



EDEN THS

LIFE ORIENTATION

GRADE 11



CLASS NOTES

TERM 3



CHAPTER 6 : DEVELOPMENT OF THE SELF IN SOCIETY

1. HEALTHY AND BALANCED LIFESTYLE CHOICES

1.1. Characteristics of a healthy and balanced lifestyle

A balanced lifestyle means that there is balance and harmony between the following aspects of your life :

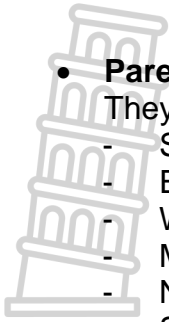
- Physical : Being physically fit and healthy.
- Psychological : Avoid risky behaviours and apply life skills.
- Social : Have good relationships with family and friends.
- Emotional : Are able to explore, express and control emotions.
- Spiritual : Following the rules of your religion / belief system.

2. FACTORS THAT IMPACT NEGATIVELY ON LIFESTYLE CHOICES

- **Accidents**
 - Physical : You may become disabled, lose a limb, break your neck / suffer brain damage.
 - Psychological : If you caused the accident, you may feel guilty.
 - Social : You may lose the support of family and friends, be shunned by the community.
 - Emotional : You may become angry, depressed, sad and scared.
 - Spiritual : You may lose your faith.
- **Risky behaviour and situations**
 - Risky behaviour and situations are not like accidents, because you have control over them.
 - Risky behaviour such as substance abuse, affects your personal safety and has a negative impact on your lifestyle choices.
- **Socio-economic environment**
 - For example : lack of literacy, low income, very high income, poor neighbourhood, no access to medical care, peer-pressure, substance abuse, crime abuse and violence.

3. FACTORS THAT IMPACT POSITIVELY ON LIFESTYLE CHOICES

- **Positive role models**
 - A person who can inspire and motivate you to make healthy and useful lifestyle choices.
 - This person is a good example to others.
 - People admire such a role model and want to imitate his/her.



- **Parents**

They can have a positive influence on their children's lifestyle choices, if they :

- Support, encourage and support
- Educate
- Warn about alcohol and substance abuse
- Model healthy behaviour
- Never drive under the influence or while talking on the cell phone
- Show acceptance and love
- Set clear rules
- Supervise study times and ensure all school work is done
- Encourage participation in physical activities

- **Peers**

- Friends from the same age can positively influence your life style choices.

- **Personal values, belief system and religion**

- Your values (the criteria for acceptable behaviour) and religion / belief systems can positively influence your life style choices.
- Healthy relationships, peace, positive attitudes and improved physical health may stem from the above.

- **Media, social and cultural influences**

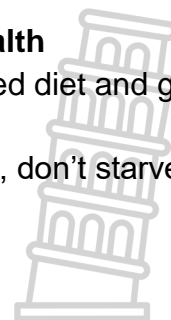
- Health information is freely available in the printed and electronic media
- Culture is a set believes and attitudes shared by a group of people and can impact on your life style choices. Many cultural traditions are based on healthy living and good interpersonal relationships.

4. ROLE OF NUTRITION IN HEALTH AND PHYSICAL ACTIVITIES

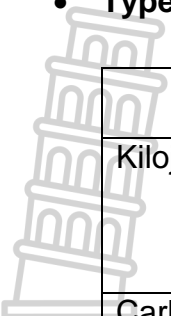
- **Nutrition is an important aspect of fitness and health**

To be healthy, you need to follow a nutritious, balanced diet and get regular physical exercise.

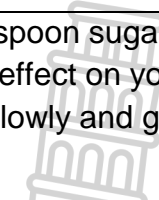
Manage your weight by exercising, eat nutritious food, don't starve yourself and don't overeat and always drink enough water.



- **Types of food that provides healthy sources of energy**



CONCEPT	EXPLANATION
Kilojoules	A measure of how much energy food provides for your body. The food label will indicate the amount of energy per serving.
Carbohydrates	Important energy source found in fruits, vegetables, wholegrain products, pap and potatoes /sweet potatoes. You will gain weight if you eat too much carbohydrates, without burning it through exercise.
Fibre	Helps to keep your digestive system healthy. All whole r Grain products are high in fibre.
Protein	Foods rich in protein are : fish, meat, dairy, beans, lentils, nuts and eggs. Protein assists muscle and tissue generation.
Vitamins and minerals	Essential vitamins and minerals are : Vitamins A,B,C,D calcium and iron. Fruit contains vitamin C and antioxidants which help to reduce cell damage. Yoghurt is a good source of calcium and vitamin B.
Fats	Fats are found in oil, butter and meat, fish and nuts. Unsaturated fats found in nuts, fish and olive oil, are good fats because they do not raise your cholesterol levels.
Sugar	Avoid having more than one teaspoon sugar a day. Eat low GI-foods that have a slower effect on your blood sugar levels. They break down slowly and give you a longer sense of being full.



CHAPTER 7 : CAREERS AND CAREER CHOICES

1. COMPETENCIES, ABILITIES AND ETHICS THAT WILL ASSIST IN SECURING A JOB AND DEVELOPING A CAREER

1.1. Studying advertisements, writing application letter and completing application forms

- **Study advertisements**
 - Find advertisements in newspapers, on the internet and on bulletin/notice boards.
- **Write an application letter**

Name of Organization		Street / PO Box Address
Street or P. O. Box Address		City
City		Postal Code
Postal Code		Telephone Number
		Email Address
		Month, Day, Year
Dear Mr./Ms./Dr. LastName:		
Application for		
Opening paragraph: State what position or internship you are applying for; how you learned of the organization or position, and basic information or qualifications about yourself.		
2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.		
3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. Restate briefly why you're so passionate about the opportunity you're applying for. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.		
Sincerely, (Your handwritten signature) Your name typed		

- **Complete application forms properly**

Keep the following in mind :

- Answer all the questions truthfully
- Incomplete / incorrectly completed forms will be rejected.
- Read instructions carefully

- **Writing and building a CV**

A CV is a curriculum vitae which is a summary of your career experience, qualifications, skills and abilities. It tells future employers more about you in a formal and businesslike manner.

Your CV should relate to the job requirements, always highlight how you qualify for the requirements in the advertisement.

Keep the following in mind :

- Always keep your CV updated
- Have testimonials and references ready
- Present your CV neatly typed and bound
- Keep CV short

1. Create the format for your CV.

Are you going to break each section up with a line? Are you going to put each section in its own box? Are you going to list all of your information? Play around with different formats to see which looks most professional. Aim for no more than the front and back of a standard sheet of paper.

2. List your name, address, telephone number, and email at the top of the page.

It is important to make your name a size larger than the rest of the text as it is important for your reviewer to know who he or she is reading about. It is up to you as to how you format this information.

Standard format would be to have your name in the center of the page. Your home address should be listed in a block format on the left side of the paper. Put your telephone number and email below your home address. If you have another address (such as your address while you are at school) list this address on the right hand side of the paper.

3. Write a personal profile.

This is an optional part of the CV that is good for giving your reviewer a more in-depth look at you as a person. This is where you sell your skills, experiences, and personal qualities. It should be original and well-written. Use positive words such as “adaptable”, “confident”, and “determined”.

4. Create a section for your education and qualifications.

This section can be at the beginning of your CV or you can choose to list it after other sections. The order of sections is up to you. List your education in reverse chronological order. Begin with university if you attended or are attending it and work your way backwards. List the name of your university, the dates you went there, your major and minor, and your grade point average or A levels.

5. Create a section for your work experience.

This is the section in which you should list all of your relevant work experience. List the name of the company, the location of the company, the years you worked there, and what you did. Start with your most recent job and work backwards. If you have a long list of work experience, only put the experiences relevant to the job you are applying for.

6. Create a section for your skills and achievements.

This section is where you list the things you accomplished at your previous jobs, and the skills you have developed through your experiences. This is also the section where you list any of your published work, lectures you've given, classes you've taught, etc.

7. Create a section for your interests.

You should list any relevant interests that paint you in the most positive light. Choose several interests from the list you created while brainstorming for your CV (in Part One).

8. Create a section for other information.

If there is a noticeable gap in your CV or there is some other information you would like to share, put it in this section. This sort of information can include leaving work to take care of children, join the Peace Corps, etc.

9. Create a section for references.

These are people you have worked with in the past such as professors, previous employers, etc. that have seen your work and can credibly support praises that they give you. The company you are applying to may contact these references to find out more about your previous work. You should talk with the person you would like to list a reference before actually listing them--it is best to double check that they still have the same number, are ok with giving you a reference, or that they remember who you are. Write down their full names and contact information (including their phone numbers and emails).

1.2. Managing meetings

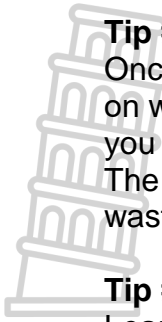
- **How to manage meetings**

Tip #1: Begin With a Purpose

One of the most important tasks you need to do to improve your **management skills** and hold more effective meetings, is to begin with an outline of the purpose. When everyone sits down you say, "We are holding this meeting today to accomplish these goals and objectives."

Tip #2: Encourage Open Discussion for More Effective Meetings

It's very important that you get input from everybody; not only the people who have a lot to contribute and are eager, but also from those who are more shy and less likely to speak up. You want input from especially women and others who may be a little bit reluctant to try to compete with more aggressive or assertive people.



Tip #3: Press for Closure

Once you start talking on a subject, discuss it thoroughly but press for closure on what has been decided and who's going to do what and by when, before you go on to the next item on the agenda.

The inability to keep on track and to press for closure are the two major time wasters and major complaints from people who attend non-effective meetings.

Tip #4: Summarize the Main Point

Learn to summarize at the end of each discussion point and at the end of the meeting. Set out and summarize your time and action schedules, and your implementation plan and assignments. Then have everybody in the meeting agree on what has been decided.

Tip #5: Keep a Record

Finally, distribute minutes from the meeting within 24 hours. The more important the decisions that have been taken, the more important that you have them distributed in writing so that if they have questions they can get back to you. If there are no questions then they are accepting the record of the meeting as distributed. This is a final step that is very important part of conducting more effective meetings and improving your management skills.

• How to write minutes


Before you start taking notes, it's important to understand the type of information you need to record at the meeting. Generally, meeting minutes usually include the following:

- Date and time of the meeting
- Names of the meeting participants and those unable to attend (e.g., "regrets")
- Acceptance or corrections/amendments to previous meeting minutes
- Decisions made about each agenda item, for example:
- Actions taken or agreed to be taken
- Next steps
- Voting outcomes – e.g., (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
- Motions taken or rejected
- Items to be held over
- New business
- Next meeting date and time

Tips that might help your note taking:

- **Create an outline** – as discussed earlier, having an outline (or template) based on the agenda makes it easy for you to simply jot down notes, decisions, etc. under each item as you go along. If you are taking notes by hand, consider including space below each item on your outline for your hand-written notes, then print these out and use this to capture minutes.



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- **Check-off attendees as they enter the room** - if you know the meeting attendees, you can check them off as they arrive, if not have folks introduce themselves at the start of the meeting or circulate an attendance list they can check-off themselves.
 - **Record decisions or notes on action items** in your outline as soon as they occur to be sure they are recorded accurately.
 - **Ask for clarification if necessary** – for example, if the group moves on without making a decision or an obvious conclusion, ask for clarification of the decision and/or next steps involved.
 - **Don't try to capture it all** – you can't keep up if you try to write down the conversation verbatim, so be sure to simply (and clearly) write (or type) just the decisions, assignments, action steps, etc.


1.3. Interview skills

An interview is the next step after sending off your application letter and CV.

An interview is a formal meeting between you and the employer / interviewer of the place you applied for the job.

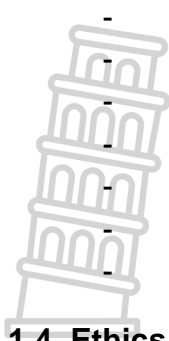
Be careful of what you post on social media because prospective employers may check your profile before you are invited for an interview.

- **Panel interview hints**
 1. **Direct your attention to each person on the panel.**
 2. **Expect to repeat yourself.**
 3. **Find out who you'll need to impress the most.**
 4. **Be prepared for at least one zinger question.**
 5. **Thank all participants promptly.**
- **How to dress for an interview**
 1. Make sure your clothes that are neatly ironed and pressed. Nothing gives away the lack of attention to detail than **wrinkled clothing**.
 2. Make sure your **clothing fits** properly. If your pants or sleeves are too long or something is too loose or too tight you'll look and probably feel awkward.
 3. Don't wear **flashy jewelry**. You'll want the interviewer to pay attention to you, not your bling.
 4. Dress according to the **season**. Don't wear a stuffy turtleneck sweater in the middle of the summer.
 5. Don't wear **perfume or aftershave**. You never know if your interviewer is allergic and this isn't a good way to find out.
 6. Make sure you have a nice, **clean haircut** that makes you look well groomed.
 7. For men, make sure you shave and keep **facial hair** to a minimum.
 8. For women, don't wear anything that is **too revealing**. It's best to keep your body parts inside your clothing and not be too exposed.
 9. Avoid articles of clothing with loud, busy prints. It's best to wear **solid colors** that flatter your skin tone.

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10. For women, make sure you wear **appropriate lingerie** and/or pantyhose underneath your clothing. This will give you smooth lines and assure you don't have visible panty lines on your backside.
 11. For women, don't overdo your **makeup**. Wear natural colors and avoid heavy eye shadow, eyeliner and bright colored lipstick.
 12. For pants outfits, make sure you wear a **belt** that matches the color of your shoes.
- **Interview hints**

<i>DO</i>	<i>DON'T</i>
Be on time, at least 20 minutes before interview starts.	Arrive late.
Dress neatly.	Look untidy.
Keep all documents in a neat file.	Smoke.
Smile and try to relax.	Chew gum while talking.
Speak clearly.	Gossip about your previous manager or place of work.
Be honest.	Use swear words.
Try to remember the names of the interviewers.	Be rude to the interviewers.
Thank them for the interview.	Refuse to answer questions.

- Prepare for typical interview questions
The following typical questions may be asked :
 - Tell us a bit about yourself. Who are you ?
 - Why do you want this job ? / Why do you think you are the right person for the job ?
 - What skills do you have to offer us ?



- What are your most outstanding achievements ?
- Explain how you cope with challenging situations.
- Can you make your own decisions ? Explain.
- Where do you see yourself in five years time ?/ What are your goals ?
- Are you willing to work overtime ?
- Are you willing to go beyond your job description ?
- What do you expect to earn ?

1.4. Ethics and ethical behaviour

- **What is work ethics?**

Ethics are sets of moral principles or rules of behaviour relating to right and wrong actions

When we talk about work ethic, we are concerned with how people should behave in the workplace.

Some examples of appropriate behaviour in the workplace include:

- Acting honestly
- Integrity
- Respect
- Non- discrimination and fairness

Unethical behaviour includes:

- Discrimination
- Sexual harassment
- Lying about qualification and abilities
- Abusing of power

2. PERSONAL EXPECTATIONS ABOUT JOBS AND CAREERS

2.1. Expectancy and reality

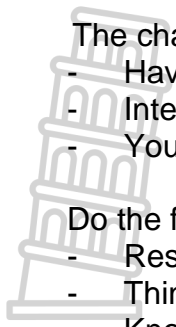
Keep the following in mind when deciding on a career / job, as your expectations may not meet the reality of the job / career :

- You need to study between 3 and 7 years to obtain a degree
- You will start at the bottom and will have to work your way up.
- Most work places give 30 days and less leave days per year
- Some careers, like those of sport people, have a very short life span
- Some careers are very stressful and workers need to make a career change to prevent burn out
- In some careers and jobs, you need to work at night / over time

2.2. Chances of success and satisfaction

Success means to achieve your goals, whatever they are.

Satisfaction means to be happy and pleased with what you have achieved.



The chances that you will be successful and happy in your job depend on :

- Having realistic expectations
- Interest in what you do
- Your personality suiting the job

Do the following to ensure chances of success and satisfaction :

- Research your future job / career very well
- Think about your interests, abilities, needs and values
- Know yourself well and make sure your personality suits the job

2.3. Suitability audit

A suitability audit is a quiz, questionnaire or test to assess how suitable you are for the job / career / career field.

It answers the questions : Do you meet the requirements ? Does your personality match the job / career ?

3. KNOWLEDGE ABOUT SELF IN RELATION TO THE DEMANDS OF THE WORLD OF WORK AND SOCIO-ECONOMIC CONDITIONS

3.1. Socio-economic conditions


Conditions related to the conditions of the society you live in and how much money you have / earn.

- Examples :
- level of education
 - where you live
 - culture and religion

3.2. Skilled, semi-skilled, unskilled and physical labour

Skilled	The workers are highly trained and can do many kinds of jobs that are within the range of the competence.
Semi-skilled	The workers are trained to do one job only and usually assist skilled workers
Unskilled	These workers have very little or no training and possess no special skills
Physical labour	These workers have no formal qualifications. Examples : gardening, offloading of furniture, harvesting fruit, digging graves / trenches, etc.

3.3. Additional and higher education studies required for different careers



Degree	Academic qualification awarded by a university or college following successful completion of a course of study, for example to become an accountant
Diploma	A qualification given by a college or professional organisation after completion of a course of education or training in a particular field. E.g. Diploma in Travel and Tourism
Certificate qualification	Is given after completion of short courses of additional study. E.g. Microsoft Certificate for operating Word program

3.4. Expectancy, reality and perseverance

Sometimes people have high expectations about the career they are going to follow. In reality, however, it may not be so easy to follow your dream.

Socio-economic issues can get in the way of fulfilling your ambitions.

For example : - poverty

- late / non-application to higher education institutes
- child-headed families
- Impact of HIV and AIDS
- teenage pregnancy



