Grade 10 English

CBC NOTES | Terms 1, 2 and 3 - notes for 45 topics

IN EVERY TOPIC

- What you will learn, the key words and key terms explained.
- Clear notes under headings and subheadings, with labelled pictures and step-by-step procedures.
- Comparison tables, and advantages and disadvantages where methods are compared.
- Key points to remember, then structured questions to practise.
- All the answers and a glossary at the back.

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Strand 1.0 Etiquette: social | Term 1

1.1.1 Listening: Extensive Listening

WHAT YOU WILL LEARN

By the end of this topic you should be able to:

- describe characters, places and memorable events from a recording
- listen to a recording and pick key details for general information
- recount a story or dialogue in an oral context for enjoyment
- acknowledge the role of identifying key information for lifelong learning

KEY WORDS

key information, recount, dialogue, character, setting, event, hot seat, etiquette, recording, note.

Every day you listen to stories, announcements, telephone calls and conversations. A good listener does not try to remember every word: they pick out the key information and can tell it again clearly. In this topic we learn how to listen for key details, how to recount what we heard and how to take part in a hot seat.

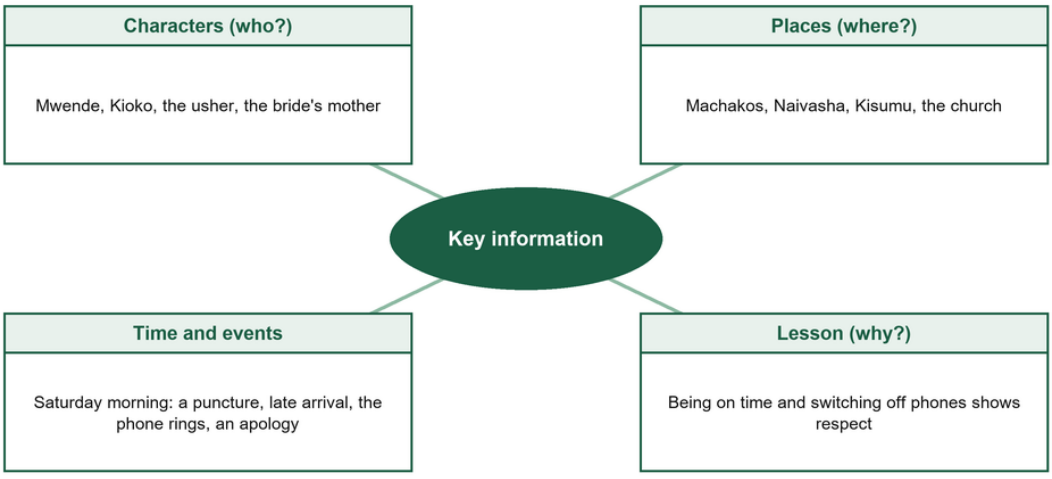
1. What key information is

Extensive listening
Listening to longer texts, such as stories, talks and dialogues, mainly for general understanding and enjoyment.

Key information
The details that carry the message of a text: who, where, when, what happened and why.

Read this short story, as if a teacher were reading it to you.

Model text: "The Wedding Guest"
On Saturday morning, Mwende and her brother Kioko travelled from Machakos to a cousin's wedding in Kisumu. They arrived late because their matatu had a puncture near Naivasha. At the church gate, an usher in a grey suit greeted them politely and led them to a seat near the front.
Kioko forgot to switch off his phone, and it rang loudly during the vows. He quickly pressed the button and whispered, "Sorry, please forgive me," to the family next to him. After the service, the bride's mother smiled and said, "Everyone makes mistakes; thank you for coming so far."
Mwende learned that being on time and switching off phones is a way of showing respect.



The key information in "The Wedding Guest", sorted under four headings

Listening with question words

Question word	What it finds	Answer from the story
Who?	The characters	Mwende, Kioko, the usher, the bride's mother
Where?	The places	Machakos, Naivasha, Kisumu, the church
When?	The time	Saturday morning
What?	The main events	A puncture, late arrival, the phone ringing, an apology
Why?	Reasons and the lesson	They were late because of the puncture; good manners show respect

2. How to listen for key information

Listening with a purpose

1. Before listening, decide what you want to find out (for example: who, where and what happened).
2. Listen for the question words: who, where, when, what and why.
3. Write single key words, not full sentences, so that you do not miss the next part.
4. Sort your notes under headings such as Characters, Places, Events and Lesson.
5. On a second listening, fill in what you missed and check your notes.

WATCH OUT

Trying to write every word makes you miss the next sentence. One key word ("puncture") is enough to remind you of a whole event.

3. Key details in a telephone call

In a telephone call the key details are usually: who is calling, the reason for the call, dates and times, prices, names and numbers. A single missed detail, such as a wrong date, can spoil a booking.

A hotel booking by telephone

Receptionist: "Good afternoon, Sunrise Hotel, Njeri speaking. How may I help you?"
Caller: "Good afternoon. I would like to book a room for two nights from Friday, please."
Receptionist: "Certainly. May I have your name and phone number?" ... "A double room is 4,500 shillings a night, breakfast included."
Key details: reason (booking a room); dates (two nights from Friday); price (4,500 shillings a night with breakfast); polite phrases (How may I help you? Certainly. You are welcome.).

TELEPHONE MESSAGE

Caller:	Otieno Barasa, 0712 345 678
Taken by:	Njeri, reception
Reason:	book a double room
Dates:	2 nights from Friday
Price:	KSh 4,500 a night, breakfast incl.
Action:	booking confirmed

The same call noted as key words on a message pad

4. Recounting a story and the hot seat

Recount
To tell a story or event again, in the order in which it happened.

- Use the past tense: "They arrived late."
- Keep the order, using linking words: first, then, after that, later, finally.
- Keep the characters, places and main events, and add a little feeling.
- Keep it short: three or four sentences are enough for a short story.

A recount of "The Wedding Guest"
First, Mwende and Kioko left Machakos for a wedding in Kisumu. Then their matatu had a puncture, so they were late. After that, an usher took them to a seat, but Kioko's phone rang during the vows. Finally, he apologised and the bride's mother forgave him.

Hot seat
A drama activity in which one learner sits in the "hot seat" as a character and answers the class's questions in that character's voice, using "I".

Questions for the hot seat should ask about feelings and reasons: "Kioko, how did you feel when your phone rang?" "Mother of the bride, why did you forgive him?" The character answers: "I felt so ashamed that I wanted to disappear."

REMEMBER
Listening a second time is not a waste: the first listening gives the general idea, the second lets you fill in and check the details.

KEY POINTS TO REMEMBER
- Key information answers who, where, when, what and why.
- Listen with a purpose, write single key words and sort them under headings.
- In a telephone call, note the reason, dates, times, prices, names and numbers.
- To recount, keep the order, use the past tense and linking words such as first, then and finally.
- In the hot seat, a learner answers questions in the voice of a character.

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ANSWER THESE

1. What is meant by key information in a listening text? (2 marks)

2. Give three things a good listener does to pick out key information. (3 marks)

3. From the telephone call above, state (a) the reason for the call (b) the price of the room (c) what is included. (3 marks)

4. Fill in the gaps with suitable linking words: "___, we packed our bags. ___ we caught the bus. ___, we reached Nakuru at noon." (3 marks)

5. Write two questions you could ask Mwende in a hot seat. (2 marks)

6. Why should a listener note single words instead of sentences? (2 marks)

Strand 1.0 Etiquette: social | Term 1

1.1.2 Speaking: Etiquette

WHAT YOU WILL LEARN

By the end of this topic you should be able to:

- pick out the target sounds and aspects of etiquette in oral or written texts
- use appropriate etiquette in different contexts
- articulate the sound in "hot" and the sound in "caught" for effective communication
- justify the need for accurate pronunciation in communication

KEY WORDS

etiquette, minimal pair, tongue twister, pronunciation, polite, receptionist, customer, formal, greeting, courtesy.

Etiquette is good manners in speech and behaviour. In a hotel, on the telephone or in the market, polite words and a friendly tone build trust. Clear pronunciation matters too: one wrong vowel can change a word. This topic teaches the short sound in "hot", the long sound in "caught" and the etiquette of everyday places.

1. Two vowel sounds: "hot" and "caught"

Two vowel sounds

	Short: as in HOT	Long: as in CAUGHT
Mouth	Open fairly wide, lips slightly rounded	Lips rounder, tongue a little higher
Length	Short and quick	Held about twice as long
Words	hot, pot, dog, clock, stop, watch, cough	caught, law, sport, four, door, talk
Spellings	o, wa, ou	or, aw, au, al, our, oor
Pairs	cot, pot, shot, stock	caught, port, short, stork

The short sound in "hot" and the long sound in "caught"

Comparing the two sounds

	Short sound (as in hot)	Long sound (as in caught)
How it is made	Mouth open fairly wide, lips slightly rounded, short and quick	Lips rounder, tongue a little higher, sound held longer
Example words	hot, pot, dog, clock, stop, watch, wash, cough	caught, law, saw, sport, born, four, door, talk, walk
Common spellings	o (hot), a after w (want, watch), ou (cough)	or (sport), aw (law), au (caught), al (talk), our (four), oor (door)

REMEMBER

Spelling can mislead: "cough" has the short sound, while "talk" and "walk" have the long sound although the l is silent. Hold the long sound for about twice as long as the short one.