

2021 Annual Teaching Plans

MATHEMATICAL LITERACY FET



Shuter & Shooter
PUBLISHERS (PTY) LTD

OS1001359



It is illegal to photocopy any pages from this book without the written permission of the copyright holder

Shuter & Shooter Publishers (Pty) Ltd
Shuters House, 110 CB Downes Road, Pietermaritzburg 3201, South Africa
PO Box 61, Mkondeni 3212, South Africa

Copyright © Shuter & Shooter Publishers (Pty) Ltd 2021

OS1001359 (TM2001449)

All rights reserved.

No part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission from the publisher. Any person who commits any unauthorized act in relation to this publication may be liable to criminal prosecution and civil claims for damages.

INTRODUCTION

Shuter & Shooter is committed to serving the educational needs of a changing South Africa.



- We develop and publish educational material.
- We provide supplementary professional services in the education sector.
- We offer superior customer service and distribution.

Shuter & Shooter is proud to be 100% South African, 100% black-owned and a Level 1 BBBEE company. Please support more local publishers like Shuter & Shooter.

★ *Shuters* **TOP CLASS**

Shuters **PREMIER**

**ISIZULU
SOQOBO**

Masihambisane

**Hi Nwa
Hi Kolwa**

★ *Shuters* **TOPKLAS**

**Setswana
Tota**

**Sichumile
ISIXHOSA**



**SISWATI
SETFU**

**Sediba
sa thuto**

**IsiXhosa
Ngumdiliya**

IsiZulu Sethu

Our products include:

- Textbooks
- Teacher Guides
- Workbooks
- Study Guides
- Core Readers
- Graded Readers
- Phonics Reading Schemes
- TVET Materials
- Dictionaries
- Atlases
- Wall Charts
- Educational Toys and Puzzles
- Reference Books
- E-Books
- Digital Learning Resources

We are also proud to be an accredited training provider, registered with the ETDP SETA and SACE.

Why choose our books?

- Fully CAPS compliant
- Lots of activities and exercises
- Relevant examples throughout the books
- Simple language, written at the level of the learner
- Easy to plan lessons
- Planning and Tracking Booklets help to make teaching easier

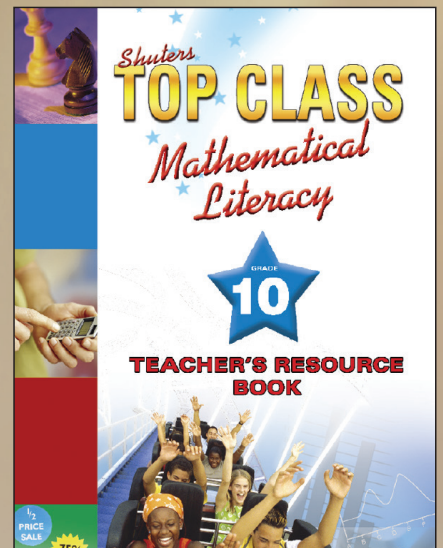
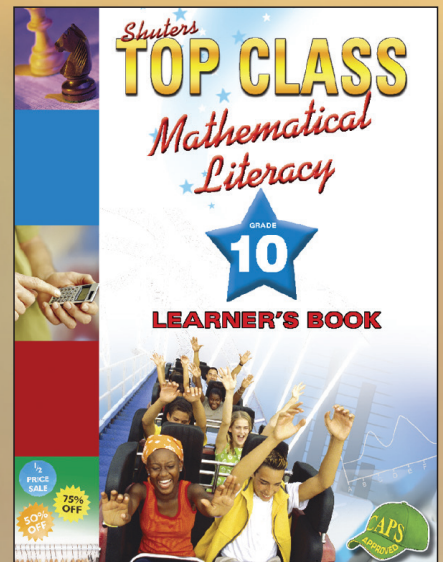
Advantages of using our books

- Improves learners' results
- Assess progress easily
- Reduce the administrative burden
- Helps save planning and preparation time
- Follows the CAPS precisely, making teaching easier
- Most of our titles are also available as e-Books

CONTENTS

Grade 10.....	1
Term 1	2
Term 2.....	3
Term 3.....	4
Term 4.....	5
 Grade 11	 6
Term 1	7
Term 2.....	8
Term 3.....	9
Term 4.....	10
 Grade 12.....	 11
Term 1	12
Term 2.....	13
Term 3.....	14
 Programme of Assessment	 15

10



Topic	Content	Time allocation	Where to find it in <i>Top Class Mathematical Literacy Grade 10</i>	LB	TG
Interpreting and communicating answers and calculations	Interpreting answers		The skills associated with interpreting and communicating answers are applicable to every topic and section in the curriculum and across every grade.		
	Communication				
Numbers and calculations with numbers	Number formats and conventions	Week 1	Unit 1: Number formats and conventions	1	1
	Operations using numbers and calculator skills	Week 2	Unit 2: Operations on numbers and number skills Unit 3: Operations on numbers and number skills (contd.)	11	6
	Rounding	Weeks 3 to 4	Unit 4: Rounding; Ratios; Proportions	43	16
	Ratios				
	Proportion				
	Rates				
Patterns, relationships and representations	Percentages	Week 6	Unit 5: Rates; Percentages	60	21
	Making sense of graphs that tell a story				
	Patterns and relationships	Week 5	Unit 6: Making sense of graphs that tell a story	77	26
	Representations of relationships in tables, equations and graphs	Week 5	Unit 7: Patterns and relationships	87	30
	Developing questions	Weeks 6 to 7	Unit 8: Representation of relationships in tables, equations and graphs	98	37
Data handling	Collecting data	Weeks 8 to 9	Revise Grade 9		
	Classifying and organising data				
	Summarising data				
	Representing data				
	Interpreting and analysing data				

MATHEMATICAL LITERACY Term 2

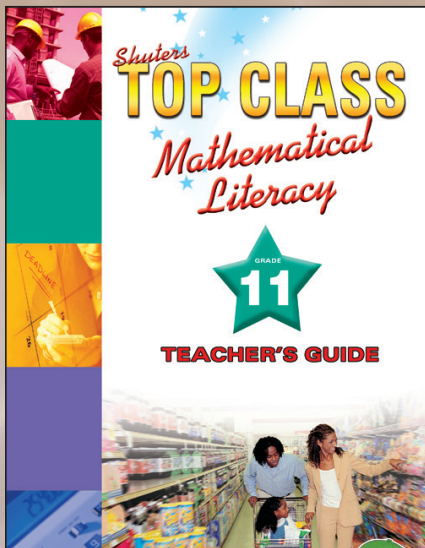
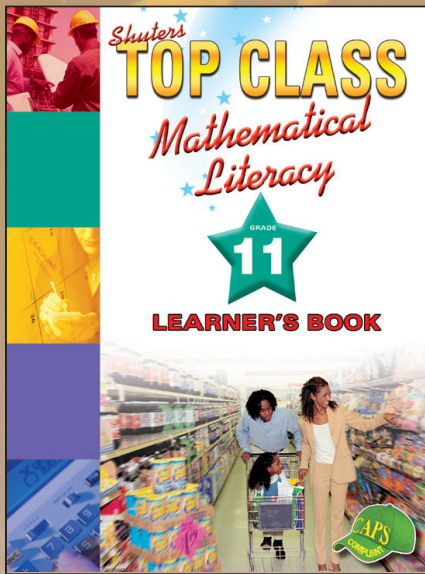
© Shuter & Shooter Publishers

Finance	Financial documents	Week 1	Unit 10: Financial documents	133	48
	Tariff systems	Week 2	Unit 11: Tariff systems	142	50
Measurement	Conversions	Week 3	Unit 9: Conversions; Time	120	44
	Time				
	Measuring length Measuring distance		Unit 12: Measuring length and distance	154	54
	Measuring weight	Week 4	Unit 13: Measuring mass (weight), volume and temperature	162	58
	Measuring volume				
	Temperature				
Maps, plans and other representations of the physical world	Scale	Weeks 5–6	Unit 14: Maps and scales	172	62
	Maps		Unit 15: Maps	177	64
Probability	Expressions of probability		Unit 16: Expressions of probability	186	68
	Prediction	Week 7	Unit 17: Predictions and representations	194	70
	Representations for determining possible outcomes				

MATHEMATICAL LITERACY Term 3

Topic	Content	Time allocation	Where to find it in <i>Top Class Mathematical Literacy Grade 10</i>		
			Module/Unit	LB	TG
Finance	Income, expenditure, profit/loss, income-and-expenditure statements and budgets	Weeks 1–3	Unit 18: Who wants to be a millionaire? Unit 19: Budgets and income and expenditure statements Unit 20: Finance – In control of your money matters	202 209 217	73 75 78
Measurement	Calculating perimeter, area and volume	Weeks 4–5	Unit 21: Perimeter, area and volume (1) Unit 22: Perimeter, area and volume (2) Unit 23: Perimeter, area and volume (3)	221 227 233	81 83 85
Maps, plans and other representations of the physical world	Plans	Weeks 6–8	Unit 24: Working with instructions/assembly diagrams Unit 25: Working with floor plans showing a top view perspective	240 247	88 92
	Models		Unit 26: Models of actual cans and boxes	255	94

Finance	Interest	Week1	Unit 27: Interest; Taxation	267	98
	Taxation				
Data handling	Banking, loans and investments	Week 2	Unit 28: Banking	276	101
	Developing questions	Weeks 3 to 5	Unit 29: Developing questions and collecting data	292	105
	Collecting data		Unit 30: Classifying and organising data	303	108
	Classifying and organising data		Unit 31: Summarising data	312	110
	Summarising data		Unit 32: Representing data	319	112
	Representing data		Unit 33: Interpreting and analysing data	335	115
	Interpreting and analysing data				



11

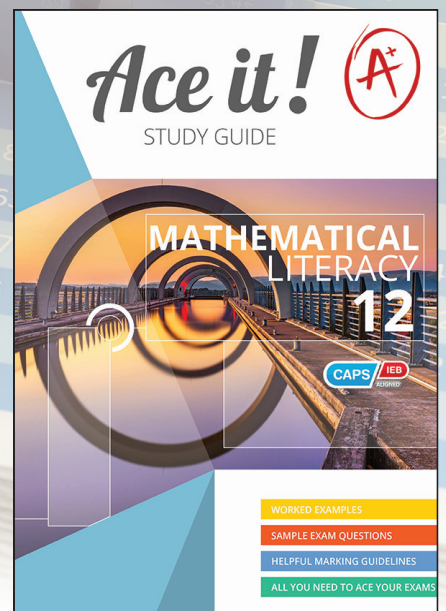
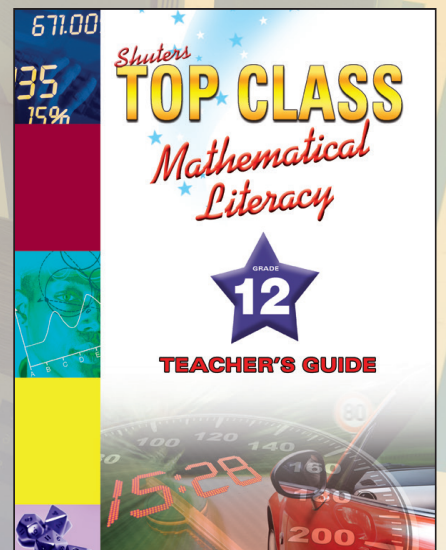
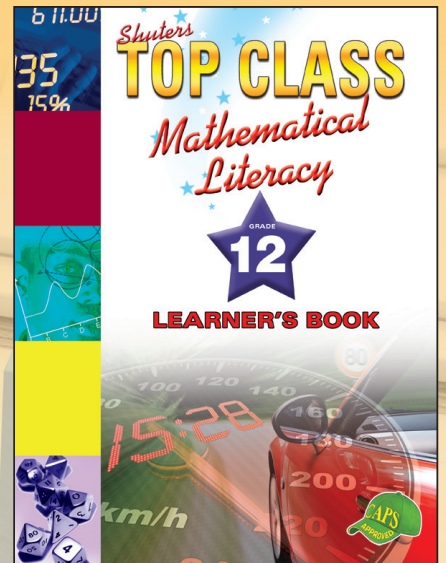
Topic	Content	Time allocation	Where to find it in Grade 11	LB	TG
			Module/Unit		
Interpreting and communicating answers and calculations	Interpreting answers Communication		The skills associated with interpreting and communicating answers are applicable to every topic and section in the curriculum and across every grade.		
Measurement	Conversions Time	Weeks 1–2	Unit 4: Conversions Unit 5: Time	53 72	28 35
Patterns, relationships and representation	Patterns and relationships Representations of relationships in tables, equations and graphs Working with two or more relationships and/or representations	Weeks 3–5	Unit 1: Patterns and relationships Unit 2: Representation of relationships Unit 3: Working with two relationships	1 15 33	1 11 19
Finance	Financial documents Tariff systems Income, expenditure, profit/loss, income and expenditure statements and budgets	Weeks 6–7	Unit 6: Financial documents, tariff systems Unit 7: Income, expenditure, profit/loss, income-and-expenditure statements and budgets	87 111	43 50
Maps, plans and other representation of the physical world	Scale Maps	Weeks 8–9	Unit 16: Maps and scales Unit 17: Maps	246 255	99 103

Topic	Content	Time allocation	Where to find it in <i>Top Class Mathematical Literacy Grade 11</i>		
			Module/Unit		
Interpreting and communicating answers and calculations	Interpreting answers	The skills associated with interpreting and communicating answers are applicable to every topic and section in the curriculum and across every grade.			
	Communication				
Finance	Interest	Weeks 1–2	Unit 10: Interest	137	61
	Banking, loans and investments		Unit 11: Banking	154	69
	Inflation		Unit 12: Loans and investments	181	77
Data handling	Classifying and organising data	Weeks 3–5	Unit 13: Inflation	192	82
	Summarising data		Unit 28: Collecting, classifying and organising data	391	155
	Representing data		Unit 29: Summarising data	405	160
	Interpreting and analysing data		Unit 30: Representing data	419	164
Measurement	Measuring length	Weeks 6–7	Unit 31: Interpreting and analysing data	439	168
	Measuring weight		Unit 14: Measuring length and distance; measuring weight	203	87
	Measuring volume		Unit 15: Measuring volume and measuring temperature	221	92
	Calculating perimeter, area and volume		Unit 18: Perimeter, area and volume (1) Unit 19: Perimeter, area and volume (2) Unit 20: Perimeter, area and volume (3)	272 291 300	115 119 123

Interpreting and communicating answers and calculations	Interpreting answers	The skills associated with interpreting and communicating answers are applicable to every topic and section in the curriculum and across every grade.	Week 2	Unit 24: Taxation	349	138
	Communication					
Finance	Taxation					
Maps, plans and other representations of the physical world	Models		Weeks 3–4	Unit 21: Rough and scaled elevation plans showing side perspectives and design drawings of items to be manufactured	309	126
				Unit 22: Models – packaging shape and material	325	131
				Unit 23: Models – quantities of materials and furniture items to fit into a venue	337	135
Tariff systems	Municipal tariffs Telephone tariffs Transport tariffs Bank fees		Weeks 5–6	Unit 6: Financial documents, tariff systems	87	43
Probability	Expressions of probability		Weeks 7–8	Unit 25: Expression of probability	357	141
	Prediction			Unit 26: Predictions and representations	370	145
	Representations for determining possible outcomes					

Topic	Content	Time allocation	Where to find it in <i>Top Class Mathematical Literacy Grade 11</i>	LB	TG
Interpreting and communicating answers and calculations	Interpreting answers		Module/Unit		
	Communication				
Finance	Cost price and selling price	Weeks 1–2	Unit 8: Cost price and selling price	123	53
	Break-even analysis			129	55
	Exchange rates		Unit 27: Exchange rates	384	152
Maps and plans	Models • instructions • packaging	Weeks 3–4	Revise Grade 10		

12



MATHEMATICAL LITERACY Term 1

Topic	Content	Time allocation	Where to find it in <i>Top Class Mathematical Literacy Grade 12</i>		
			Module/Unit		
Interpreting and communicating answers and calculations	Interpreting answers		The skills associated with interpreting and communicating answers are applicable to every topic and section in the curriculum and across every grade.		
	Communication				
Finance	Financial documents	Weeks 1–6	Unit 2: Financial documents and tariff systems		
	Tariff systems				
	Income, expenditure, profit/loss, cost price, selling price		Unit 3: Income, expenditure, profit, loss, cost price, selling price and break-even analysis		
	Break-even analysis		Unit 4: Break-even values		
	Taxation		Unit 18: Taxation (1) Unit 19: Taxation (2)		
Data handling	Developing questions	Weeks 7–8	Unit 5: Developing questions and collecting multiple sets of data		
	Collecting data				
	Classifying and organising data		Unit 6: Classifying and organising multiple sets of data		
	Summarising data		Unit 7: Summarising multiple sets of data		
				LB	TG
				25	9
				49	19
				68	27
				344 366	109 114
				84	35
				105	40
				123	44

Interpreting and communicating answers and calculations	Interpreting answers	The skills associated with interpreting and communicating answers are applicable to every topic and section in the curriculum and across every grade.				
	Communication					
Data handling	Representing data	Week 1	Unit 8: Representing multiple sets of data	146	48	
	Interpreting and analysing data		Unit 9: Interpreting and analysing data	166	51	
Finance	Interest	Weeks 2–3	Unit 10: Interest	184	56	
	Baking, loans and investments		Unit 11: Banking; Inflation	204	63	
	Inflation					
	Exchange rates		Unit 20: Exchange rates	376	117	
Maps, plans and other representations of the physical world	Scale	Weeks 5–6	Unit 12: Scale and map work (1)	226	70	
	Maps		Unit 13: Scale and map work (2)	249	77	
Measurement	Conversions	Weeks 7–9	Unit 1: Conversions; Time	1	1	
	Time					
	Measuring length		Unit 14: Measuring length and distance; Measuring mass (weight)	268	81	
	Measuring weight					
	Measuring volume		Unit 15: Measuring volume and temperature	300	89	
	Temperature					
	Calculating perimeter, area and volume		Unit 16: Perimeter, area and volume (1) Unit 17: Perimeter, area and volume (2)	315 334	101 109	

Topic	Content	Time allocation	Where to find it in <i>Top Class Mathematical Literacy Grade 12</i>	LB	TG
Interpreting and communicating answers and calculations	Interpreting answers Communication		The skills associated with interpreting and communicating answers are applicable to every topic and section in the curriculum and across every grade.		
Maps, plans and other representations of the physical world	Scale Plans	Weeks 1–3		388	119
Probability	Expressions of probability	Weeks 4–5	Unit 21: Rough and scaled elevation plans and drawings showing different perspectives for complex structures		
	Prediction		Unit 22: Expressions and predictions of probability	407	125
	Representations for determining possible outcomes		Unit 23: Representing and evaluating expressions involving probability	428	131
Maps, plans and other representations of the physical world	Evaluating expressions involving probability	Weeks 6–7	Unit 24: Making and using models	449	143
	Models Plans		Unit 25: Ways of stacking and arranging rooms and scale models to solve problems	468	149

PROGRAMME OF ASSESSMENT

Grade 10

Term	Assessment task	Page reference
1	Assignment	TG page 120
	Test	TG page 122
2	Assignment	TG page 124
	Examination	TG page 125
3	Investigation	TG page 135
	Test	TG page 133
4	Final examination	TG page 136

Grade 11

Term	Assessment task	Page reference
1	Assignment	TG page 192
	Test	TG page 59
2	Assignment	TG page 193
	Examination	TG page 108
3	Investigation	TG page 194
	Test	TG page 150
4	Final examination	TG page 172

Grade 12

Term	Assessment task	Page reference
1	Assignment	TG page 160
	Investigation	TG page 162
	Test	TG page 165
2	Test	TG page 178
3	Test	TG page 170
	Trial examination	TG page 183
4	Final examination	

Most of our
titles are also
available
as e-Books!



www.shuters.co.za



Ace it!

STUDY GUIDES



CAPS IEB
ALIGNED

GRADES

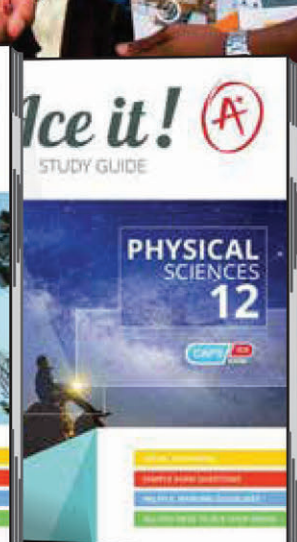
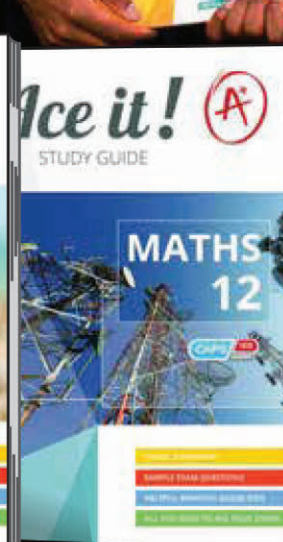
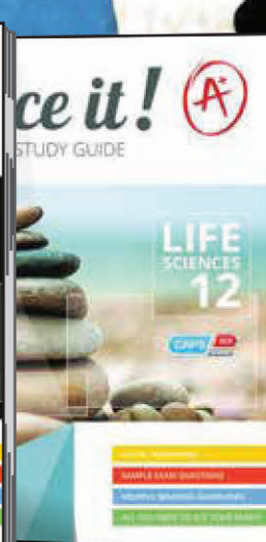
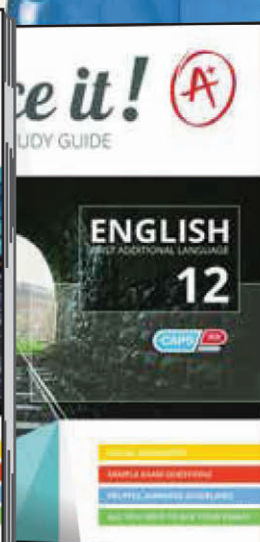
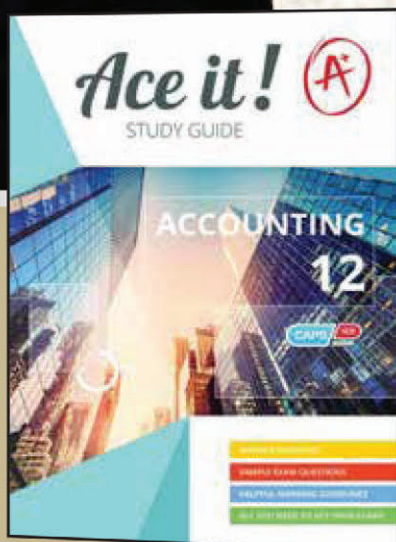
8-12

VISUAL SUMMARIES

SAMPLE EXAM QUESTIONS

HELPFUL MARKING GUIDELINES

ALL YOU NEED TO ACE YOUR EXAMS



<https://www.facebook.com/aceitstudyguides/>

SALES CONTACTS

TVET Colleges	Vaasna Sing	063 251 8566	vaasna@shuter.co.za
Booksellers	Vaasna Sing	063 251 8566	vaasna@shuter.co.za
Eastern Cape	Sydney Nquma	083 253 6761	sydney@shuters.com
Free State	Dimagatso Makhurane	083 215 6835	dimagatso@shuters.com
Gauteng	Themba Msimanga	082 445 6435	themba@thuter.co.za
KwaZulu-Natal	Khanyo Cele	083 281 0849	khanyo@shuters.com
Limpopo	Dimagatso Makhurane	083 215 6835	dimagatso@shuters.com
Mpumalanga	Sharmlla Naik	083 287 6883	sharmlla@shuter.co.za
Northern Cape	Colette van der Merwe	071 851 1814	colette@shuters.com
North West	Phemelo Maiphehlo	083 378 8725	phemelo@shuters.com
Western Cape	Colette van der Merwe	071 851 1814	colette@shuters.com
Teacher Training	Vickesh Thandray	060 545 2264	vickesh@shuters.com

CUSTOMER SERVICES:

Sylvie Doarsamy	+27 (0) 33 846 8723	sylvie@shuter.co.za
Thandeka Ngcobo	+27 (0) 33 846 8724	thandeka@shuter.co.za
Zandile Mthethwa	+27 (0) 33 846 8721	zandilem@shuter.co.za
Mbali Kunene	+27 (0) 33 846 8722	mbali@shuter.co.za

HEAD OFFICE

Tel: +27 (0) 33 846 8721 / 22 / 23 / 24
Fax: +27 (0) 33 846 8701

Pietermaritzburg · Johannesburg · Cape Town · East London



Shuter & Shooter
PUBLISHERS (PTY) LTD



www.facebook.com/shuterandshooter



www.shuters.co.za



www.facebook.com/aceitstudyguides



www.aceitstudyguides.co.za

