

ACTION-BASED ACTIVITIES

TOPIC C3.3 : CELEBRATIONS

THEME C3 DOMESTIC AND EVERYDAY LIFE



COMMUNICATION

LEVELS 1 & 2

ISSUED SEPTEMBER 2005

INSTRUCTIONS

WHAT DO I DO?

Use this booklet to help you:

- plan an Action-based Activity on the topic Domestic and Everyday Life
- carry out an investigation into the subject
- produce ALL the evidence needed for your portfolio.

NOTE: Use this booklet WITH the Learner's Planner and Guide.

WHAT IS ASSESSED?

Domestic and Everyday Life is one of six themes you can choose for your Action-based Activity/portfolio work. It includes topics such as:

- C3.1 Home and Garden
- C3.2 Food and Cooking
- C3.3 CELEBRATIONS

TOPIC C3.3 CELEBRATIONS

Celebrations is a big topic. If you want to study it for your Action-based work you will need to narrow them down. This guide will take you step by step from how to get started to writing and checking your final piece of work. Each step follows Part Two of your *Learner's Planner & Guide*, so read it alongside this booklet.



It's a good idea to follow this advice.



You must do this to get the qualification.



**STEP
A**



CHOOSING A TOPIC

Think about the topic "**Celebrations**" and things about it that you might like to study. Don't rush or you may miss something. One of the best ways to start is to *mindmap*.

TASK 1

GETTING STARTED MAKING A MINDMAP

Allow about
20 minutes

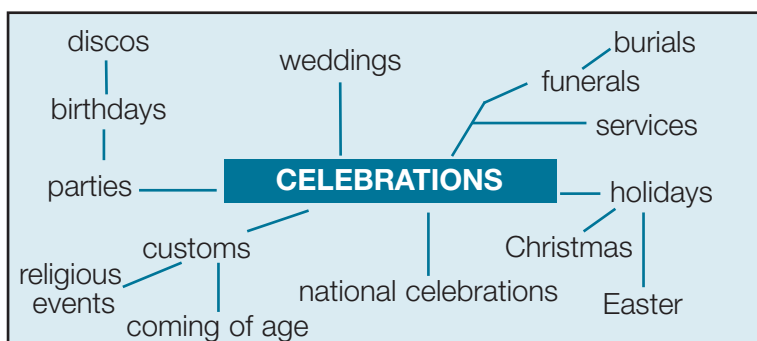
On your own, or with a colleague, think about and talk about "**Celebrations**" and aspects of it you might like to study.

Work together to make a **mindmap** of the subject. You can find how to do this on page 5 of the *Learner's Planner & Guide*.

You may want to think about:

- how your family celebrates different events
- why we dress up for certain celebrations
- why celebrations are important
- how celebrations differ from county to country
- the celebration you remember best of all
- planning for a special celebration.

PORTFOLIO EVIDENCE – You could copy and add to the unfinished example below. This could then go into your portfolio as evidence that you have thought about your chosen subject.



ESSENTIAL SKILLS
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Continued

TASK 2 FRAMING A QUESTION

Allow about 15 minutes

When you have made your mindmap, focus in on one or two ideas that:

- interest you
- will be easy to research and get information about (talk to your tutor if you are unsure).

Write these ideas down and then try to turn them into **QUESTIONS**. This will help when you write up your conclusions later. The examples in the box may help you do this.



Topic : Celebrations

Original Idea	Question
Need to celebrate	Why do people celebrate certain events?
Different customs	Why do celebrations differ from country to country?
Changing habits	Are celebrations such as weddings as important as they were in the past?
Local celebrations	What is the most popular celebration?

In your portfolio, write down your chosen title/question.

Check with your tutor that it is okay. (Remember, you can always change it later if necessary.)

TASK 3 LOCATING RELEVANT INFORMATION

Allow about 10 minutes

Your next task is to locate relevant information for your portfolio. Check with your tutor that:

- there is enough information
- it is easily located
- it is of the right standard

TASK 4 ACTION PLANNING

Allow about 30 minutes



PLAN – It's a good idea next to draw up a plan of action. Make a table and on it write down what you intend to do and when you will do it by. Highlight key dates and deadlines (e.g. when you are giving a talk or having a discussion).

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**STEP
B**



READING TO OBTAIN INFORMATION

Reading and obtaining information are an essential part of the qualification and you must be able to show that you have collected, read and extracted information for **DIFFERENT** sorts of documents.

There are lots of ways of finding information on this subject such as:

- books on customs and celebration in the library
- magazines (e.g. Geographical magazines)
- using the Internet
- television programmes from time to time
- carrying out a survey – e.g. most popular celebration; attitudes to celebrations etc.

TASK 5 READING AND FINDING OUT (to answer your question)

Allow about
1½ hours

Look for suitable documents to read. If you are studying for **level 2** communication skills they will need to be more than 500 words long.

TASK 6 RECORDING INFORMATION

Allow about
1½ hours

READ and MAKE NOTES from all documents that you think are helpful and relevant (the box below shows you how to write your notes).



Topic: 'Celebrations World Wide'

Magazine: *"National Geographical"*
Date: *February 2003*
Author: *Mike Murray*
Magazine article: *Death in five countries (24 pages)*

Main points in the chapter:

- How people 'celebrate' death varies from country to country
- In some countries people wear white clothes at funerals
- Religion usually plays a big part in funeral ceremonies
- Most people hold a party to celebrate the passing of the person into a new life (heaven)
- The dead are treated differently from our own – e.g. burnt on open pyres, put into the sea; mummified.

Summary: You will then need to write down in your own words what you have read in the chapter.

This is your main piece of evidence.



ASSESSMENT Your tutor will assess that:

- the notes you have made are relevant
- you have clearly identified key points
- you understand what you have read.



DISCUSSIONS

Taking part in discussions is an essential part of the qualification. For **LEVEL 1** you can take part in a one-to-one **OR** a group discussion. At **LEVEL 2**, it must be a group discussion. A discussion can be on any topic from the six Themes (See *Learner’s Planner & Guide*, page 10).

Your **tutor** will need to observe and assess how well you do.

TASK 7

TAKING PART IN DISCUSSIONS ABOUT YOUR TOPIC

Allow about 1 hour

1. **Invite** colleagues to join you in a discussion about your chosen topic and fix a time and date when you will meet. Make sure your tutor is also able to be there if you want to be assessed.
2. **Plan** and practise for the discussion so you are properly prepared (see the box below).



PLANNING AND TAKING PART IN DISCUSSIONS

1. Think about what you will talk about – it’s no good just having a chat! The discussion must be focussed on the subject.
2. Decide on a subject and a question to discuss e.g. “We should celebrate success far more than we do?”
3. Agree a time and place for the discussion.
4. Set aside 15–20 minutes for the meeting.
5. Make sure your tutor is there to assess it.



ASSESSMENT Your tutor will assess you on:

- speaking clearly
- keeping to the point
- giving relevant information
- listening to others
- using positive body language
- keeping the discussion going.

**STEP
D**



GIVING A TALK (Level 2 only)

At level 2 you must give a short talk to an audience (see your *Learner's Planner & Guide*, page 21 for detailed tips on how to give a good talk).



Although there are no hard and fast rules, a talk will normally follow the format given in the box below (in this case on the topic of "How local people celebrate")

It is a good idea to prepare prompt cards and material (e.g. pictures, PowerPoint etc) to illustrate your talk.



1. Think up **a title** e.g. "How local people celebrate"
2. **Introduction** – *"My talk today is about celebrations. I will tell you about a survey I have carried out to find out how people around here celebrate special events. I will also talk about celebrations that have gone out of fashion."*
3. **Main section** – take each of the main findings of the survey and expand them.
4. **Conclusion** – *"So, I hope I have been able to show how people ..."*
5. **Questions** – *"Are there any questions or observations you would like to make?"*

TASK 8

Allow about
2 hours

GIVING A TALK OF AT LEAST 4 MINUTES ABOUT YOUR TOPIC

Note: This task is only relevant if you are doing level 2.

Plan and prepare for your talk. Make sure the time and date is fixed and that your tutor can be there to assess it. Practise at home – it really does help!



ASSESSMENT Your tutor will assess you on:

- speaking and making your case clearly
- keeping to the point
- giving relevant information
- being well organised
- using positive body language
- answering questions clearly.

ESSENTIAL SKILLS

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**STEP
E**



PLANNING AND WRITING DOCUMENTS

Your portfolio must contain at least two different written or word-processed documents (see pages 12–13 in your *Learner’s Planner & Guide*). At level 2, one of them must be over 500 words long.

TASK 9

Allow about
2 hours

PLANNING AND WRITING ONE TYPE OF DOCUMENT ON YOUR CHOSEN TOPIC

1. Check what you already have in your portfolio. You should have notes of documents you have read and information gathered. You may find that you have already written a letter or short report, which you can use as evidence of writing!
2. Decide on **one** type of document you will produce. For example, you might include a report of a survey you have carried out on how people celebrate their birthdays or an invitation you wrote and word processed inviting people to a party.



EXAMPLES OF DOCUMENTS YOU MIGHT WRITE ON ‘CELEBRATIONS’

Short documents:

- a letter or email telling someone about a recent celebration
- a leaflet on how to plan a perfect party
- a short report on how a celebration you organised went

Longer documents:

- an article for a travel magazine on a celebration you attended
- a full report on a survey you carried out on weddings
- a booklet about celebrations in another country

3. Start **WRITING** one type of document on your chosen topic. You are strongly advised to use a computer to do this as this will:
 - enable you to redraft work quickly and easily
 - make your work look more professional
 - make spell checking easy
 - provide opportunities to include images, tables, charts, graphs etc. – you **MUST** include an **image**.
4. **PROOF READ** your work carefully.

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ASSESSMENT Your tutor will assess your work for:

- its relevance – sticking to the point
- its structure – it must be organised
- its style – easy to read and suited to the job

TASK 10 PLANNING AND WRITING A DIFFERENT TYPE OF DOCUMENT ON YOUR CHOSEN TOPIC

Allow about
2 hours

Repeat Task 9 for a different type of document on your chosen topic.



COMPILING THE FINAL PORTFOLIO

TASK 11 THE FINAL PORTFOLIO OF EVIDENCE

Gather together all your work and select from it the evidence needed to meet the requirements of the qualification.

(Your tutor will help you with this task).



CELEBRATIONS MORE ACTION-BASED ACTIVITY IDEAS

1. Carry out a survey to find out what people like to celebrate and which are most popular.
2. Carry out an investigation into the cost of a wedding or other major celebration.
3. Interview people from other countries about their customs and celebrations and compare with your own.
4. Research a particular celebration that interests you e.g. coming of age; a religious celebration.
5. Plan and organise an actual celebration and report on how it went.
6. Research the reasons for celebrations using sociology books and report your findings. Try to find out why they are important.
7. Investigate professional celebration organisers (e.g. parties or weddings) and find out about career opportunities in their businesses.
8. Investigate how celebrations in this country have changed over the past 100 years.
9. Investigate the same celebration (e.g. birthday) in three contrasting countries and compare with your own.
10. Investigate people's attitudes towards weddings and marriage.
11. Carry out a survey of the local press for a week and report on all references to celebrations. Summarise what you discover.
12. Investigate national celebrations and find out which ones people feel are important and why.
13. Investigate a major celebration that led to disaster. Look into the causes and effects.



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