

ACTION-BASED ACTIVITIES

TOPIC C2.1 : EARNING A LIVING

THEME C2 ECONOMIC ACTIVITY



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 Economic Activity
- 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?

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

C2.1 EARNING A LIVING

C2.2 Career Choice

C2.3 Starting Your Own Business

COMMUNICATION

TOPIC C2.1 : EARNING A LIVING

TOPIC C2.1 EARNING A LIVING

This is an opportunity to explore your own job or a variety of other ways of earning a living. This guide will take you step by step from getting started, to writing and checking your final pieces 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 "*Earning a Living*" 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

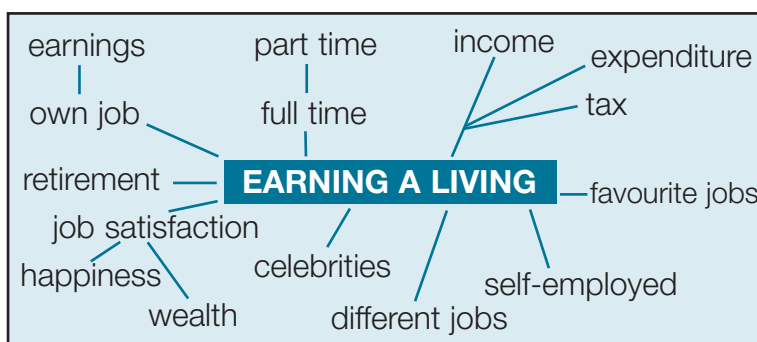
Allow about
20 minutes

On your own, or with a colleague, think about and talk about "*Earning a Living*" 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:

- exactly what is work and earning a living
- the different ways in which people earn a living
- the sorts of ways you would like to earn your living
- the different amounts people earn
- whether you would work if you won a lottery
- comparisons between one occupation and another.

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.



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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: Earning a Living

Original Idea	Question
Comparing jobs	Is one form of employment more valuable/important than another?
Superstars	Should footballers and pop stars be paid as much as they are?
Favourite jobs	What are people's favourite jobs and why?
Wealth	Does wealth bring happiness?

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 and other resources in the library
- magazine and in newspaper articles
- using the Internet
- interviewing people about the subject
- visiting a Job Centre.

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: "Earning a Living"

Title of book: *'One hundred and one ways of earning a living'*
Date: *October 2001*
Author: *John Myers*
Chapter: *Chapter 6 Case Studies*

Main points in the chapter:

1. There are hundreds of ways of making a living.
2. Job satisfaction more important than wages for most people.
3. If the job you want doesn't exist – invent it.
4. Part-time work can be very rewarding.
5. Most people change their jobs several times during their working lives.
6. Being self-employed can be risky but the rewards can be great.
7. Don't be afraid to change your employer if you are unhappy.

Summary: Write up your notes in your own words.
This is a major 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.

**STEP
C**



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. "Should people be paid the same wage for the same job even though some work harder than others?"
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 "My dream job")



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. "My dream job"
2. **Introduction** – *"My talk today is about the form of employment I would most like to have and how I intend to work towards getting it."*
3. **Main section** – take each of the main findings of your research expand on them.
4. **Conclusion** – *"So, I hope I have been able to show that I feel that my dream job is achievable providing I "*
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.

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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 interviews you have had with people about different ways of earning a living or a letter to a college for information about training courses. The box contains more examples:



EXAMPLES OF DOCUMENTS YOU MIGHT WRITE ON ‘EARNING A LIVING’

Short documents:

- a letter to an agency about a particular career
- a short guide on managing your earnings
- a short report comparing two jobs.

Longer documents:

- an article for a newspaper on earning a living
- a full report on a survey you carried out of the different ways in which people earn a living
- a brochure on how to make the most out of a job.

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).

NOTES



EARNING A LIVING MORE ACTION-BASED ACTIVITY IDEAS

1. Investigate how the ways in which people have earned a living has changed over the past 100 years. Use history books and interviewing people to find out how and why jobs have changed. Report your findings.
2. Take famous person (e.g. footballer, pop star, film star) and find out about their career and rise to stardom. Survey people to find out whether they think “superstars” really do “earn” the fabulous sums of money they are paid.
3. Take two contrasting jobs e.g. a nurse and a banker or a refuse collector and a lawyer. Find out what their jobs involve and compare them. Carry out a survey to find out which job people feel is most useful.
4. Choose a job that interests you most and investigate it in detail. Find out about job opportunities wages, conditions and terms of work, hours of work, sickness benefits etc.
5. Carry out a survey of about 12 young people still at school and find out how they hope to earn a living. Find out what they know about their chosen careers.
6. Find out about becoming self-employed and what it involves. Think of a business you might like to set up personally.
7. Arrange to interview three people with very different kinds of jobs. Prepare your questions carefully so that you ask the same questions of each person. Compare the three jobs.
8. Is it fair that some people earn huge sums of money for just working a few hours a week while others work long hours for little money? Much has been written on the subject – investigate and report.
9. Research into “Employment” and the changes that have taken place in the UK in the past 50 years. Sociology books would be a good place look to find information on the subject.



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