

# UNIT IV

## Module 4

### DRAWING UP PLANS

#### Overview

To succeed in life, you must know what it is you want to have, why you need it and how you'll become what you want. This means that you need a personal plan.

Planning is an important part of any task whether you want to write a story, put together a puzzle, explain a process or solve a problem. In fact, planning is particularly important in life because you must think about the steps you have to take, what should you do first, second, third, etc. Eventually, the problems you face every day can be solved successfully through planning. As they say, "A job well planned is a job half done."

Let us assume that you have decided what it is you want in life and why you want it. Now, do you know how to map out plans for you to attain your objectives? This module can help you in doing this.



#### Objectives

After doing the activities in this module, it is expected that you will be able to:

- ☛ listen for clues and links to show the speaker's trend of thought
- ☛ anticipate or predict what is to follow based on prior statements
- ☛ give instructional information
- ☛ give the meaning of words or idioms through context clues
- ☛ skim to determine the key ideas and the author's purpose
- ☛ abstract the most important points in a text
- ☛ express emotional reactions to what was expressed in the text
- ☛ report plans, processes and observations using the active and passive voice of the verb
- ☛ write a how-to-do paragraph explaining a process
- ☛ write reflections on learning experiences in a journal

## *Instructions*

1. Do not write anything on this module as several students will be using it. Do all your work in your notebook. **Be sure to label your work by the module number and title.** Keep a separate notebook for your Reflective Journal.
2. Read each section carefully. If you have not read the first two sections, go over them first.
3. Each module begins with an **Overview** or brief introduction followed by a list of **Objectives** that you are expected to learn.
4. Before working on the activities answer the **Pretest** first. Find out how well you did by checking your answers against the answers given under the **Self-check** of the pretest.
5. As you work on the activities, try to relate them to the objectives of this module. What skill or strategy does the activity develop?
6. After each activity, go over the **Self-check** that follows to find out how well you fared in that activity. Pay attention to the items you missed. Learn from your mistakes.
7. After working on all activities, take the **Pretest**.

## *Pretest*



## **Reading**

Read the article carefully. In your notebook, write the letter of the word or group of words that best completes each sentence

1) The entrepreneur prepares short and long-range plans which specify what needs to be done in the company in order to reach its goals. 2) The plan usually contains specific activities to be undertaken. 3) A schedule for these activities, the key persons assigned as responsible for attaining results, and resources such as money, men, machines and materials needed to get the tasks done are specified in the plan.

4) Preparing a business plan requires the qualities of being persistent and being systematic in planning and goal setting. 5) Since a business plan includes aspects of organization, marketing a production and finance, preparing the plan is in itself a learning experience. 6) What is learned will not only be theories but also how these theories are applied in the industry.

1. The entrepreneur prepares short and long term plans in order to reach its goals. These plans specify \_\_\_\_\_.
  - a. how activities are to be undertaken
  - b. what are the resources needed to get tasks done
  - c. who are the key persons assigned to get tasks done
  - d. all of the above

2. The qualities needed in preparing a business plan are \_\_\_\_\_ .
  - a. being prepared
  - b. being persistent
  - c. being systematic
  - d. both B and C
  
3. Preparing a business plan is a learning experience in itself because \_\_\_\_\_.
  - a. it offers specific activities and tasks
  - b. it includes men, money, machines and materials
  - c. it prepares resources needed
  - d. it includes aspects of organization, marketing a production, and finance
  
4. Preparing a business plan, provides learning in \_\_\_\_\_.
  - a. materials needed
  - b. theories and practice
  - c. production and finance
  - d. qualities of an entrepreneur
  
5. The main point of the article is that \_\_\_\_\_.
  - a. planning is a learning experience
  - b. planning is made by the entrepreneur to reach the goals of the company
  - c. planning requires system and goal setting
  - d. planning offers specific activities to be undertaken.
  
6. The main idea is best expressed in sentence \_\_\_\_\_.
  - a. 1
  - b. 2
  - c. 5
  - d. 6
  
7. The writer's primary purpose in this article is to \_\_\_\_\_.
  - a. explain the importance of planning
  - b. describe the qualities of an entrepreneur
  - c. offer suggestions
  - d. present an issue
  
8. This article can best appeal to a \_\_\_\_\_.
  - a. consumer
  - b. peddler
  - c. businessman
  - d. vendor

## VOCABULARY

The italicized words below are found in the article you have read. Write the letter of the word or phrase that means exactly the same as each italicized word.



- |                          |   |
|--------------------------|---|
| A. <i>well organized</i> | C. <i>series of operation aimed at single end</i> |
| B. <i>sure</i>           | D. <i>manager and owner of a business</i>         |

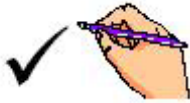
1. An *entrepreneur* performs management functions well.
2. The manager needs to be *systematic* in planning the tasks to be done.
3. Key persons assigned must be *persistent* in their goal setting.
4. To be successful an entrepreneur must *process* everything especially planning.

## GRAMMAR

Read the following sentences carefully. In your notebook, write the letter of the correct verb form in the passive construction.

1. Successful persons need plans of action. Plans of action \_\_\_\_\_  
(A. needed B. are needed C. is needed D. were needed) by successful persons.
2. Each one possesses a unique style of planning. A unique style of planning \_\_\_\_\_  
(A. possesses B. possessed C. is possessed D. are possessed) by each one.
3. The majority experienced the joy and challenges of planning. The joy and challenges of planning \_\_\_\_\_  
(A. are experienced B. is experienced C. was experienced D. were experienced) by the majority.

### Self-check



#### Reading

1. D (The plans specify how activities are to be undertaken, the resources needed and key persons assigned.)
2. D (Being persistent and systematic are the qualities needed.)
3. D (Planning includes aspects of organization, marketing a production and finance.)
4. B (Theories and how they are applied are learned.)
5. B (Planning is made by entrepreneurs to reach the goals of the company.)
6. A (Sentence 1 expresses the main idea.)
7. A (The writer's primary purpose is to explain the importance of planning.)
8. C (This article can best appeal to a businessman.)

#### Vocabulary

1. D (An entrepreneur is a manager and owner of a business.)
2. A (To be systematic means to be well-organized.)
3. B (To be persistent means to be sure.)
4. C (A process is a series of operation aimed at a single end.)

#### Grammar

1. B (are needed)
2. C (is possessed)
3. D (were experienced)

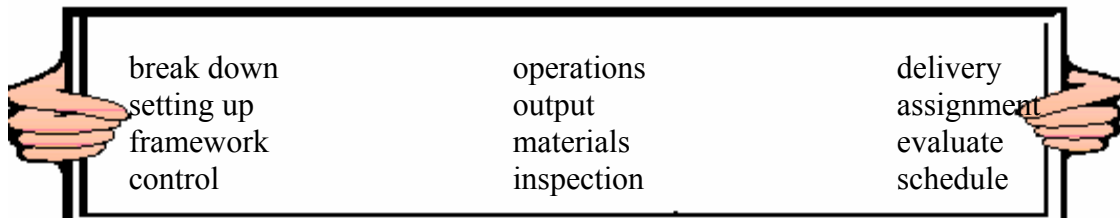
How's that for a start? Remember, they're not more than you need, just more than you're used to. Just think and feel what these next activities can offer and do for you?

## Reading Adventure

### Pre-reading



Read the title of the selection that follows. In your notebook, copy the words inside the box. Guess which words will be found in the article.



### While reading



Read the words in the box again and while you read the article, encircle the words that are found and cross out those that are not.

## Planning Production

The entrepreneur has at his or her command a number of management tools and techniques which can be applied to reduce costs and increase productivity. Most of them involve the functions of planning and control.

Planning is an important aspect of production. Without proper planning, a lot of expensive production time can be lost and wasted. Lack of planning may bring these possible outcomes: raw materials will run out of stock; operation is interrupted; work stoppage occurs due to machine breakdown, and delivery of products is delayed. Through planning these problems can be prevented or solutions could be worked out beforehand.

Production planning involves determining the necessary raw materials and their flow, number of workers, types and maintenance of machineries needed, sequence and methods of operations,

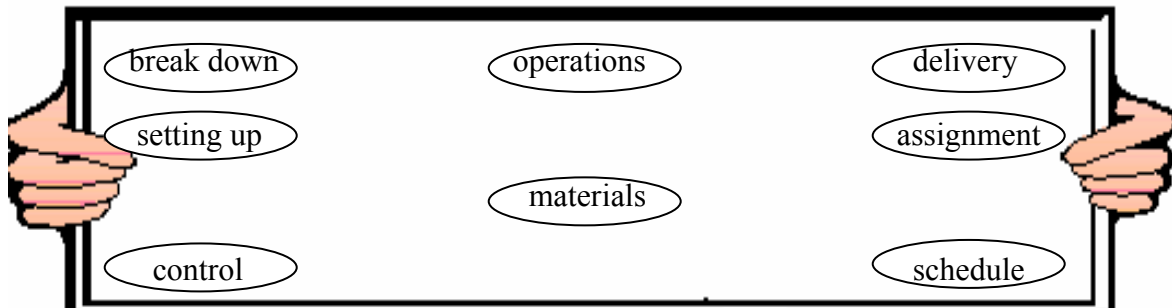
schedule and time frame completion. This way the components needed to complete operations are made available at a proper time and place.

It must be understood that production planning is not done only when the business is operational. A lot of planning should already have been done prior to its setting up and should have been included in the over-all business plan.

### Self-check



Now see if your answers are the same as the following.

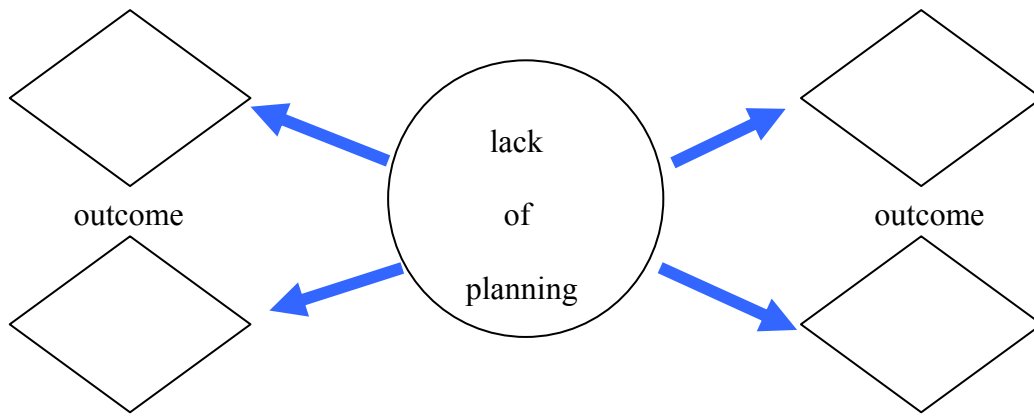


### Comprehension Check

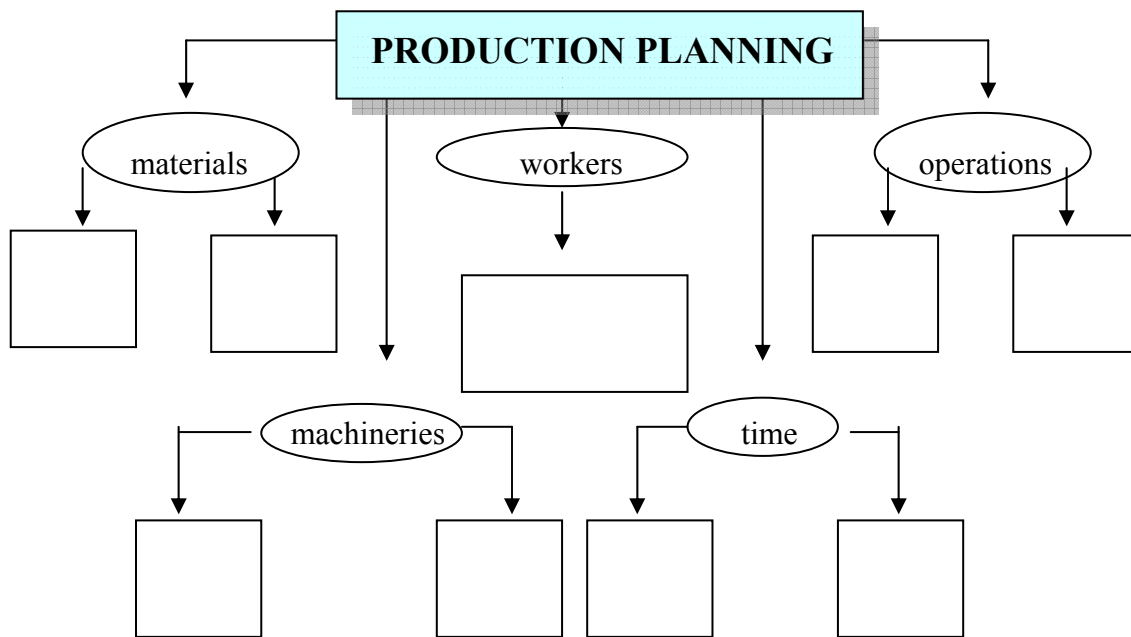


Answer the following questions.

1. The entrepreneur uses management tools and techniques to reduce costs and increase productivity. What functions are involved in most of them?
2. What will happen if there is no proper planning in production?
3. What are the possible outcomes from the lack of planning? Copy the following outcome web in your notebook. Plot your answers on the web.

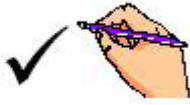


4. What are included in production planning? Copy the following diagram in your notebook. Complete the entries on the spaces provided for.

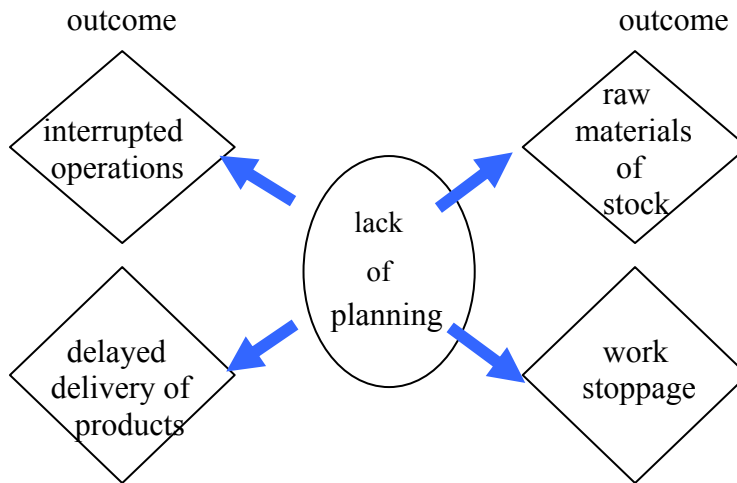


5. When is the proper time for production planning?
6. What do you think will happen to the economy of a nation if all entrepreneurs will use proper production planning?
7. Can problems be given solutions through proper planning? Why?

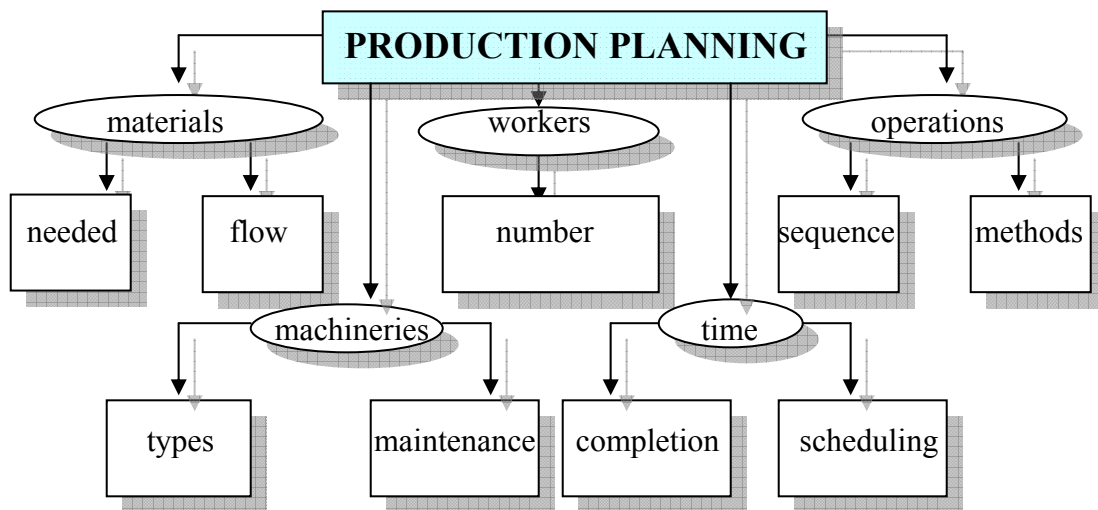
## Self-check



1. The functions of planning and control
2. A lot of expensive production time will be lost and wasted.
- 3.



- 4.



5. A lot of planning should be done prior to its setting up.
6. The economy of the nation will surely improve.
7. Genuinely, problems can be solved if proper planning will be used or practiced.



### Activity 3 How about a riddle?

Riddles like problems require you to analyze, compare and evaluate different aspects of the situation. Riddle solving shifts your attention from form to content by focusing your energy in finding a solution which requires careful planning or processing of information. Now, read this riddle and find a solution to this problem.

Problem: crossing the river

A man and his wife and their two children had to cross a river. There was a boat that they could use, but there was a sign in it which said that it could carry not more than 100 lbs. at a time. The man and his wife each weighed 140 kilos. How did they manage to cross the river in the boat without overloading it?

Think carefully and don't be tempted to look at the answer before trying to solve the problem.

**Self-check**



Were you able to solve it? Check your answer against the one below. This is how they managed to cross the river.

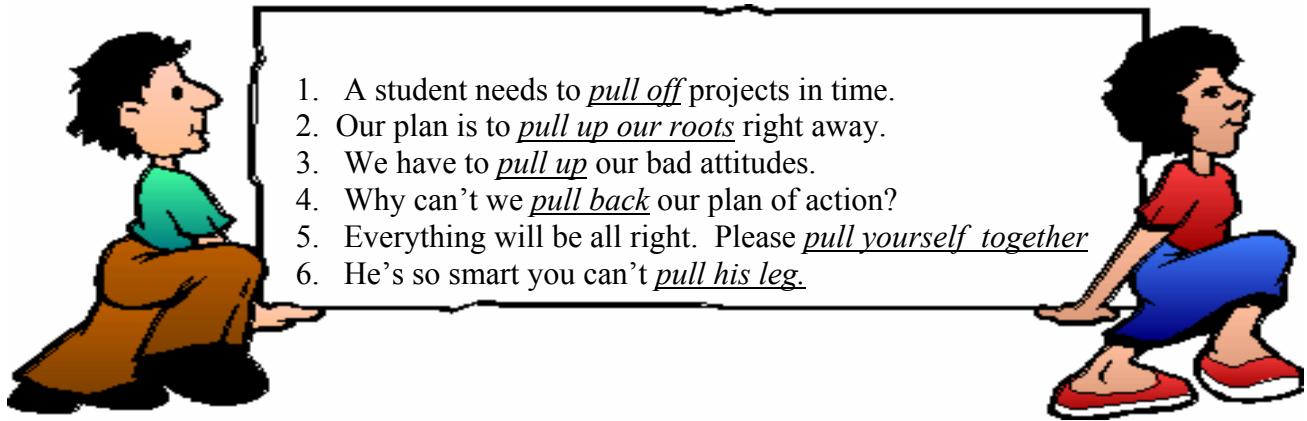
1. First, the two children rowed across. One child stayed and the other rowed back to the parents.
2. Second, the mother rowed across and stayed. The child who was already there rowed back again.
3. Third, the two children rowed across once again, one stayed with the mother and the other rowed back again.
4. After awhile, the father rowed to the other side alone, and the other child who was there rowed once again.
5. Finally, the two children rowed to the other side together.

\* Smart, isn't it?

Do you think the family had planned what to do before they crossed the river? What about you? If you found yourself in the same situation, would you have another plan?

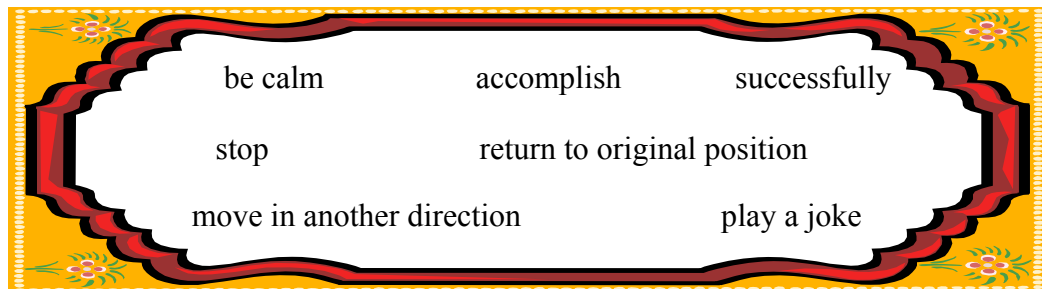
# Everyday Expressions

You, as a great source of information can use special expressions that can make your ideas interesting. These are everyday expressions that clarify your intention and other ideas you want to share especially when you're planning a task. Consider the following.

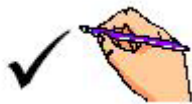


## Activity 1

Determine the meaning of the italicized expressions in the six sentences. In your notebook, copy the word or phrase which means the same as each italicized word in the preceding sentences. Use the word pool.



## Self-check



1. *pull off* --- accomplish successfully
2. *pull up roots* --- move in another direction
3. *pull up* --- stop
4. *pull back* --- return to original position
5. *pull oneself together* --- be calm
6. *pull someone's leg* --- play a joke

## Activity 2

A job well-planned is a job half done. Why is this so? It's because good planning will ensure that the steps you will take are directed towards your goal.

Therefore, no time is wasted and every step has a purpose.

Read the following quotations on planning and answer the questions below. Use the expressions *pull up*, *pull up roots*, *pull back*, *pull off*, and *pull out* in your answers.

1. “*A carefully laid out plan brings about best results.*”

2. “*A winner always has a program or plan.*”

3. “*Achievers review every detail of their works.*”

### Questions:

1. What do these quotations have in common in terms of content?
2. Do you believe in each message? Why or why not?
3. Whom do you think of when you read these quotations? Explain your answer.

### Self-check 2



1. All of three quotations talk about the importance of planning what to do.
2. Yes, plans are important to pull problems out from one's life. (Answers may vary.)
3. I think of successful people who can pull off tasks guided by their plans or programs of work. (Answers may vary.)

Hang in there! C'mon you're doing great!

The next portion will be about grammar.

# Language in Focus



It is said that a verb is in the active voice if the subject is the doer of the action and the receiver of the action comes after the verb. On the other hand, a verb is in the passive voice if the subject is the receiver of the action and the emphasis is on the receiver.

## Activity 1

Study the sentences in box A and box B. Compare the entries. How do they differ?

<b>A</b>		
1.	They	planned an early meeting.
2.	They	prepared a schedule of activities.
3.	They	sent notices of meeting.

<b>B</b>		
1.	An early meeting	was planned.
2.	Schedule of activities	was prepared by them.
3.	Notices of meeting	were sent.

In your notebook, copy the tables below. Then complete them by using the words in the preceding tables.

<b>A</b>		
Subject	Verb	Object
1.		
2.		
3.		

<b>B</b>		
Subject	Verb	by phrase

## Self-check




Now check your answers using the key below.

A			B		
Subject	Verb	Object	Subject	Verb	by phrase
1. They	planned	an early meeting .	1. An early meeting	was planned	by them..
2. They	prepared	a schedule of activities.	2. A schedule of activities	was prepared	by them.
3. They	sent	notices of meeting	3. Notices of meeting	were sent.	


Did you notice that....

1. the subjects in box A are all doers of the action while in box B the subjects are receivers of the action.
2. the actions or the verbs are given importance in box B. They are expressed in verb phrase form.
3. the doers of the actions in box B come after the verb and they are introduced by the preposition *by*.
4. the verbs in box A are in the active voice while the verbs in box B are in the passive voice.

**Generalizations**

 Verb in the active voice –

- a. takes the doer of the action as subject.
- b. is followed by a receiver of the action or direct object (D.O.).

 Verb in the passive voice

- a. takes the receiver of the action or (D.O.) as subject.
- b. may or may not be followed by a *by* phrase (doer)
- c. is in verb phrase form
  - is/are + past participle form
  - was/were + past participle form
  - has/have/had + been + past participle form

Can you remember these rules on the use of the active and passive voices? Let's see how much you've learned.

### Activity 2

Change the sentences from the active voice to the passive voice.

1. She draws detailed plans. Detailed plans \_\_\_\_\_ by her.
2. He discovered a cure for her illness. A cure for her illness \_\_\_\_\_ by him.
3. It brings good luck. Good luck \_\_\_\_\_ by it.
4. The neighborhood planned a sportsfest. A sportsfest \_\_\_\_\_ by the neighborhood.
5. These activities consume much time. Much time \_\_\_\_\_ by their activities.

### Activity 3 Making Plans

Give brief responses to the following questions. Use the active voice of the verbs.

1. What would you do if you were given one million pesos?
2. Where will you go if you can travel?
3. Why should you draw your plans for the future?
4. From whom will you ask help if you have a problem?
5. How will you plan your life?

### Activity 4 From Active to Passive

Below are sentences explaining a simple process. Read them carefully and change each to passive construction.



**RECIPE**

- 1) *Blend all the ingredients in a cup of water.*
- 2) *Empty the contents of the canned ingredients over saucepan.*
- 3) *Rinse blender with remaining water.*
- 4) *Add it into a saucepan.*
- 5) *Simmer and serve immediately.*

## Self-check



### Activity 2

1. are drawn
2. was discovered
3. is brought
4. was planned
5. was consumed

### Activity 3

Here are sample answers to the questions.

1. I would share the amount to others.
2. I will go to Europe.
3. I can make my life successful.
4. I will ask help from God.
5. I will plan my life by studying well.

### Activity 4

1. The ingredients are blended in a cup of water
2. The contents of the canned ingredients are emptied over a saucepan.
3. The blender is rinsed with remaining water.
4. It is added into a saucepan.
5. It is simmered and served immediately.

It's worth the effort, isn't it? Do you feel great now? Now that your interest has been sparked, move on to the next activity.

## *Reading Adventure*

You have the right as well as the responsibility to assess the road which lies ahead of you and those which you have traveled on. If the future road appears to be threatening or uncompromising and the road back is uninviting, then you need to gather your resolve so that you can make changes in your plans. Pause and decide whether to pull up your roots. Then map up your new plan.

## Pre-reading

### Words Unlocked

Match the italicized word in column A with its meaning in Column B.

A	B
1. The girl was <i>horrified</i> last night.	a. prepared
2. We <i>concocted</i> a mixture of liquids.	b. understand clearly
3. Water <i>trickle</i> down your face.	c. shocked
4. You must <i>figure out</i> the problem.	d. increased
5. How can you <i>turn him down</i> ?	e. say no to something
6. Sales <i>mushroomed</i> for a week.	f. flow in drops

### Self-check




1. Shocked means the same as horrified.
2. Prepared is the same as concocted.
3. Flow in drops is the same as trickle.
4. Understand clearly is the same as figure out.
5. Say no to something is the same as turn down.
6. Increased means the same as mushroomed.

### While Reading

Read “No Mistake” by Jennifer Read Hawthorne and Marci Shimoff. While reading, write the answer to the following questions on your activity notebook.

1. What was Bette’s problem?
2. How did she feel about her problem?
3. What did she do to solve her problem?
4. Why didn’t Bette give up?
5. How did Bette make a success out of her “mistake out” to “Liquid Paper”?
6. What qualities of Bette enabled her to succeed?
7. What do you think is the purpose of the authors in writing Bette Nismith’s biography?





## NO MISTAKE

In 1951 Bette Nesmith worked in Dallas bank, where she was glad to have a secretarial job. She was twenty seven, divorced and the mother of a nine-year-old son. She was happy to be making \$ 300 a month, a respectable sum then.

But she had one problem – how to correct the errors she made on her electric typewriter. She had learned to type on manual typewriter, and was horrified at how many more mistakes she was making on the electric. It was a nightmare trying to correct all the mistakes with an eraser. She had to figure out a solution.

She had some art experience, and she knew artists who worked in oils just painted over errors. She made her plans carefully. Very cautiously, she started mapping out her plans. So, she concocted a fluid to paint over her typing errors, and she put it in empty bottle of fingernail polish.

For five years, Bette kept her new technique to herself. But finally, other secretaries noticed her little bottle and asked for some themselves. So, she made up some bottles for her friends and called it “Mistake Out.”

Her friends loved it and encouraged her to start selling the product. She approached various marketing agencies, including IBM, but they turned her down. However, secretaries continued to like her product, so Bette Nesmith’s kitchen became her first manufacturing facility, and she started selling it on her own. She didn’t quit her day job, but worked long into the nights and early morning mixing and packaging her product.

Orders began to trickle in, and she hired a college student to help the sales effort. It wasn’t easy for these two inexperienced salespeople. Dealers kept telling them that people just wouldn’t paint out their mistakes. Records show that from August 1959 to April 1960, the company’s total income was \$ 1,141, and its expenses were \$ 1,217.

But Bette didn’t give up. She went to a part-time secretarial job, managing to buy groceries and save \$ 200 to pay a chemist to develop a faster-drying formula.

The new formula helped. Bette began traveling throughout the country, selling her little white bottles wherever she could. She’d arrive in a town, get the local phone book, and call every local office supply dealer. She visited individual stores and would leave a dozen bottles. Orders mushroomed, and what had become known as Liquid Paper began to take off.

When Bette Nesmith sold her enterprise, the Liquid Paper Corporation, in 1979, the tiny white bottles were earning \$ 3.5 million annually on sales of \$ 38 million. The buyer was the Gillette Company, and the sale price was \$ 47.5 million.

Jennifer Read Hawthorne and Marci Shimoff  
Adapted from a story in Bits & Pieces

## Post Reading

See if your answers to the questions are the same as those below.

1. Bette's problem was how to correct the errors she made on her typewriters.
2. She was horrified at first.
3. She concocted a fluid to paint her errors and started selling the product although they turned down her product.
4. She got encouragement from secretaries who liked her product.
5. She was able to develop a new formula and left a dozen bottles in individual stores. Orders mushroomed, and she sold her enterprise to Liquid Paper Corporation in 1979.
6. She was diligent, strong-willed, and determined. She was a careful planner, too. (Answers may vary)
7. To inspire others to be like Bette Nesmith



### Activity 1. Advertising Flyer

Design an advertising flyer for Bette's Liquid Paper. Plan what you will include in your flyer to make it as interesting and appealing to customers as possible.









Here is an example:

<p>Are you constantly worried about typing errors?</p> <p>Erase your worries with Liquid Paper.</p>
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### Activity 2

From the list of objectives and interests below, pick one that you like best. Write the steps you will take to accomplish it. List them on the chart similar to this.

<p>Objective/Interest: _____</p> <p>Steps to Take:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>
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 travel around the world	 be morally upright
 read a lot of books	 face problems squarely
 practice golden rule	 work responsibly
 keep hope alive	 work with love

**Self-check**



*(Answers may vary.)*

### Activity 3 Working with A Model

Take a closer look at a simple process paragraph and read through it. Then answer the questions below the paragraph.

A. Sample Process Paragraph / How-to-do Paragraph

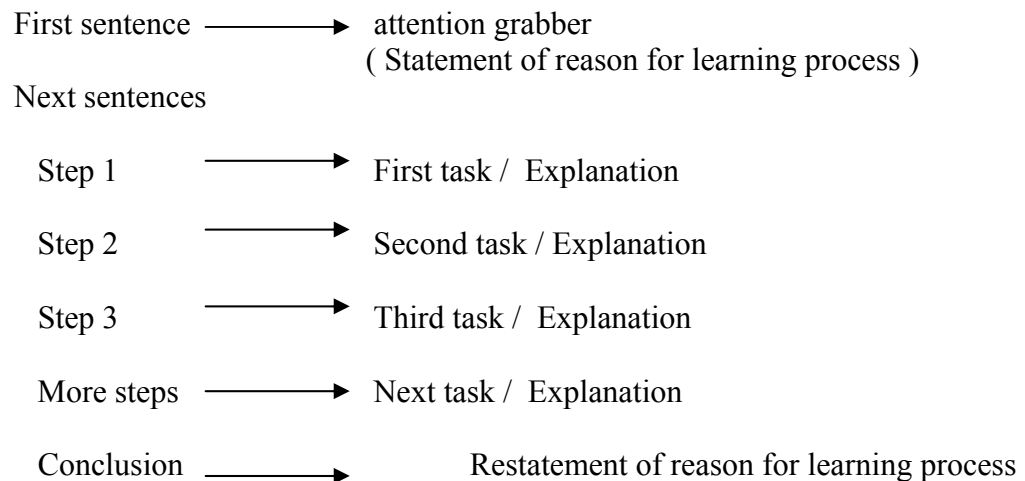
#### HOW I DO IT

When I make up my mind to do something good, I do my best to accomplish it. One thing that I like to do is doing something “nice” for others. I consider it my mission in life to make others happy. To inspire me more to do this, I do the following. First, I remember that doing good to others will make me a better person. Next, I imagine that I am in the place of the other person. I try to feel what he/she feels. Doing good to others is also my way of showing to God how grateful I am for all my blessings. Also, I try to share what I have especially with the needy. This gives me joy. After all, it’s better to give than to receive. Again, I regard this as a modest way of showing appreciation to Him who gave me life. This gift of life I will wholeheartedly give back to Him through service to others. However, I don’t forget to be good to myself. I take care of myself – my body as well as my mind. It is said that charity begins at home, but I also believe that it does not end there but should be extended to others. With these simple ways I can show my love for God and my fellowmen.

1. Does the first sentence grab your attention? Why?
2. Does it give the reason for learning the process?
3. Does it show how important it is for you to know the topic?
4. Are the steps clearly presented?
5. Do these steps clarify the process?
6. What transitional words are used? Why are they used?
7. Is the reason for learning the process restated clearly in the concluding part?

#### Activity 4

Imagine you are mapping out your plans on “How To Face Problems Squarely” or “How To Attain” (the objective or interest you chose in Activity 1.) It’s time to get down to the business of writing your plans. Tell how you will manage to achieve this objective and why it means a lot to you. Remember to explain each step and use transitional words like: *first, second, third, etc.* Use the framework below as guide.



#### Activity 5

Read your draft and check your work against the framework. Use the questions in Activity 3 as guide.

- \* Keep up the good work!  
Prepare well for the next part.  
It’s harvesting time once again!

# Posttest



## Reading

Read the excerpt from “Where Are You Going?” carefully. In your notebook, write the letter of the word or group of words that best completes each statement.

1) So here you are about to begin your life journey. 2) It’s true that your life began many years ago but because you were not able to plan for yourself, your parents took care of you. 3) They made your plans. 4) But now, you begin to feel the need to do things on your own and in your own way - making long range planning about your life to find out how to get where you want to go and to make decisions on how you’ll get there.

5) You know you can’t do it by yourself. 6) Like other people, you want and need help in making decisions and that’s where your parents and teachers come in at this point in your planning. 7) They can help you if you let them. 8) That’s the key to planning your own life at this stage. 9) They may be right for they speak from their experience.

1. The article is mainly about \_\_\_\_\_
  - a. what to do in planning your life
  - b. where to go in making plans
  - c. why your parents and teachers can help you plan your life
  - d. how your parents can help you make plans
  
2. The main idea is clearly expressed in sentence \_\_\_\_\_
  - a. 2
  - b. 6
  - c. 7
  - d. 8
  
3. The sentence that best supports the main idea is sentence \_\_\_\_\_
  - a. 3
  - b. 5
  - c. 6
  - d. 7
  
4. According to the article, since you were not able to plan years ago \_\_\_\_\_.
  - a. your friends took care of you
  - b. your parents took care of you
  - c. you did thing on your own
  - d. you speak from your experience
  
5. You feel the need to \_\_\_\_\_ on your own and by your own way.
  - a. make long range planning
  - b. make decisions for others
  - c. let your parents do the work.
  - d. let your teachers help you
  
6. The key to planning life at this stage is that \_\_\_\_\_.
  - a. your parents do the planning
  - b. your parents may be right
  - c. your parents can help you
  - d. your parents speak from experience
  
7. Most probably, the primary purpose of the writer is to \_\_\_\_\_.
  - a. express his feelings
  - b. give an advice
  - c. give a sermon
  - d. tell a story

# Vocabulary

In your notebook, copy the letter of the expression that means exactly as the italicized word.

- |                          |  |
|--------------------------|--|
| A. at the planning stage | D. destroy someone's plans             |
| B. get started           | E. suggest any idea that comes to mind |
| C. planning              |  |

1. What is it that *you are cooking up*?
2. We're *back to the drawing board again*.
3. It's really bad to *cook someone's goose*.
4. It's high time to *brainstorm now*.
5. Why don't we *start from scratch*?

## GRAMMAR

Write the correct verb form to complete each sentence below.

1. Mila accepts laundry from well-to-do-families. Laundry from well -to-do families \_\_\_\_ by Mila.
2. She encountered hardships. Hardships \_\_\_\_\_ by her.
3. Lucky examiners received awards. Awards \_\_\_\_\_ by lucky examiners.
4. Her teachers \_\_\_\_\_ Mila to be an outstanding student. Mila was nominated by her teachers to be an outstanding student.
5. The Interbank \_\_\_\_\_ Mila as the winner. Mila is announced the winner by the Interbank.

## Self-check



## Reading

1. c (Why your parents and teachers can help you plans your life.)
2. b (Sentence no. 6 expresses the main idea.)
3. d ( Sentence no. 7 helps support the main idea)
4. b ( your parents took care of you)
5. a ( make long range planning)
6. c ( your parents can help you)
7. b (give an advice)

## Vocabulary

1. c (inventing or planning)
2. a ( at the planning stage)
3. d ( destroy someone's plans)
4. e (suggest any idea that comes to mind)
5. b (get started)

## Grammar

1. is accepted
2. were encountered
3. were received
4. nominated
5. announces

How did you fare in the posttest? The perfect score is 17.

Perfect? That's excellent!

13 to 16? That's good!

10-12? It's okay but you could have done better.

Below 10? Reread the activities in the Module .

Wow! How time flies! Imagine! You're now done with your fourth module for the last quarter. It is hoped that this module has helped you become a good planner.




Keep up the good work!

It's worth the effort!

Congratulations

Before you put aside this module, spend some time reflecting on what you have learned from it. Use this format in your reflective journal. Check the column that best describes your feeling about the activities you did. For the last column, give your reason.

*What I think of the activities in this module*

<i>Things I Did</i>	<i>How I liked them</i>		
	 <i>(Very much)</i>	 <i>(Just fine)</i>	 <i>(Not so much because)</i>
<i>What I liked best</i>			



