

GRADE 12 LIFE ORIENTATION

FINAL EXAMINATION STUDY NOTES

TOPIC 1: DEVELOPMENT OF THE SELF IN SOCIETY

1. Stress

What is stress?

Stress is the physical, emotional or mental response of a person to demands, challenges or pressures.

Common causes of stress

- Schoolwork and examinations
- Financial problems
- Family problems
- Relationship problems
- Peer pressure
- Unemployment
- Social media
- Lack of sleep
- Major life changes
- Conflict

Signs and symptoms of stress

Physical:

- Headaches
- Tiredness
- Muscle tension
- Poor sleep
- Increased heartbeat

Emotional:

- Anxiety
- Irritability
- Anger
- Fear
- Feeling overwhelmed

Behavioural:

- Withdrawal from others
- Poor concentration
- Changes in eating habits
- Substance abuse
- Poor academic performance

Positive ways of managing stress

- Plan your time effectively.
- Exercise regularly.
- Get enough sleep.
- Eat a balanced diet.
- Talk to someone you trust.

- Set realistic goals.
- Take breaks while studying.
- Practise relaxation techniques.
- Seek professional assistance when necessary.

Exam tip

If asked:

"Suggest THREE strategies to manage stress."

Do not simply write:

Exercise.

Write:

Exercise regularly because physical activity can reduce tension and improve overall well-being.

The second answer **shows application**.

2. Conflict Resolution

What is conflict?

Conflict occurs when individuals or groups have **different opinions, interests, values or needs**.

Causes of conflict

- Poor communication
- Misunderstandings
- Different opinions
- Jealousy
- Competition
- Discrimination
- Cultural differences
- Lack of respect

Ways of resolving conflict

1. Identify the cause of the conflict.
2. Remain calm.
3. Listen to the other person's point of view.
4. Communicate respectfully.
5. Avoid blaming others.
6. Find common ground.
7. Negotiate a solution.
8. Compromise where appropriate.
9. Seek mediation if necessary.

Important distinction

Avoiding conflict does not necessarily solve the problem.

Conflict resolution involves dealing with the problem and finding an acceptable solution.

3. Relationships

Healthy relationships should include:

- Trust

- Respect
- Honesty
- Communication
- Support
- Understanding
- Responsibility
- Boundaries

Unhealthy relationships may involve:

- Controlling behaviour
- Manipulation
- Jealousy
- Abuse
- Disrespect
- Lack of communication
- Threats

Exam question

Explain TWO ways effective communication can improve relationships.

A good answer:

Effective communication allows people to express their feelings clearly and reduces misunderstandings. It also allows people to listen to each other's needs and resolve disagreements peacefully.

4. Human Factors That Cause Ill Health, Accidents, Crises and Disasters

Human behaviour can contribute to dangerous situations.

Examples include:

- Substance abuse
- Negligence
- Reckless driving
- Unsafe working practices
- Poor decision-making
- Lack of safety precautions
- Violence
- Environmental pollution
- Ignoring safety regulations

Prevention strategies

- Education
- Safety training
- Following rules and regulations
- Responsible decision-making
- Avoiding substance abuse
- Reporting dangerous situations
- Using protective equipment
- Community awareness programmes

TOPIC 2: PHYSICAL ACTIVITY AND HEALTH

5. Physical Activity

Physical activity is any bodily movement that uses energy.

Examples:

- Walking
- Running
- Swimming
- Cycling
- Sport
- Dancing
- Hiking

Benefits

Physical activity can:

- Improve fitness.
- Reduce stress.
- Improve concentration.
- Strengthen muscles and bones.
- Improve cardiovascular health.
- Help maintain a healthy body weight.
- Improve self-confidence.
- Promote social interaction.

6. Action Plan for Physical Activity

A good action plan should include:

Goal

What do you want to achieve?

Activities

What physical activities will you do?

Frequency

How often will you exercise?

Duration

How long will each session last?

Monitoring

How will you measure your progress?

Evaluation

Did you achieve your goal?

TOPIC 3: DEMOCRACY AND HUMAN RIGHTS

7. Responsible Citizenship

A responsible citizen:

- Obeys the law.
- Respects human rights.

- Respects other people.
- Participates in democratic processes.
- Votes when eligible.
- Protects public property.
- Pays taxes when required.
- Reports criminal activity.
- Protects the environment.
- Contributes to the community.

Remember:

Rights come with responsibilities.

For example:

You have the right to freedom of expression, but you also have a responsibility to respect the rights and dignity of others.

8. Human Rights

Important constitutional rights include:

- Equality
- Human dignity
- Life
- Freedom and security
- Privacy
- Freedom of religion
- Freedom of expression
- Access to education
- Access to health care
- Access to housing
- Access to food and water

Limitation of rights

Rights are **not unlimited**.

One person's rights should not be used to violate another person's rights.

9. Role of the Media in a Democracy

The media can:

- Inform citizens.
- Educate the public.
- Investigate government actions.
- Expose corruption.
- Provide different viewpoints.
- Hold leaders accountable.
- Encourage public debate.

Problems associated with media

- Fake news
- Misinformation
- Bias
- Propaganda
- Sensationalism
- Cyberbullying

- Invasion of privacy

How to identify reliable information

Ask:

1. Who created the information?
2. Is the source credible?
3. Is evidence provided?
4. Can the information be confirmed elsewhere?
5. Is the information current?
6. Does the headline exaggerate the story?

TOPIC 4: SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

10. Environmental Responsibility

Environmental problems include:

- Pollution
- Climate change
- Water shortages
- Deforestation
- Loss of biodiversity
- Waste
- Air pollution

What can individuals do?

- Reduce waste.
- Recycle.
- Save water.
- Save electricity.
- Avoid littering.
- Use public transport where possible.
- Plant trees.
- Participate in environmental projects.

11. Responsibilities of Government

National government

Deals with matters affecting the entire country, such as:

- National policy
- Defence
- Foreign affairs
- National economic policy

Provincial government

Deals with areas such as:

- Education
- Provincial health services
- Provincial roads
- Social development

Local government

Deals with:

- Water
- Electricity
- Refuse removal
- Local roads
- Sanitation
- Municipal services

Exam tip

A source may describe a problem and ask:

Which level of government should deal with this issue?

Read the situation carefully before answering.

TOPIC 5: CAREERS AND CAREER CHOICES

12. Career Choice

When choosing a career, consider:

- Interests
- Abilities
- Personality
- Skills
- Values
- Aptitudes
- Qualifications
- Subject choices
- Employment opportunities
- Financial considerations

Interest

What you **enjoy doing**.

Ability

What you are **capable of doing**.

Aptitude

Your **natural potential or capacity** to learn or perform a particular skill.

13. Career Planning

A career plan should include:

Self-assessment → Career research → Qualifications → Application → Experience → Career development

Important questions

- What career do I want?
- What subjects are required?
- What qualification do I need?
- Where can I study?
- What are the admission requirements?

- How much will it cost?
- Are there employment opportunities?

14. Higher Education

Before applying, learners should investigate:

- Admission requirements
- APS requirements
- Subject requirements
- Application deadlines
- Application fees
- Financial aid
- Accommodation
- Transport
- Registration requirements

Financial assistance

Possible sources include:

- Bursaries
- Scholarships
- NSFAS
- Student loans
- Institutional financial aid

TOPIC 6: THE WORLD OF WORK

15. Job Applications

A job application should be:

- Accurate
- Neat
- Honest
- Professional
- Complete

Never provide false information on a CV or application.

16. Curriculum Vitae — CV

A CV normally includes:

- Personal information
- Education
- Qualifications
- Skills
- Work experience
- Achievements
- References

Good CV principles

- Keep it organised.

- Use correct spelling.
- Be honest.
- Use professional language.
- Highlight relevant skills.
- Avoid unnecessary information.

17. Job Interview

Before the interview

- Research the organisation.
- Prepare possible answers.
- Dress appropriately.
- Arrive early.
- Bring required documents.

During the interview

- Maintain eye contact.
- Listen carefully.
- Speak clearly.
- Be respectful.
- Answer honestly.
- Demonstrate confidence.

18. Labour Relations Act — LRA

The **Labour Relations Act 66 of 1995** promotes fair labour practices and regulates relationships between employers, employees and trade unions.

Important areas include:

- Labour rights
- Unfair dismissal
- Dispute resolution
- Collective bargaining
- Trade union rights

Unfair dismissal

An employee may be unfairly dismissed if the dismissal does not follow a fair procedure or is not based on a fair reason.

19. Employment Equity Act — EEA

The Employment Equity Act promotes:

- Equal opportunities
- Fair treatment
- Elimination of unfair discrimination
- Employment equity
- Affirmative action for designated groups where applicable

20. Work Ethics

Work ethics are principles and values that guide behaviour in the workplace.

Examples:

- Honesty
- Reliability
- Punctuality
- Respect
- Responsibility
- Commitment
- Accountability
- Teamwork
- Professionalism

Why are work ethics important?

Good work ethics:

- Improve productivity.
- Build trust.
- Improve relationships.
- Create a positive workplace.
- Increase professionalism.

TOPIC 7: UNEMPLOYMENT

21. Causes of Unemployment

- Lack of skills
- Lack of qualifications
- Slow economic growth
- Lack of job opportunities
- Technological changes
- Economic recession
- Mismatch between skills and available jobs
- Lack of work experience

Effects of unemployment

Individual:

- Poverty
- Stress
- Loss of confidence

Family:

- Financial pressure
- Dependence on others

Society:

- Poverty
- Inequality
- Crime
- Social instability

22. Volunteering

Volunteering means freely giving your time, skills or services to help others or a community without expecting normal financial payment.

Benefits of volunteering

It can:

- Provide experience.
- Develop skills.
- Build a CV.
- Develop confidence.
- Create networks.
- Help communities.
- Improve employability.

Important exam connection

Volunteering → Experience → Skills → Better CV → Improved employability

TOPIC 8: ENTREPRENEURSHIP

23. Entrepreneurship

An entrepreneur identifies an opportunity and creates a business or activity to provide goods or services.

Entrepreneurial skills

- Creativity
- Innovation
- Risk-taking
- Problem-solving
- Communication
- Leadership
- Planning
- Financial management
- Decision-making

TOPIC 9: FRAUD AND CORRUPTION

24. Fraud

Fraud involves deliberately deceiving someone, usually for personal or financial gain.

Examples:

- Forging documents
- Financial scams
- Identity theft
- False claims

25. Corruption

Corruption occurs when someone abuses their position of power for personal or improper benefit.

Examples:

- Bribery
- Nepotism

- Embezzlement
- Abuse of public resources

Effects

Corruption can:

- Waste public money.
- Reduce trust in government.
- Increase inequality.
- Reduce service delivery.
- Damage economic development.

TOPIC 10: STUDY SKILLS

26. Effective Study Techniques

Learners should know how to:

Summarise

Reduce information to its **main points**.

Mind maps

Place the main topic in the centre and connect related ideas.

Tables

Organise information into categories.

Bullet points

Present important information clearly and briefly.

Active recall

Try to remember information **without looking at the notes**.

Past papers

Practise:

- Understanding questions
- Applying knowledge
- Managing time
- Identifying command words

VERY IMPORTANT: COMMAND WORDS

Grade 12 LO learners must understand what the question is asking.

Command word	What you must do
Identify	Give/name the answer
List	Give points without lengthy explanation
Define	Give the meaning
Describe	Give characteristics/details
Explain	Give meaning + reasons/details

Command word	What you must do
Discuss	Give a detailed explanation of different aspects
Analyse	Break information into parts and examine relationships
Evaluate	Give a judgement supported by evidence
Suggest	Provide a possible solution
Recommend	Give the best possible solution/advice
Justify	Give reasons to support your answer
Critically discuss	Give balanced arguments and reach a reasoned conclusion

★ SECTION C: HOW TO SCORE HIGH MARKS

This is particularly important because Section C is designed to test **application, problem-solving, decision-making and advice**, rather than simple memorisation. ([Department of Basic Education](#))

For a **15-mark question**, do not simply write definitions.

Use:

POINT → EXPLANATION → APPLICATION

For example:

Point: Learners should manage their time effectively.

Explanation: Good time management helps learners organise their schoolwork and reduces pressure.

Application: A Grade 12 learner could create a weekly study timetable that allocates specific periods to each subject and includes breaks.

That is much stronger than simply writing:

Time management reduces stress.

🔑 FINAL EXAM MEMORY MAP

Learners should be able to connect the topics:

STRESS

↓
Stress management
↓
Healthy lifestyle
↓
Physical activity

CAREER CHOICE

↓
Interests + abilities + aptitude
↓
Qualifications
↓
Job application
↓
CV + interview
↓
Employment

UNEMPLOYMENT

↓
Poverty
↓
Volunteering
↓
Skills + experience

↓
Employability

DEMOCRACY

↓
Human rights
↓
Responsible citizenship
↓
Role of media
↓
Informed citizens

WORKPLACE

↓
LRA + EEA
↓
Employee rights
↓
Fair labour practices
↓
Work ethics

SOCIAL RESPONSIBILITY

↓
Community participation
↓
Environmental responsibility
↓
Responsible citizens

One final study rule

For the final exam, learners should **not only memorise definitions**. They need to practise taking a concept and applying it to a **real-life scenario, case study, cartoon, quotation, graph or source**. This is especially important for Sections B and C. ([Department of Basic Education](#))

The DBE also confirms that Life Orientation is assessed through the final examination together with the compulsory **Practical Assessment Task (PAT)** as part of the final promotion assessment. ([Department of Basic Education](#))