Grade 11 English

CBC NOTES | Terms 1, 2 and 3 - notes for 47 topics

IN EVERY TOPIC

- What you will learn, the key words and key terms explained.
- Clear notes under headings and subheadings, with labelled pictures and step-by-step procedures.
- Comparison tables, and advantages and disadvantages where methods are compared.
- Key points to remember, then structured questions to practise.
- All the answers and a glossary at the back.

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Strand 1.0 Digital Etiquette | Term 1

1.1.1 Extensive Listening

WHAT YOU WILL LEARN

By the end of this topic you should be able to:

- listen to a text for enjoyment and general information
- describe the features of a text (topics, keywords, and phrases) for information
- use features of a text to enhance listening comprehension

KEY WORDS

extensive listening, news bulletin, headline, topic, keyword, phrase, paraphrase, retell, summary, descriptive text.

Every evening, radio and television bring us news bulletins, talks and stories. To follow them well, we listen twice: once to enjoy the text and get the general idea, and again to pick out the details. In this topic you will learn the features of a spoken text, how to paraphrase and retell what you hear, and how to turn a bulletin into short notes and a summary.

1. Listening for enjoyment and for information

Listening for enjoyment
Listening to relax and follow the general idea of a text: a story, a song, a comedy show or a bulletin.

Listening for information
Listening closely to pick out facts: names, dates, numbers, places and reasons.

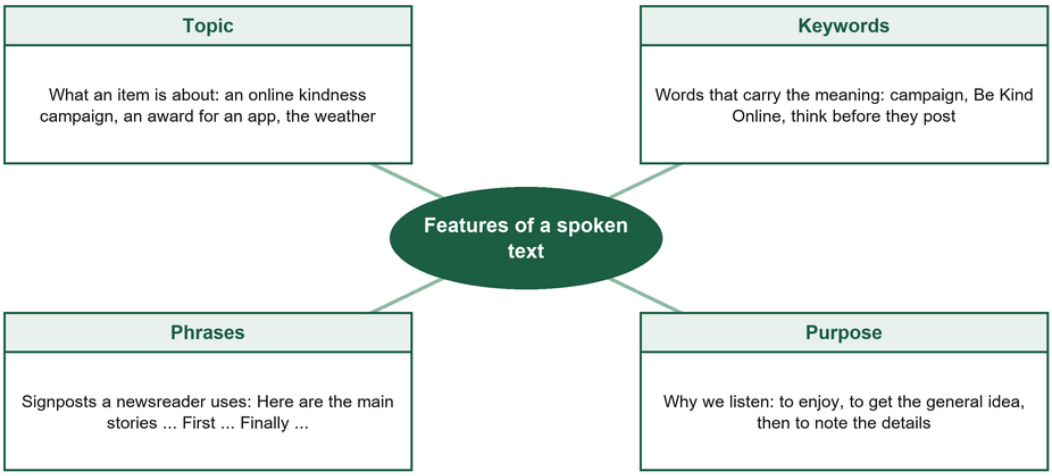
Model text: "Evening News"
"Good evening. Here are the main stories tonight. First, the Ministry of Education has launched a campaign called Be Kind Online, which asks secondary school learners to think before they post. The campaign will run in all counties for three months.
In other news, a team of Grade 11 learners from Kisumu has won a national award for an app that helps farmers check crop prices. Finally, the weather: expect heavy rain in the Lake Region and sunny spells in Nairobi."

On the first listening, simply enjoy the bulletin and decide which item interests you most. On the second listening, fill in a table with the headings Item, Topic and Keywords.

Notes from the second listening

Item	Topic	Keywords
1	An online kindness campaign	Be Kind Online, think before they post, three months
2	An award for an app	Grade 11 learners, Kisumu, crop prices
3	The weather	heavy rain, Lake Region, sunny spells, Nairobi

2. Features of a spoken text



The features of a spoken text, using the "Evening News" bulletin

- TOPIC: what each item is about.
- KEYWORDS: the words that carry the meaning; they are often stressed by the speaker.
- PHRASES (signposts): "Here are the main stories", "First", "In other news", "Finally". They tell the listener where the text is going.
- TONE: a newsreader is calm and clear; a sports commentator is excited.

REMEMBER

When you hear a signpost such as "Finally", get ready: a new item is starting and it is the last one.

3. Paraphrasing and retelling a descriptive text

Paraphrase

To say the same meaning in your own words, usually more simply.

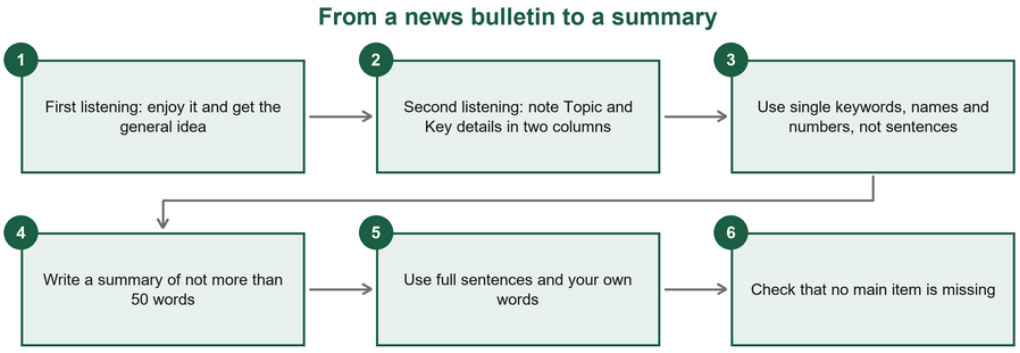
Model text: "The Computer Lab"

"The computer lab sits at the end of the long corridor, behind a blue steel door. Inside, twenty-four computers stand in neat rows on wooden benches, their screens glowing softly. A large notice on the wall reads: Log off. Do not eat here. The air smells of dust and new paper, and the only sounds are the tapping of keys and the humming printer."
Paraphrase: The computer lab is at the end of the corridor behind a blue door. It has twenty-four computers in rows, and a notice tells users to log off and not to eat there. It is quiet except for typing and the printer.

A descriptive text paints a picture using the senses: sight (the blue steel door, glowing screens), smell (dust and new paper), sound (the tapping of keys, the humming printer) and feeling (quiet and calm). When you retell it, keep the main details and the mood, but use your own sentences.

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4. From a bulletin to notes and a summary



Six steps from listening to a summary

Recording a class news bulletin

1. In groups of five, choose three school news items, for example a new rule on phones, a talk on cyberbullying and the results of a games day.
2. Write each item in two or three sentences and record the bulletin on a phone.
3. While another group's recording plays, make notes in two columns: Topic and Key details.
4. Use the notes to write a summary of not more than 50 words, in full sentences and your own words.

Model summary

"Group 3 reported that phones will now be kept in lockers during prep, that a counsellor gave a talk on how to report cyberbullying, and that Simba House won the games day with 48 points."

WATCH OUT

Notes are single words and numbers; a summary is full sentences. Do not hand in notes when a summary is asked for.

KEY POINTS TO REMEMBER

- Listen once for enjoyment and the general idea, and again for the details.
- The features of a spoken text are its topic, keywords, signpost phrases and tone.
- To paraphrase is to give the same meaning in your own words.
- A descriptive text uses the senses: sight, sound, smell, touch and feeling.
- Notes use keywords in columns; a summary uses full sentences in your own words.

ANSWER THESE

1. Explain the difference between listening for enjoyment and listening for information. (2 marks)
2. From the "Evening News" bulletin, give (a) the name of the campaign (b) how long it will run (c) what the award-winning app does. (3 marks)
3. Name two signpost phrases a newsreader uses and say why they help the listener. (3 marks)
4. Paraphrase this sentence: "The only sounds are the tapping of keys and the humming printer." (2 marks)
5. Give two differences between notes and a summary. (2 marks)
6. Name three senses used in "The Computer Lab" and give one detail for each. (3 marks)

Strand 1.0 Digital Etiquette | Term 1

1.1.2 Etiquette and Pronunciation

WHAT YOU WILL LEARN

By the end of this topic you should be able to:

- articulate the different realisations of the letters 'o' and 'u' for speech clarity
- use appropriate etiquette in public amenities, workplace, and office settings for effective communication

KEY WORDS

realisation, vowel sound, etiquette, courtesy, public amenities, workplace, office, polite phrase, hot seating, skit.

In English one letter can stand for several sounds, so clear speakers learn the different ways to say a letter. Good manners matter as much as clear sounds: in a bank, an office or an online meeting, polite words and behaviour show respect. This topic covers the sounds of the letters u and o, and etiquette in public places, at work and online.

1. Different sounds of the letter u

Different sounds of the letters u and o

u as in but	u as in put	u as in rule
cup, sun, hut, but; also o in some, come, love, son, money, mother	push, full, bull, put (short rounded sound)	June, flute, truth, rule (the long sound in food)

o as in pot	u as in bury	Practice sentence
hot, stop, clock, pot (short sound)	bury sounds like berry: the u has the sound in bed	"Some mothers put the pots in the sun but their sons bury the rubbish."

The sounds of the letters u and o, with example words

The letter u

Sound	Example words	How it is made
u as in but	cup, sun, hut, but	Short and open, mouth relaxed
u as in put	push, full, bull, put	Short, with the lips rounded
u as in rule	June, flute, truth, rule	Long, lips rounded (the sound in food)
u as in bury	bury	Like the e in bed: bury rhymes with berry

2. Different sounds of the letter o

The letter o

Sound	Example words
o as in pot (short)	pot, hot, stop, clock
o with the sound in but	some, come, love, son, money, mother

Read this sentence aloud slowly, then quickly: "Some mothers put the pots in the sun but their sons bury the rubbish." It contains all the sounds in this topic.