



To: Teachers, and Parents of EFAL Grade 7-9 learners

Topic: Transactional Writing -Notice of meeting, Agenda and Minutes

Message Objective:

- Learners should be able to write a notice for a meeting, agenda and minutes

Message: CAPS Senior Phase EFAL requires that learners be able to write a notice of a meeting, agenda and minutes. Learners must be taught this transactional writing and modelling and scaffolding must be part of the teaching and learning process. The writing process must be followed. Learners should be exposed to a variety of notices, agendas and minutes. This will enable the learners to create their own writing after seeing examples.

- **Notice of Meeting** informs attendees when and where the meeting is. A venue and starting time must be included in the notice.
- **Agenda** informs attendees what is to be discussed and done at the meeting.
- **Minutes** are a record of meetings and are precise and formally written.

Minutes

- The opening sentence includes the date, time and place of meeting. The following are numbered headings that form the meeting
1. Members present
 2. Apologies (from those who could not attend)
 3. Minutes of the previous meeting
 4. Matters arising from the agenda
 5. General
 6. Date of next meeting
 7. Time that the meeting was adjourned

The purpose of minutes is to ensure that the meeting is correctly documented and that there is no discrepancy as to who attended, what was discussed and what was decided.

From: DIANA NGONO (CA Grade 7-9 EFAL) -Dianan@nect.org.za

Reference: <https://nect.org.za/materials/recovery-atps-trackers>