MODULE 1 - GATHERING AND PROCESSING INFORMATION

1. Say to the candidates:

   In this section of the examination, you are required to answer four questions based on the reading of an extract from a piece of communication.

   First, I will give you 5 minutes to read through the questions, silently. Then I will read you the extract twice. You may make notes while you listen to the readings.

   Finally, I will give you 20 minutes to respond, in writing, to the questions. I will now distribute the question papers and then tell you when to begin reading the questions.

2. Distribute the question papers to the candidates.

3. Say to the candidates:

   You now have 5 minutes to read through the questions, silently. I will tell you when the 5 minutes are up. Begin to read silently.

4. After 5 minutes, say to the candidates

   I shall now read you the extract.

Read the extract aloud:

There was a sort of finality about everything. The day was Old Year’s Day, the period that of sunset; the end of the day and a year, and also the end of a young man’s first phase of life. And at the same time, there was a beginning; for a new day and a new year lay ahead, and new opportunities were in the distance too. At this moment, everything was perfectly still though, as if this period was the point at which both aspects, that of a past and that of a future life, merged. There was that hushed and perfect stoppage of all moving things. The sun hung still in the melted tints of the sky, and the colours of fading evening and approaching night had met and blended in a perfect pattern. The tints of the sea and the sky were the same, so much so that one could not discern the line where the sea ended and the sky began.

The jetty stretched long and narrow out into the sea, its great posts stiffly standing in the water like black sentinels, silhouetted against the orange-tinted surface of the water. The sea itself was calm and peaceful; there were scarcely any waves, but the whole surface of the water was rising and falling.

Adapted from Timothy Callender, “A Farewell”, Response, Thomas Nelson & Sons Ltd., 1987, p. 192.
5. After you have read the extract, pause for a few seconds and then say to the candidates:

   I shall now read you the extract a second time.

6. After you have read the extract, pause for a few seconds and then say to the candidates:

   You now have 20 minutes to answer the questions, in writing. I will tell you when 15 minutes are up. Then I will tell you when 20 minutes are up. Begin to write your answers to the questions.

7. After 15 minutes, say to the candidates:

   Fifteen minutes are up.

8. After 20 minutes, say to the candidates.

   Twenty minutes are up. Stop writing.

9. Collect the candidates' scripts.