

# GEC INTEGRATED GRADE 9 PROJECT LEARNER'S WORKBOOK



**3** ENTREPRENEURSHIP  
EMPLOYABILITY  
EDUCATION

**PROJECT-BASED LEARNING | ANCHOR SUBJECT: LIFE ORIENTATION**



**basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



**GRADE**  
**2023**

**9**

## Individual Activity



Utilize the inclination assessment provided by **TeacherConnectchat** to help you identify a career that matches your skills and qualities. The inclination test can be accessed through WhatsApp at +27 60 060 3333.

Scan the QR Code for ease of access



Open the WhatsApp application on your phone and send this keyword IGO in a WhatsApp message to **TeacherConnectchat** contact. Please note that the keyword is not case-sensitive (so you can enter it in uppercase or lowercase). Just make sure that there are no spaces between the letters i g and o.

Follow the instructions

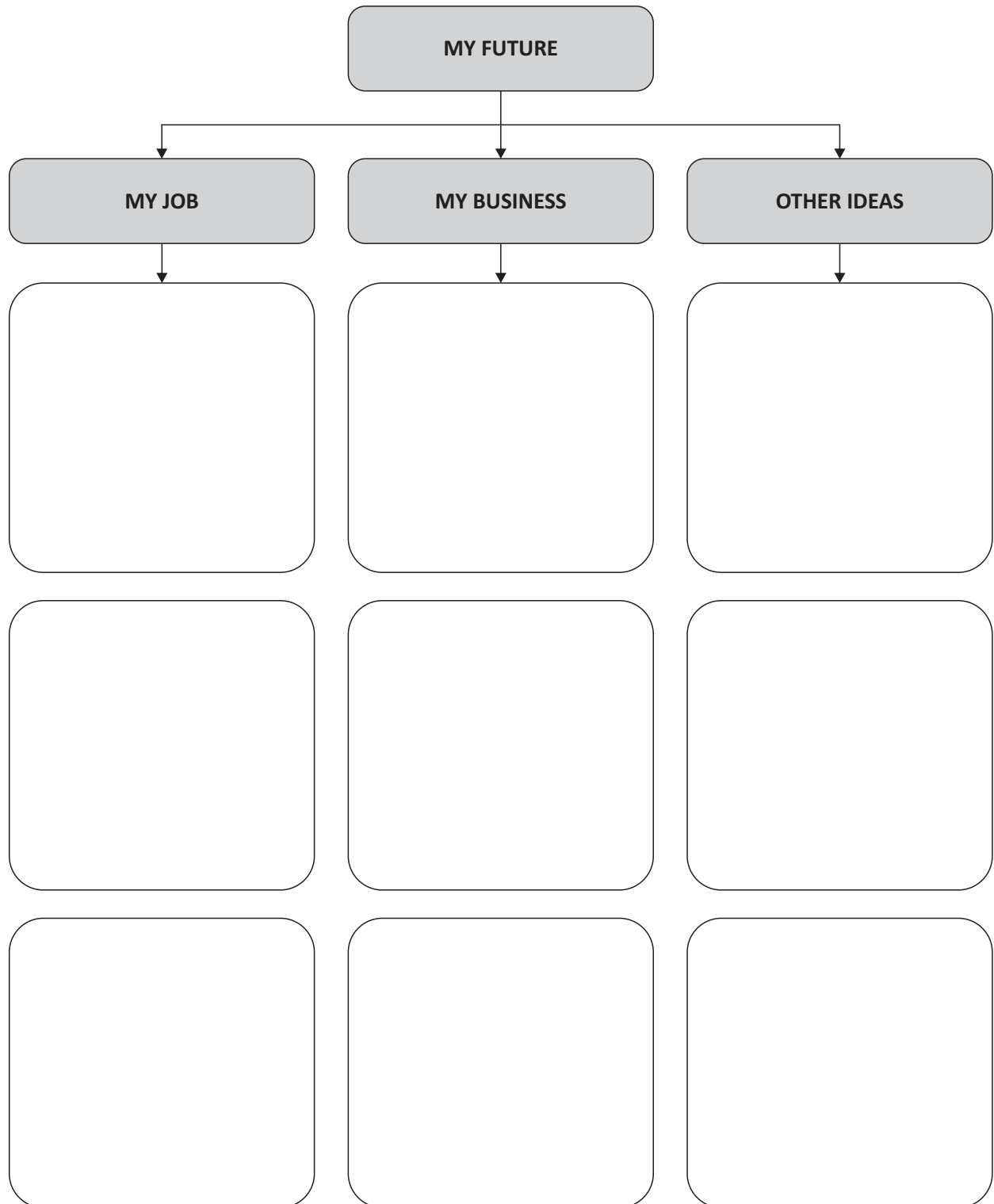
- select between option 1 (*Career / Job*) and option 2 (*Business Idea*)
- research the option selected
- develop a research question
- develop an interview questionnaire that will respond to the research question developed
- conduct interviews as part of the research process as follows:
  - Complete the IGO Inclination assessment on WhatsApp
  - **CAREER CHOICE:** Conduct an interview with somebody who works in your selected career choice (*can be done face to face, via WhatsApp, email or a questionnaire*)
  - **BUSINESS CHOICE:** Conduct an interview with a business owner (*can be done face to face, via WhatsApp, email or a questionnaire*)
- keep a list of resources used for referencing purposes



Write your name in the centre of the Circle Map. In the outside circle, write what you would like to do after leaving school. Choose any job or business that looks interesting. Write down at least 5 career or job choices and 5 business choices you would make. Remember: this is a free-thinking exercise. Don't worry about obstacles like money, time, lack of skills or opportunities for now.



- 2.1 Have another look at **Worksheet 1**. Choose your 3 favourite job ideas from the outside circle. List them on the Tree Map below (under My Job). Now choose your 3 favourite business ideas and list them on the Tree Map under My Business.



- 2.2 Exchange Circle Maps (**Worksheet 1**) with a classmate. Read through their list of job ideas and choose 3 interesting ideas to add in your worksheet to the Tree Map under Other Ideas.

## Worksheet 3.1



Please circle or underline what YOU think are your current Abilities, Weaknesses, Strengths and Interests in the four blocks below.

MY ABILITIES	WEAKNESSES
<p>Athletic, clever, fast thinker, plan maker, good writer, good speaker, explain well, good cook, good artist, clever hands, have good ideas, can use a cellphone, can use a computer, remember well, good memory, fix clothes, fix electronics, fix cars, build things, save money, make money, wash clothes, wash dishes, make dinner, read, find help, dress well, use tools, remember my ID number, strong.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Impatient, lazy, easily bored, procrastinator, critical of others, critical of self, indecisive, insensitive to others, old-fashioned, people pleaser, too busy, no confidence, easily stressed, gets angry quickly, too shy to ask for help, hates confrontation, don't care, don't know, selfish, disorganized, fearful.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
STRENGTHS	INTERESTS
<p>Takes action, adventurous, ambitious, assertive, caring, charming, confident, compassionate, curious, creative, decisive, detail-oriented, disciplined, energetic, funny, fair, focused, friendly, generous, humble, independent, kind, motivated, open-minded, patient, outgoing, wise, practical, team-player, hard worker, peace-maker, manage peer pressure.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Music, drama, dance, rap, cooking, art, business, sports, fashion, beauty, motorsport, movies, YouTube, Pinterest, nature, science, history, animals, writing, hairstyling, fixing things, jewellery making, crafts, swimming, surfing, coding, photography, helping people, sewing (clothes), woodwork (furniture making), online gaming, influencing (online), selling, construction (houses), reading, babysitting, teaching, gardening, website design, party planning, styling (people or places), coaching (pets or people).</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Remember that these are just random answers. You are welcome to add your own if its not on the list.



## VOCABULARY DEVELOPMENT:

	TERMINOLOGY	DEFINITION (Use a suitable dictionary)
1	career	
2	bursaries	
3	promotion	
4	opportunities	
5	qualifications	
6	skills	
7	physical abilities	
8	profession	
9	industry (primary)	
10	industry (secondary)	
11	industry (tertiary)	
12	core business functions	
13	sole proprietorship	
14	PTY (LTD)	
15	source capital	
16	funding	
17	bootstrap	
18	challenges	
19		
20		

## Worksheet 4.1



Use this sheet to prepare for an interview with someone in your dream job. This is a great way to do research and find out if you would really like the job of your choice. Please add at least 10 questions in the space provided. Use this sheet to do the interview and write down the answers in the second column.

NAME OF SCHOOL: .....

NAME OF INTERVIEWER: ..... GRADE: .....

NAME OF INTERVIEWEE: .....

CAREER: .....

INTERVIEW QUESTIONS	INTERVIEW ANSWERS
1) .....	.....
2) .....	.....
3) .....	.....
4) .....	.....
5) .....	.....
6) .....	.....
7) .....	.....
8) .....	.....
9) .....	.....
10) .....	.....

Some typical questions: What subjects must you take? How many hours do you work in a week? What physical abilities do you need? What is the worst about this job? What is the best things about this job? What is the starting salary? Have apartheid laws influenced these job opportunities in the past?

## Worksheet 4.2



Use this sheet to prepare for an interview with a business owner. Choose someone who already owns and runs a business that you can see starting in the future. Add 10 questions in the space provided. Use this sheet to do the interview and write down the answers in the second column.

NAME OF SCHOOL: .....

NAME OF INTERVIEWER: ..... GRADE: .....

NAME OF INTERVIEWEE: .....

BUSINESS: .....

INTERVIEW QUESTIONS	INTERVIEW ANSWERS
1) .....	.....
2) .....	.....
3) .....	.....
4) .....	.....
5) .....	.....
6) .....	.....
7) .....	.....
8) .....	.....
9) .....	.....
10) .....	.....

Typical questions might be: In what industry is your business (Primary, Secondary, Tertiary)? Do you need a lot of money to start the business? Do you have business partners? Why or why not? What skills do you need to run this business? Do you make more money with business or in a job? What is this type of business ownership? Have apartheid laws made it difficult to do business in the past/ What is the impact on businesses today?



Conduct further research on your chosen career or job and business and list three references/sources in a bibliography (a list of references used during research). List your sources/references below:

[illegible]



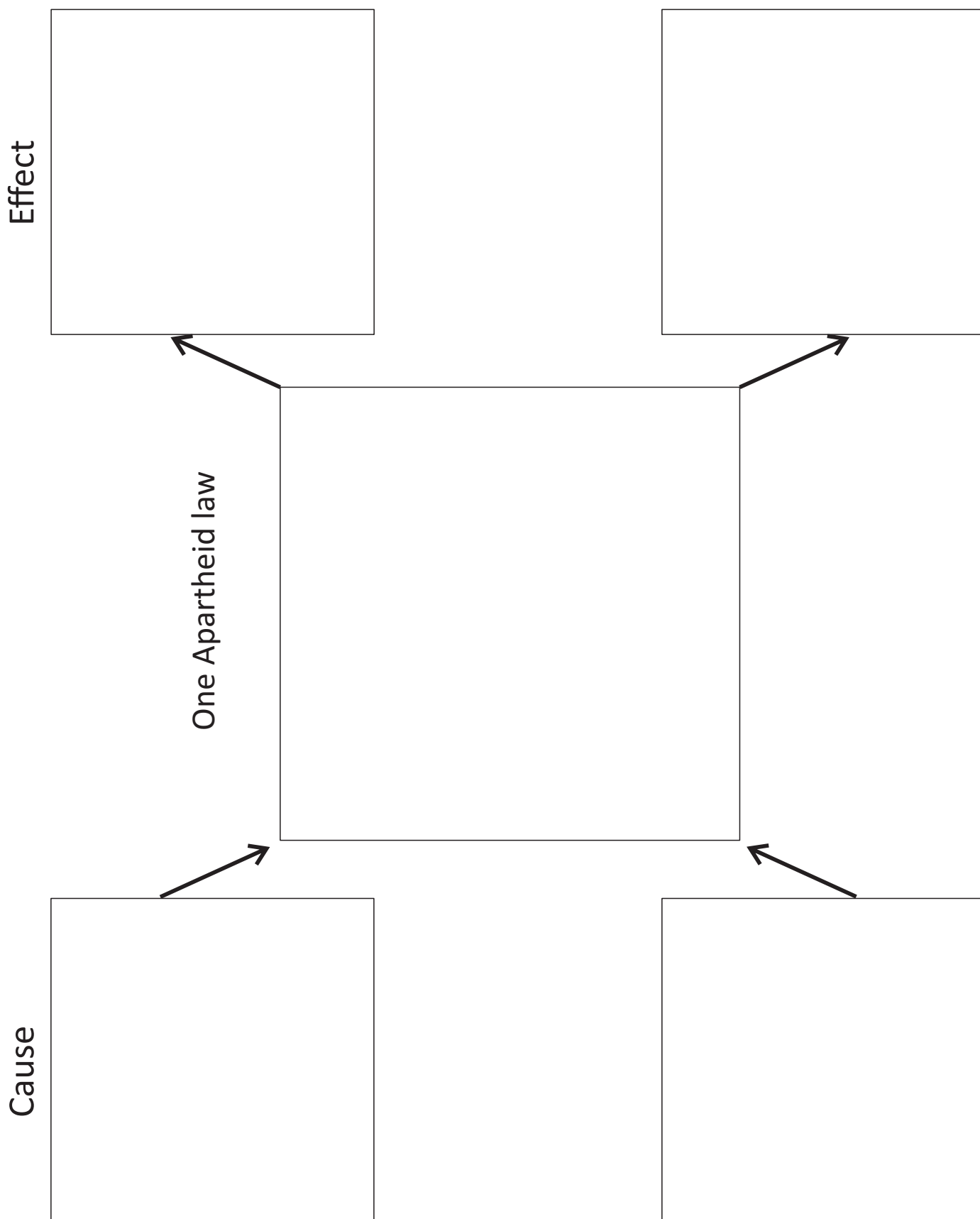
## Worksheet 5.1

Research two Apartheid laws that once influenced people's ability to do business or find a job. Write down what you have discovered in the table below. Please complete the list of references (sources/books) that you used for your research on **Worksheet 5.2**.

APARTHEID LAW (NO. & YEAR)	DESCRIPTION IN YOUR OWN WORDS
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>



After your research on Apartheid laws, choose 1 law and create a cause and effect map below:



Use the space below to prepare two extra questions for the interview. These questions should be about how Apartheid Laws have influenced their choice of career or business.



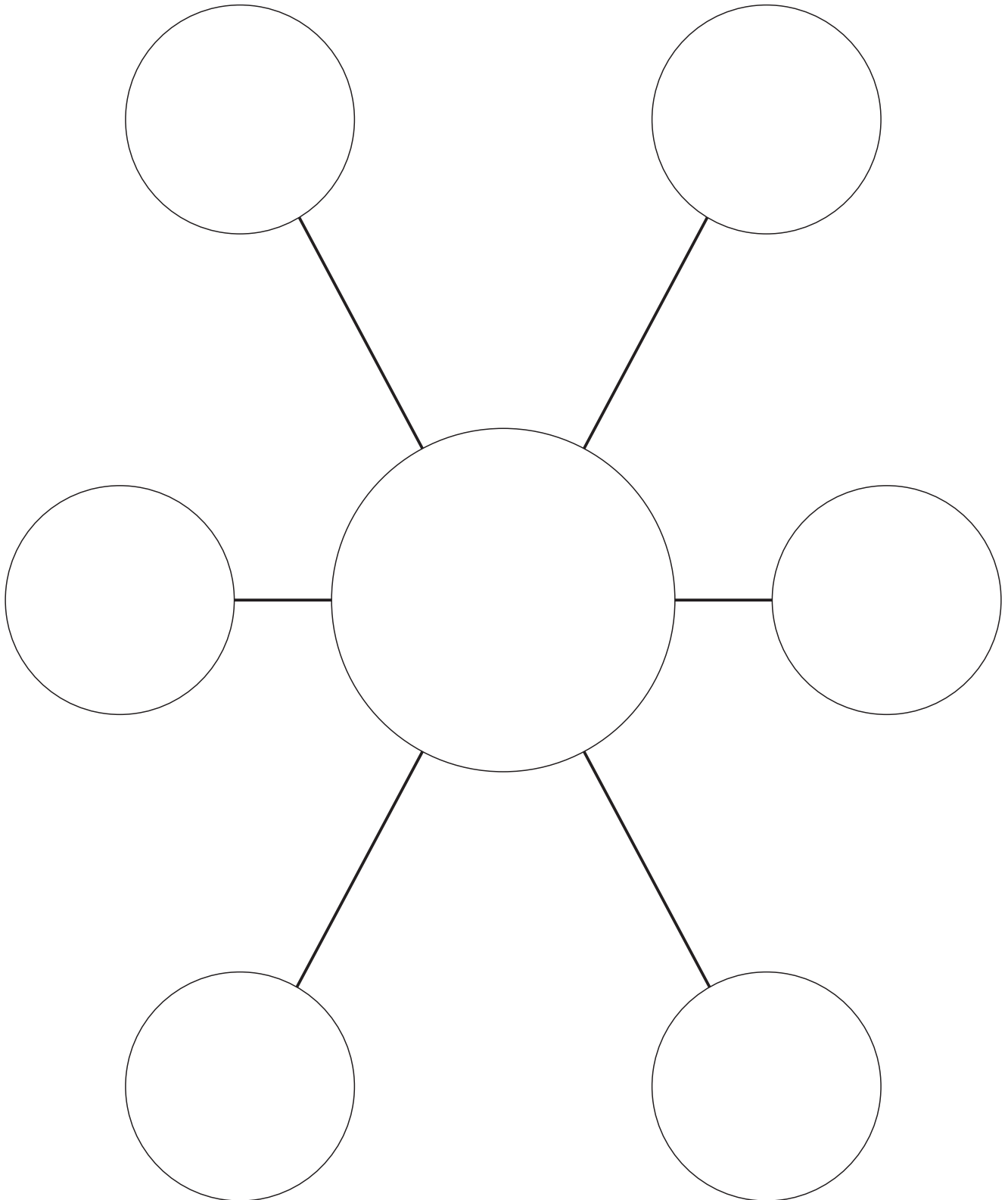
Write a report on the Apartheid law you have chosen and researched. How has it affected the interviewee's choice of career or business according to your research findings?

Always remember to list your References. References, also called information sources, are listed in a bibliography (a list of references used during research). List your sources below:

[illegible]

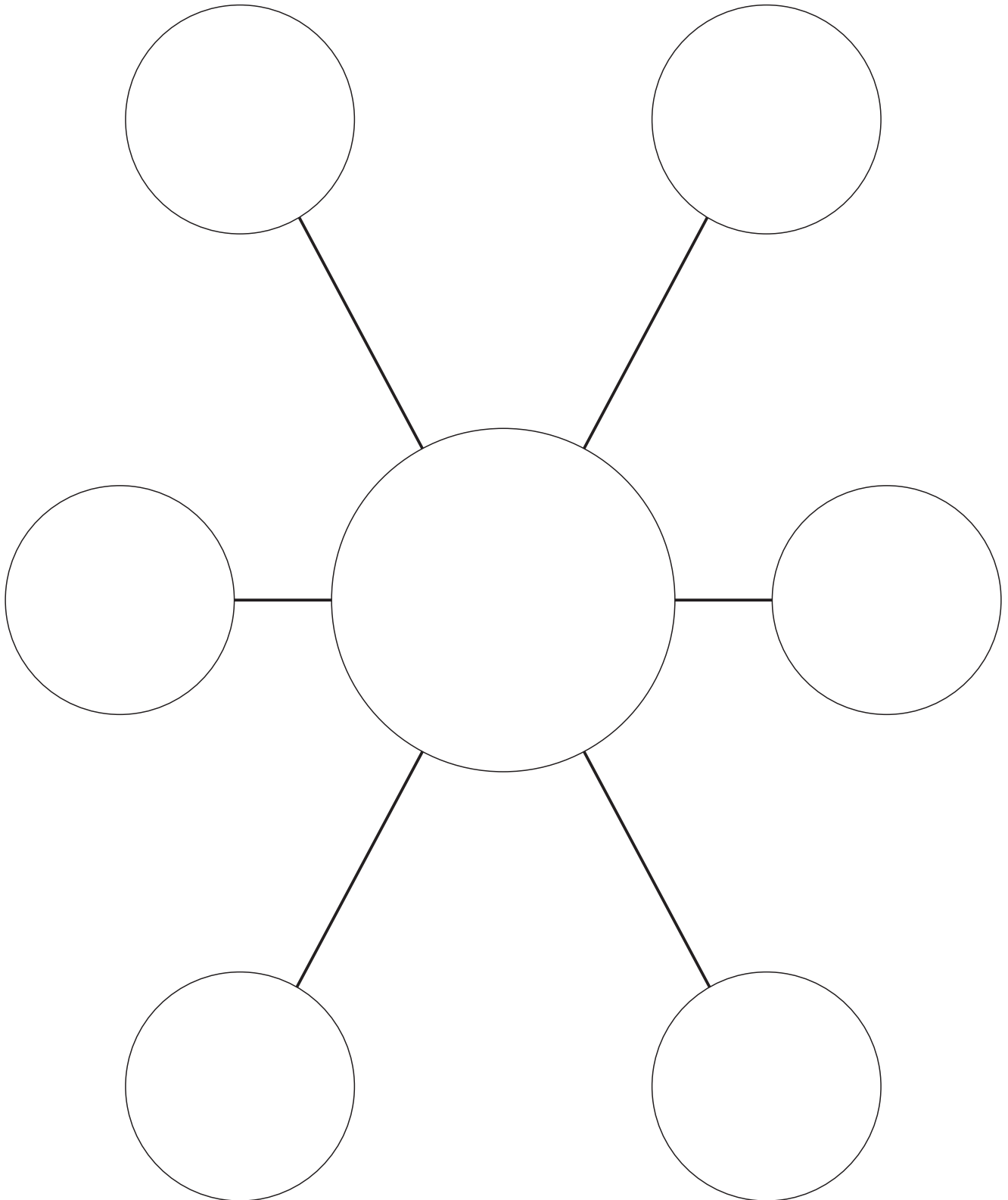


Write your ONE chosen career in the centre of the Bubble Map. Use keywords to plot all your research from the interviews and research in the satellite bubbles. In the end you will use this map to plan and write your report, so be exact and list everything that you have learned about your chosen job.





Write your one chosen business idea in the centre of the Bubble Map. Use keywords to plot all your research from interviews and research in the satellite bubbles. In the end you will use this map to plan and write your report, so be exact and list everything that you have learned about your chosen business idea.







THE RESEARCH CHECKLIST: (No Marks will be allocated)

INSTRUCTIONS: Learners are to use the following checklist to pace their progress whilst doing research.

Group Activity

	TERMINOLOGY	CHECK
1	Define a clear research question	
2	Gather relevant information from a range of sources	
3	Evaluate the credibility of the sources	
4	Made notes about important information	
5	Cite sources using the correct referencing style	
6	Conducted an interview as part of the research activity	
7	Noted the interview responses accurately and neatly	
8	Used the research findings to formulate a response to the research question	
9	Collaborated as a group	
10	Submitted on or before the due date	



## Worksheet 7.1

Did you know that, while playing the Boatmaking game, you learnt some important business skills. Please complete the questionnaire below to see what you have learnt:

1. Which group won and why do you think they won?

.....

.....

2. Which group came last and what went wrong?

.....

.....

3. What clever ideas did your group come up with?

3.1 .....

3.2 .....

3.3 .....

4. Did some things go wrong? What went wrong and how did you address it in the group?

.....

.....

5. What went right for your group? What gave you the edge?

.....

.....

6. What have you learnt about yourself playing this game?

.....

.....

7. What have you learnt about your group members? Do they have skills that you didn't know about?

.....

.....

8. What is the aim of a business?

.....

.....

9. What must businesses do to reach this aim?

.....

.....



## Worksheet 7.2

Use the space provided to explain the business function listed on the left.

BUSINESS FUNCTIONS	TALENTS, SKILLS AND COMPETENCIES NEEDED
Administration	<p>.....</p> <p>.....</p>
Purchasing	<p>.....</p> <p>.....</p>
Marketing and Sales	<p>.....</p> <p>.....</p>
Financing	<p>.....</p> <p>.....</p>
Public Relations	<p>.....</p> <p>.....</p>
Human Resources	<p>.....</p> <p>.....</p>
Production	<p>.....</p> <p>.....</p>
General Management	<p>.....</p> <p>.....</p>



Your group has identified a problem in your community. Change this problem into a Research Question. For example: Most youth in your community are unemployed due to a number of factors. Question: How do you think you can assist in reducing the high rate of unemployment in your community?

WRITE THE PROBLEM IN THIS BOX
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

WRITE YOUR RESEARCH QUESTION IN THIS BOX
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Research any volunteer organisation, non-profit organisation or non-governmental organisation who are working in the community where you have recognised the problem. List the company here:

[illegible]



In the table below, please write down the 8 business functions you discovered while playing the Boatmaking Game. Next to each business function, write a reason why volunteer organisations should also fill these 8 business functions.

BUSINESS FUNCTION	REASON TO FILL POSITION
	<div></div> <div></div>
	<div></div> <div></div>
	<div></div> <div></div>
	<div></div> <div></div>
	<div></div> <div></div>
	<div></div> <div></div>
	<div></div> <div></div>
	<div></div> <div></div>

Use the space below to brainstorm some ideas for a volunteer project that the whole class can take part in. Also brainstorm how you will find funding or sponsorships to do this project.

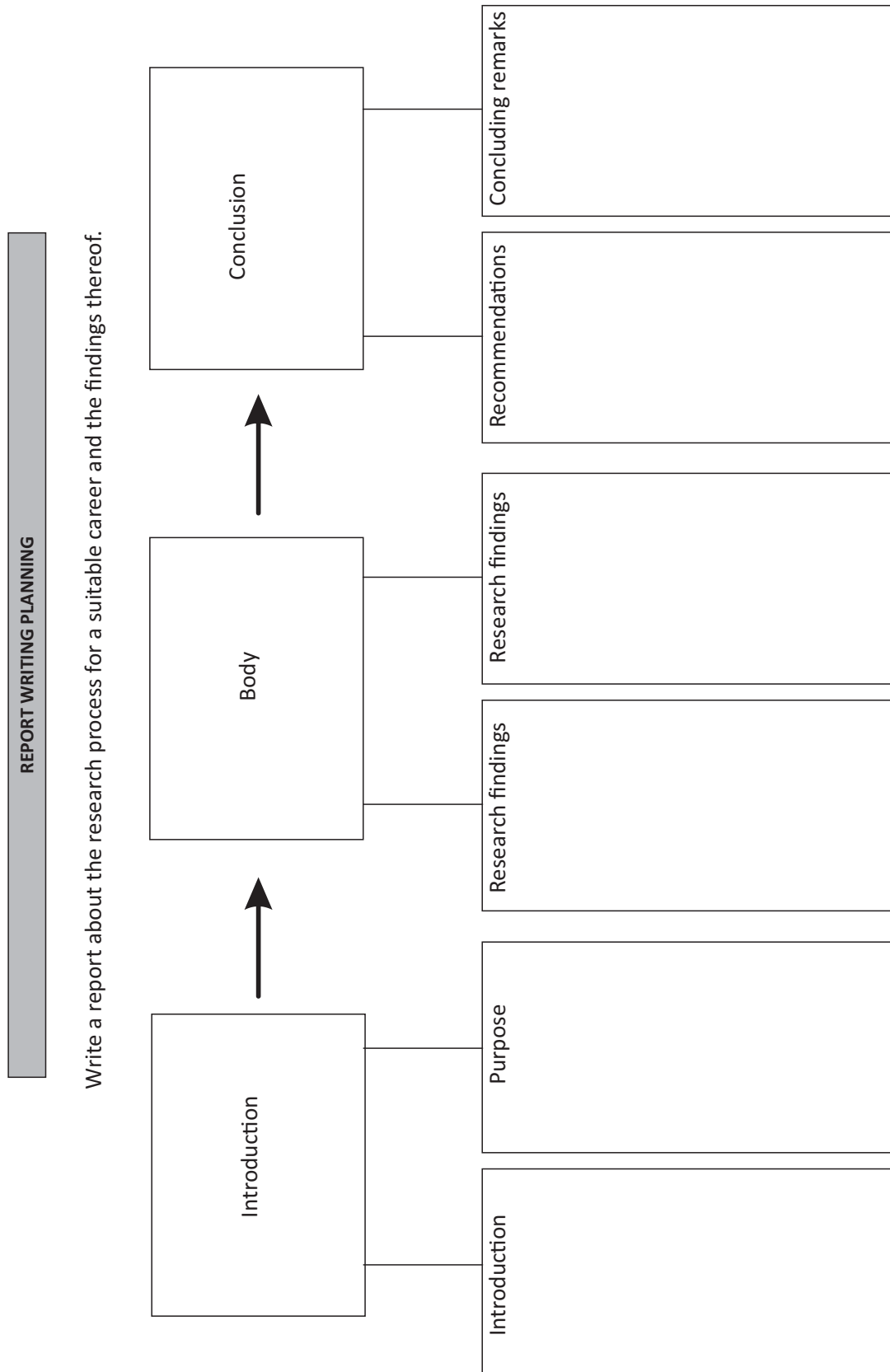
[illegible]



## Worksheet 12.1

### INSTRUCTIONS:

- **Option 1** – Plan the first draft of your **Report**
- Use the Flow Map below to guide your planning
- Adhere to the topic of your report: Reporting on the research process







INSTRUCTIONS:

- **Option 1** – Write the first draft of your **Report**
- Use the report writing frame below to guide your planning
- Adhere to the topic of your report: Reporting on your research process
- Word count for writing a Report grade 9 – HL 160–180 FAL 140-160 words

**Write a report about the research process for a suitable career and the findings thereof.**

## Introduction (Hypothesis, driving question, Purpose, etc.

Body (information sequenced, who, what, where, when, research findings, etc.)

Conclusion (concluding statements, recommendations etc)

**THIS COPY IS TO BE USED AS AN  
EXAMPLE OF A WRITING FRAME**



## Worksheet 12.3

**Option 1** – Please write your report in the space below.

A large rectangular box with a solid black border, containing 25 horizontal dotted lines for writing.





## INSTRUCTIONS TO THE LEARNER:

### Option 2 - Plan the first draft of your **Business/ Formal Letter**

- Use the Tree Map below to guide the planning of your first draft
- Adhere to the topic of your letter: Requesting sponsorship
- Explain in the business letter the intention to start a volunteer business venture, what the volunteer project idea is, the importance of it in the community and how it will meet the needs of the community.
- Indicate in the formal letter, what was learnt during the research process about establishing a volunteer business venture.
- In the letter, request a meeting with the potential donor/ sponsor to verbally present the request for sponsorship.

### BUSINESS LETTER / FORMAL LETTER PLANNING

#### THE TREE MAP

Write a Business / Formal Letter requesting sponsorship for your business venture.

Introduction	Body	Conclusion
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....



## INSTRUCTIONS TO THE LEARNER:

- **Option 2** – Planning to write a **Business / Informal letter**
- Use the Tree Map below to guide your planning Integration with LO, Lang, EMS  
21st Century Skills: Collaboration, Critical Thinking, Communication, Creativity
- Adhere to the topic of your letter: Requesting sponsorship

## BUSINESS LETTER / FORMAL LETTER PLANNING

Write a Business / Formal Letter requesting sponsorship for your business venture.

Your address here

.....

.....

.....

.....

Date: .....

Address of the person you are writing to

.....

.....

.....

Dear .....

Subject line .....

Introduction .....

3 main points .....

Conclusion .....

Yours faithfully

Signature line: .....

Print Name .....

**THIS COPY IS TO BE USED AS AN  
EXAMPLE OF A WRITING FRAME**



## Worksheet 12.6

**Option 2** – Please write your business letter/formal letter in the space below.

A large rectangular box with a solid black border, containing 25 horizontal dotted lines for writing a business letter or formal letter.





Start planning the sponsorship presentation for your volunteer project! Even if you don't get to present to the actual sponsor, you should be prepared to do it once in class. Start planning your presentation in the space below. Please include the following:

REQUIREMENT	PLAN YOUR ANSWER / DESCRIPTION
Executive Summary (or Introduction).	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Problem you are solving.	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Organisation and management overview. Who will be doing what?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Service you are rendering. What are you doing where?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Traction: What you already have in resources (For example 35 learners in class who can work/paint/clean, a school bus to take you there if available, parents who are prepared to drive you, old buckets of paint and some second hand brushes learners brought from home, etc.).	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

(21st Century Skills assessment for learners.)





## Worksheet 13 (continued)

REQUIREMENT	PLAN YOUR ANSWER / DESCRIPTION
Funding request: What you need to finish the project. This is the things that you cannot bring from home or find. This includes money or things.	<hr/> <hr/> <hr/> <hr/>
Financial projections: Add a small financial plan.	<hr/> <hr/> <hr/> <hr/>
How the sponsor will be compensated. (E.g. we will read out your company name and number during hall; we will commend you to our parents on parents' evening; we will take a picture for the paper of our finished project and thank you in the capon, etc.) Think of creative ways to thank your sponsor.	<hr/> <hr/> <hr/> <hr/>
Share the timeline. (We would like to start as soon as next weekend, for example.)	<hr/> <hr/> <hr/> <hr/>
Thank the person for their time and consideration.	<hr/> <hr/> <hr/> <hr/>



## Worksheet 14

Take time and find a quiet spot to reflect on your experience as a volunteer worker:

1. What was your role in the project? What did you do?

.....

.....

2. Did you enjoy working with others? Why/why not?

.....

.....

3. Do you think you made a difference? Explain.

.....

.....

4. Were there any problems that had to be solved? What were they and how did you creatively come up with solutions?

.....

.....

5. What did you learn about yourself in taking part?

.....

.....

6. What skills have you learnt during the project? (E.g., Hard skills: writing, painting OR Soft Skills: collaboration, creativity, problem solving)

.....

.....

7. How can you apply what you have learnt in life outside of school?

.....

.....

8. Are you satisfied with the outcomes? Why?

.....

.....

9. What are your hopes for the future of such projects?

.....

.....



## STAGE THREE – ORAL PRESENTATION

## INDIVIDUAL ACTIVITY

## OPTION 1: CAREER CHOICE

EXAMPLE OF PLANNING FRAME FOR ORAL PRESENTATION
<p><b>Introduction</b>            Grab the audience's attention with an engaging opening statement or anecdote.            Clearly state the topic and purpose of your presentation.            Provide a brief overview of what you will cover in your presentation.</p>
<p><b>Research Information</b>            Explain any key terms or concepts that the audience needs to understand.            Highlight the significance or relevance of the topic.</p>
<p><b>Findings/Arguments</b>            Present your main points or arguments in a logical and organized manner.            Support each point with evidence, examples, or relevant data.            Use visuals or multimedia, if appropriate, to enhance understanding.</p>
<p><b>Conclusion</b>            Summarize the main points you've discussed.            Restate your key message or thesis.            Leave the audience with a memorable closing statement or call to action.</p>
<p><b>Closing</b>            Thank the audience for their attention and participation.            Reiterate any important information or next steps, if applicable.            End with a strong concluding remark.</p>



## Worksheet 15.2

### OPTION 2: BUSINESS OPPORTUNITY

#### EXAMPLE OF PLANNING FRAME FOR ORAL PRESENTATION

REQUIREMENT	PLAN YOUR ANSWER/DESCRIPTION
Executive Summary (for Introduction)	.....
Problem you are solving	..... .....
Organisation and management overview. Who will be doing what?	..... .....
Service you are rendering. What are you doing where?	..... .....
Traction: What you already have in resources (for example 35 learners in class who can work/paint/clean a school bus to take you there if available, parents who are prepared to drive you , old buckets of paint and some second-hand brushes learners brought from home, etc.)	..... ..... ..... .....
Funding request: What you need to finish the project. This is the things that you cannot bring from home or find. This includes money or things.	..... ..... .....
Financial projections: add a small financial plan	..... .....
How the sponsor will be compensated (e.g., We will read out your company name and number during assembly; we will recommend you to our parents on parents' evening) Think of creative ways to thank your sponsor.	..... ..... .....
Share the timeline. (E.g., we would like to start as soon as next weekend)	..... .....
Thank the person for their time and consideration.	



[illegible]



FEEDBACK ON	PERSON NAME AND SUMMARY OF FEEDBACK
Do they think that your job and business choice suit you?	1) ..... ..... ..... 2) ..... ..... .....
The quality of your research for the report	1) ..... ..... ..... 2) ..... ..... .....
Your presentation of the report	1) ..... ..... ..... 2) ..... ..... .....
The creative use of props / visual aids	1) ..... ..... ..... 2) ..... ..... .....



## Worksheet 18

To advertise your business or present your chosen career, you can create a musical composition (rap song, poem over background music, etc.), a dance item, or a short drama (advertisement of 30 seconds). You can even do all three if time allows!

Plan your artistic presentation of the information you gathered or want to share in the space below.

<div></div>
-------------





## Worksheet 19

Reflection: When you reflect on what you've learnt, you enhance your learning. Please find a quiet spot and answer the questions below.

1. Are you happy with the career choice or business choice you made? Why, or why not?

.....

.....

.....

2. Have you learnt anything about other careers or business ideas that interests you?

.....

.....

.....

3. What did you like about the project?

.....

.....

.....

4. What did you NOT like about the project?

.....

.....

.....

5. What would you do differently next time?

.....

.....

.....

6. Do you think that you have developed any new skills? Think of three new skills you may have developed during the course of the project.

.....

.....

.....

**Well done!**