

## Grade 7 EMS Worksheet

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### Assessment Task: Planning

#### **Planning your business event (Group activity)**

Study the information below on meeting skills and taking down minutes. Do the exercises that follow.

#### **Meeting skills**

- Plan your meeting well.
- Notify all the parties that should attend the meeting of the date, time and venue of the meeting. This is the secretary's duty.
- Prepare an agenda that would state the most important issues that will be discussed.
- When the meeting starts, the chairperson will welcome everybody present.
- The chairperson will then go through the agenda step by step.
- The agenda should include:
  - Tasks, of which feedback should be given.
  - Matters for which information was required for discussion.
  - Matters that were deferred from a previous meeting.
- Note the apologies of people who could not attend the meeting.
- Confirm the minutes of previous meeting.
- Cover matters that arose from the points that were discussed at the previous meeting.
- Handle items on the agenda.
- Close the meeting, noting the time.

#### **How to chair a meeting:**

- The chairperson opens the meeting, welcomes everybody and presents the agenda.
- The chairperson should indicate at what time the meeting should end.
- The chairperson should introduce points on the agenda and give people an opportunity to speak.
- Members should not address each other, but the chairperson.
- The chairperson should ensure that no one dominates the meeting.
- The chairperson should try to summarise what people have said without repeating everything.
- The chairperson should get agreement on issues so that everybody understands what the decision is that is taken.
- The chairperson should ensure participation in the meeting.
- The chairperson sets the date for the next meeting and declares the meeting adjourned.

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### How to take minutes:

- Develop very good listening skills so that you understand what is being said.
- Take notes of what is being said and decided.
- Get the main points in your own words. Ask for clarification if you are unsure.
- Include the following information in the minutes:
  - Purpose of meeting
  - Date, time and venue
  - Names of all persons who attended, including visitors
  - Apologies from those not present
  - Summary of discussions
  - Decisions taken
  - Time the meeting adjourned

1.

a) Choose a suitable venue for your meeting. [1 mark]

b) Draw up an agenda for your meeting. Your agenda should contain the planning steps listed in Questions 2 to 4 below.

[6 marks]

c) Hold your meeting.

[2 marks]

d) Appoint a secretary to take down minutes.

[1 mark]

e) Distribute the minutes to everybody as soon as possible after the meeting.

[7 marks]

[Total: 16 marks]

### Group assessment checklist

Criteria	Yes	No
Our group understands the procedure of running a meeting.		
Our group held a successful meeting and stuck to the agenda.		
Our group elected a chairperson and secretary.		
Our group secretary compiled the minutes of the meeting correctly.		
We respect the order and procedure of running a meeting and compiling minutes.		
We respect the different views each person expressed at the meeting.		
Our group functions well together.		

2. Elect a planning and management committee. Delegate the tasks involved in running your business event to suitable people in your joint venture. [10 marks]

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### Group assessment checklist

Criteria	Yes	No
Our group elected a planning and management committee.		
The planning and management committee delegated tasks to everybody.		
Each member of our group is satisfied with his or her tasks.		
Each member appreciates the contributions made by the other members.		

3. Work out timelines for running your business event. [5 marks]

### Group assessment checklist

Criteria	Yes	No
Our group worked out a timeline for our business event.		
We will be able to finalise our event within the prescribed timeline.		
Each member of our group appreciates the time the other members spend on the business event.		

4. Develop a detailed checklist of all the steps you need to follow in order to run your business event. [10 marks]

### Group assessment checklist

Criteria	Yes	No
Our group developed a checklist of all the steps we need to follow in order to run our business event.		
Our group could arrange all the steps in the correct order.		
Each member of our group appreciates the necessity of having a detailed checklist.		

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### Suggested Solutions

Question number	Possible marks	Solution
1	16	<p>Rafiq's group chose to render a childminding service. Look at how they went about their tasks:</p> <p>a) We held our meeting in Mrs Makoena's biology class. [1 mark]</p> <p>b) Our agenda:  Date: 14 October 2012  Venue: Mrs Makoena's biology class  Time: During first break  (i) Opening and welcoming: Mrs Makoena  (ii) Appointment of chairperson  (iii) Appointment of secretary  (iv) Election of planning and management committee  (v) Delegation of tasks  (vi) Timelines for running the event  (vii) Checklist of steps to follow  (viii) Date of next meeting  (ix) Closure</p> <p style="text-align: right;">[Total: 6 marks (1/2 mark for each answer)]</p> <p>c) The meeting took place as scheduled on 14 October 2012 during first break in Mrs Makoena's class. [2 marks]</p> <p>d) Susan was appointed as secretary. Rafiq was appointed to chair the meeting. [1 mark]</p> <p>e) Susan distributed the following minutes to everybody two days after the meeting took place:</p> <p><b>Minutes of a planning committee for childminding project held on 14 October 2012 at 09:30 in Mrs Makoena's biology class</b></p> <p>(i) Mrs Makoena declared the meeting open and welcomed everybody.  (ii) Present: Mrs Makoena (biology teacher)  Mr Smith (guidance councillor)  Rafiq  Susan  Thobela  Cherise  John  Mrs Rashad (Rafiq's mother)</p>

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		<p>Mrs Seleka (Thobela's mother)</p> <p>(iii) Rafiq was appointed chairperson of the committee unanimously. Susan was appointed secretary of the committee unanimously.</p> <p>(iv) The planning and management committee was elected and comprises: Rafiq, Susan, Thobela and Mr Smith.</p> <p>(v) The planning and management committee delegated tasks.</p> <p>(vi) The timeline was set for our business event.</p> <p>(vii) A checklist of steps to follow was compiled.</p> <p style="text-align: right;">[Total: 7 marks (one for each point)]</p>																																										
2	10	The planning and management committee was elected and comprises: Rafiq, Susan, Thobela and Mr Smith.																																										
3	5	<p>The following timeline was set:</p> <p>17 October: Second meeting of planning and management committee to discuss funding.</p> <p>18 October: Working party to make poster advertisements.</p> <p>19 October: Put up posters in community.</p> <p>19 October: Clean up playground and open classroom where child minding will take place.</p> <p>20 October: Purchase toys, refreshments and other resources.</p> <p>21 October: Final arrangements to ensure that everything will be ready for start of business. Do a practice run by inviting potential 'clients' to check out our facilities.</p> <p>23 October: All systems go! Our business starts off!</p> <p style="text-align: right;">[Total: 5 marks (1/2 mark for each point)]</p>																																										
4	10	<p>The following checklist was developed: <span style="float: right;">[Total: 10 marks]</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Step</th> <th style="width: 70%;">Details</th> <th style="width: 20%;">Done</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Arrange for funding to buy necessary resources</td> <td></td> </tr> <tr> <td>2</td> <td>Draw up shopping list for goods to purchase</td> <td></td> </tr> <tr> <td>3</td> <td>Arrange for cleaning of playground next to school</td> <td></td> </tr> <tr> <td></td> <td>Clean up classroom and school grounds around classroom. Remove all potentially dangerous objects</td> <td></td> </tr> <tr> <td>4</td> <td>Purchase stationery to make posters</td> <td></td> </tr> <tr> <td>5</td> <td>Make posters</td> <td></td> </tr> <tr> <td>6</td> <td>Put up posters</td> <td></td> </tr> <tr> <td>7</td> <td>Call potential clients</td> <td></td> </tr> <tr> <td>8</td> <td>Buy toys and games</td> <td></td> </tr> <tr> <td>9</td> <td>Arrange for toys, games and other resources to be ready for clients</td> <td></td> </tr> <tr> <td>10</td> <td>Do practice run: invite parents</td> <td></td> </tr> <tr> <td>11</td> <td>Receive parents and ask for comments</td> <td></td> </tr> <tr> <td>12</td> <td>Discuss and evaluate comments: make changes if necessary</td> <td></td> </tr> </tbody> </table>	Step	Details	Done	1	Arrange for funding to buy necessary resources		2	Draw up shopping list for goods to purchase		3	Arrange for cleaning of playground next to school			Clean up classroom and school grounds around classroom. Remove all potentially dangerous objects		4	Purchase stationery to make posters		5	Make posters		6	Put up posters		7	Call potential clients		8	Buy toys and games		9	Arrange for toys, games and other resources to be ready for clients		10	Do practice run: invite parents		11	Receive parents and ask for comments		12	Discuss and evaluate comments: make changes if necessary	
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		13	Run business event	
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### Appendix of Assessment Tools

#### Group assessment checklist

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