrive) and (wait) for him when he (get) there. Everything (run) according to plan.
6. “And you (hear) all this how?” Oakley (enquire) conversationally. They (stroll) along the embankment. Chattering girls (flounce) past them arm in arm.
7. “Good trip, Toby? (Find) your way and everything? Directions (do not lead) you astray?
8. Kit (lapse) into silence, so Toby (do) the same.
9. Brigid (curl) into a corner of the sofa, (clutch) her knees.
10. Next, for that rainy day he (pray) would never dawn, he (address) two envelopes to himself with an account of everything that (happen).

**Exercise 2**

Change the following sentences into questions by adding a question tag, e.g. He smiled = He smiled, didn’t he/did he not? Remember to add a question mark! Also remember that the tense of the tag will be the same as that of the original statement. Write the sentences out in full.

1. Don had raised his hand to ask a question.
2. The truck was turning into the tunnel.
3. She replaced Imelda as my friend.
4. His special secret friend was waiting.
5. The tour of the factory had begun.
6. The members of the choir were singing in perfect harmony.
7. The man laid an avuncular hand on my arm.
8. The news was splashed over the front pages of the newspapers.
9. Toby and Bridget had been alone.
10. I don’t think Jeb liked doing that.

**Exercise 3**

Change the following sentences into the negative.

1. She was the best LO teacher the school ever had.
2. They were worrying about Harry.
3. Some kind of guarded understanding had formed between them.
4. All Emily wanted to know was who had murdered Jethro.
5. The silver cell phone in his pocket emitted a raucous burp.
6. She certainly told me that she had an excuse.
7. Everyone had been very helpful and forthcoming.
8. The footsteps passed through the unmanned , unlocked side entrance.
9. The limousine was a Rolls Royce, monsieur.
10. You mean a gentleman got out of the car to collect him?

**Worksheet 2 : 18 to 22 May 2020 (one day)**

**Poetry**

Carefully read through the poem below and answer the questions that follow it.

**A sleeping black boy**

Mongane Wally Serote

1. he lay flat
2. face deep into the green grass
3. the huge jacket covered his head, the heat onto his ears
4. he is dirty
5. the dirt screams from his flesh like a rotten smell
6. he is pinned down by the throbbing footsteps passing by
7. his lullaby is the hiss of the water from the pond and the
8. roaring steel river;
9. and the eyes of adults passing by
10. dart around like bubbles of boiling water -
11. this small boy will die one day
12. his lips stuck together, glued by the glue he smokes

**Questions**

1. Identify the setting of the poem and give two reasons from the text for your answer.
2. Suggest what is indicated about the boy by line 2.
3. Suggest why the boy is wearing a “huge jacket” (line 3) rather than one that fits.
4. Could one gather what season it is likely to be? Explain.
5. Refer to lines 4 and 5. Comment on what effect repetition has here.
6. Identify and explain two literary devices used in line 5.
7. Suggest why the boy is so dirty.
8. The metaphor in line 6 seems to suggest that the passing adults are somehow responsible for the boy’s plight. Explain the metaphor and discuss this statement.
9. Lines 7 and 8 can be said to be ironic, as a lullaby is usually a soothing song that makes a baby sleep. Explain the irony and say what is being emphasised by it.
10. Explain the metaphor in line 8. (Hint: what is made of steel and travels on roads?
11. Say what the simile in line 10 tells us about the attitude of the adults towards the boy. Give a possible reason for their attitude.
12. Identify the tone of lines 11 and 12.
13. Comment on the possible intention of the poet in writing this poem.

**Worksheet 3: 18 to 22 May 2020 (two days)**

**Writing: Agenda and Minutes**

An agenda is a list of items to be discussed at a formal meeting. It always includes certain items. The minutes of a meeting is a record of matters discussed and decisions taken at a meeting. Where actions are decided on, dates for completion and persons responsible will be indicated.

Example of an agenda:

***Agenda of a meeting of the Hoërskool Pretoria-Noord RCL management committee held on 22 June 2020 at 14:15 in Room 1.***

1. *Welcome and announcements.*
2. *Register.*
3. *Approval of previous minutes.*
4. *Duty done by RCL members.*
5. *Matters arising:*

*5.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*5.2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. *Next meeting and closing.*

***Minutes of a meeting of the Hoërskool Pretoria-Noord RCL management committee held on 22 June 2020 at 14:15 in Room 1.***

1. *Welcome and announcements. The chairman, Ruan du Preez, welcomed all.*
2. *Register. Present: Ruan du Preez (chair), Sannie van Staden (treasurer), Jannie Jankelsohn, Adrie van Niekerk.*

 *Excuses: Pienaar Kruger.*

1. *Approval of previous minutes. Sannie van Staden proposed that the minutes of the meeting of 18 May, 2020, be accepted. Adrie van Niekerk seconded her proposal. The minutes were accepted as correct.*
2. *Duty done by RCL members. Ruan du Preez reported that RCL members were doing their duty conscientiously and had received compliments from the principal and staff. Jannie Jankelsohn is deputised to congratulate the RCL members on this at the full RCL meeting of 1 June.*
3. *Matters arising:*

*5.1 Sannie van Staden mentions possibly arranging an RCL farewell party in October. She is asked to investigate possible venues, catering companies and the cost involved. She is asked to report back at the meeting of 24 July 2020.*

1. *Next meeting and closing. It is agreed that the next management committee meeting will be held on 24 July 2020 at 14:15 in Room 1. The meeting is closed with prayer by Jannie Jankelsohn at 14:40.*

**Exercise: Writing the agenda and minutes of a meeting**

Your class has formed a committee to arrange a class farewell party at the end of 2020. Write the agenda and minutes for a meeting of this committee. It should be 120 to 150 words long. Do planning , a rough draft (day 1) and an edited and improved final draft (day 2). Remember that this is supposed to be formal writing. As such it should be

* written in formal English;
* to the point;
* without inappropriate elements such as familiarity or humour.

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