higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE

(Second paper)
NQF LEVEL 2

(4101102)

8 November 2024 (X-paper)
09:00–11:00

This question paper consists of 7 pages and 4 addenda.

039Q2N2408

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 2
(Second paper)
TIME: 2 HOURS
MARKS: 60

INSTRUCTIONS AND INFORMATION

1. This question paper consists of THREE sections.

SECTION A:	LONG FUNCTIONAL WRITING	(30)
SECTION B:	SHORT FUNCTIONAL WRITING	(20)
SECTION C:	VISUAL	(10)

2. Answer only ONE question in each section. A total of THREE questions should be answered.

3. Read all the questions carefully.

4. Number the answers according to the numbering system used in this question paper.

5. Write your EXAMINATION NUMBER on each ADDENDUM on which you answer a question. Detach them from the question paper and hand them in with your ANSWER BOOK.

6. Approximate time to spend when answering the questions:
   - 60 minutes on SECTION A
   - 30 minutes on SECTION B
   - 30 minutes on SECTION C

7. Use only a black or blue pen.

8. Write neatly and legibly.

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SECTION A: LONG FUNCTIONAL WRITING

Answer only ONE of the two questions in SECTION A.

QUESTION 1: THE BLOG

BACKGROUND INFORMATION

The following article appeared online on www.healthline.com, a psychology website and it was published on 1 November 2023.

EVERYTHING YOU NEED TO KNOW ABOUT ADHD

People with ADHD may have trouble focusing their attention on a single task or sitting still for long periods of time.

Many people experience inattention and changes in energy levels. For a person with ADHD, this happens more often and to a greater extent compared with people who do not have the condition. It can have a significant effect on their studies, work, relationships and home life.

Both adults and children can have ADHD. It is a diagnosis the American Psychiatric Association (APA) recognises.

A wide range of behaviours is associated with ADHD. Some of the more common ones include:

- Having trouble focusing or concentrating on tasks
- Being forgetful about completing tasks
- Being easily distracted
- Having difficulty sitting still
- Interrupting people while they are talking

Someone who is having difficulty focusing might:

- Make frequent mistakes or miss details when studying or working
- Find it hard to maintain focus when listening, reading or holding a conversation
- Have trouble organising their daily tasks
- Lose items frequently
- Be easily distracted by small things happening around them

If you or your child has ADHD, you may have some or all of these symptoms. The symptoms you have will depend on the type of ADHD you have.

Executive dysfunction is a common symptom of ADHD and refers to difficulties in cognitive functions, such as paying attention, absorbing or remembering new information, ignoring distractions and regulating emotions and behaviour.

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You read the online article and, as a concerned student, you decide to write a blog to highlight this issue. The aim of the blog is to encourage awareness of the types and behaviours of ADHD. Remember that this blog is aimed at your peers, so you may use informal language but do NOT use slang. The length of the blog should be 120−150 words.

The following should be part of your blog:

Introduction (2 marks)

Body (11 marks)

- What do people with ADHD experience?
- The behaviour associated with ADHD
- The difficulties of focusing with ADHD, including cognitive functions, regulating emotions and behaviour
- Words of encouragement that those suffering with ADHD are not alone

Conclusion (2 marks)

Note the following:

1. Write a heading for your blog
2. Include your name and the date
3. Provide a few of your own ideas
4. Indicate the number of words used
5. Answer this question on ADDENDUM A. Write your EXAMINATION NUMBER in the space provided, detach it from the question paper and hand it in with the ANSWER BOOK.

Format	Content	Grammar/Style	Total
5	15	10	30

[30]

OR

QUESTION 2: LETTER OF ENQUIRY

You are the secretary of the SRC (Student Representative Council) of the Ivy Green College, and you have read the ADHD article in QUESTION 1. The members of the SRC are very interested in creating awareness about ADHD at the college and have chosen you to write a letter of enquiry to the campus manager, Mrs Wendy Walker.

The address of the campus manager is Ivy Green College, Dota Avenue, Polokwane, 7350.

The following should be part of your letter:

INTRODUCTION (3 marks)

- Introduce yourself and state your position in the SRC and why you are writing this letter.

BODY (9 marks)
- Mention the lack of awareness regarding ADHD among students
- Explain what *executive dysfunction* is
- Mention the signs from the online article, that could be used to help understand the difficulties that students with ADHD might have in focusing
- Ask if the college would host a campaign to raise awareness
- Kindly request a meeting with Mrs Wendy Walker
- Ask what else the students can do to help
- Explain the importance of the enquiry

CONCLUSION (2 marks)
- End your letter appropriately
- Indicate the number of words you have used

Note the following:
1. Write the letter in your ANSWER BOOK.
2. Refer to ADDENDUM B as a guide to write the letter.
3. The length of the letter should be 120-150 words.

Format	Content	Grammar/Style	Total
6	14	10	30

[30]

TOTAL SECTION A: 30

SECTION B: SHORT FUNCTIONAL WRITING

Answer only ONE of the two questions in SECTION B.

QUESTION 3: E-MAIL

Mrs Wendy Walker, who is the campus manager, agreed to the awareness campaign for students and staff that have ADHD. She also approved a donation of R10 000,00 towards the campaign and requested that you as the SRC secretary write an e-mail to invite the psychologist, Dr Ilze Biggs to be the guest speaker at the ADHD awareness campaign at the college. Dr Biggs runs her own practice and has experience in assisting people with ADHD. Her e-mail address is ibiggs@pepsychologist.co.za

Include the following information in the email:
- A subject heading in capital letters
- Introduce yourself, body and conclusion
- Mention that you have read an online article on ADHD
- Reason for the campaign
- Date and time
- Kindly enquire about a sponsorship of information booklets and T-shirts
- Kindly request a response to your invitation by the end of the following week
- End your email appropriately
- Indicate the number of words used

Note the following:
1. Answer this question on ADDENDUM C. Write your EXAMINATION NUMBER in the space provided and hand it in with the ANSWER BOOK.
2. Your e-mail should be between 80 and 100 words.

Format	Content	Grammar/Style	Total
6	10	4	20

[20]

OR

QUESTION 4: DESCRIPTIVE REPORT

As the secretary of the SRC and organiser of the ADHD awareness campaign that was recently held at your campus, your campus manager, Mrs Wendy Walker, requested that you compile a report.

Use the information below to complete the report:

The Ivy Green College hosted an ADHD awareness campaign on 21 June 2024 starting at 09:00. The reason for the campaign was to educate staff and students about ADHD. Dr Ilze Biggs, a psychologist, was the guest speaker. She gave valuable information to students and staff who were assembled in the college hall.

ADHD booklets and flyers were handed out to students and staff. Dr Biggs and Mrs Walker created a competition for the students in which they had to design a poster that would be used in the future to create awareness about ADHD.

After a short lunch break, students were given goodie bags that had information and T-shirts on ADHD and how to support people with ADHD. The campaign was a success and everyone enjoyed it and learned from it.

Note the following:
1. Answer this question on ADDENDUM D. Write your EXAMINATION NUMBER in the space provided and hand it in with the ANSWER BOOK.
2. Your report should be between 80 and 100 words.

Content	Grammar/Style	Total
16	**4**	**20**

[20]

TOTAL SECTION B: 20

SECTION C: VISUAL

Answer only ONE of the two questions in SECTION C.

QUESTION 5: MIND MAP

Read the passage below and create a mind map to summarise it.

If you are an adult living with ADHD, you may find the following advice useful. When you find it hard to stay organised, you can make lists, keep diaries, stick up reminders and set aside some time to plan what you need to do. Allow yourself to let off steam by exercising regularly and find ways to help you relax, such as listening to music or learning breathing exercises to relieve stress. Speak to your employer about your condition and discuss what can be done to help you to improve your work. If you are at college or university, find out what adjustments can be made to support you, such as extra time to complete exams.

Note the following:

- Own heading
- Have a central idea
- 4 facts
- Use your own words
- Use at least half a page
- It should be neat and eye-catching

Format	Content	Grammar/Style	Total
2	5	3	10

[10]

OR

QUESTION 6: POSTER

Use the information provided in QUESTION 4 to design a poster for an ADHD awareness campaign.

CHECK LIST FOR THE POSTER:

1. Heading
2. Catchy phrase
3. Reason for the campaign
4. Date, Time, Venue
5. Guest speaker
6. Competition and prizes
7. Contact person and cellphone number
8. AIDA PRINCIPLE
    - Did you attract ATTENTION?
    - Did you create an INTEREST?
    - Did you create a DESIRE?
    - How can the reader take ACTION?

Format	Content	Grammar/Style	Total
2	5	3	10

[10]

TOTAL SECTION C: 10
GRAND TOTAL: 60

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EXAMINATION NUMBER: | | | | | | | | | | | | | |

ADDENDUM A: THE BLOG

Custom Header

Search Bar | Social Sharing: Facebook & Twitter

Archives

Tags

ADDENDUM B: LETTER OF ENQUIRY

DO NOT HAND IN. THIS IS ONLY A GUIDE TO ASSIST YOU IN WRITING YOUR LETTER.

COMPANY NAME IN CAPS
Address of Sender
TOWN / CITY IN CAPITAL LETTERS
Postal code

Contact details
Tel:
E-mail:
Date (on left or right)

Address of Receiver
Town/City in Capital Letters
Postal code
- LEAVE LINE OPEN X -
Salutation
- LEAVE LINE OPEN X -
HEADING IN CAPITAL LETTERS
- LEAVE LINE OPEN X -
INTRODUCTION
- LEAVE LINE OPEN X -
BODY
- LEAVE LINE OPEN X -
CONCLUSION
- LEAVE LINE OPEN X -

Yours sincerely
Signature
FULL NAME IN CAPS / INITIAL AND SURNAME IN CAPS
DESIGNATION / YOUR POSITION IN CAPITAL LETTERS

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EXAMINATION NUMBER: | | | | | | | | | | | | | |

ADDENDUM C: E-MAIL INVITATION

File Edit View Insert Format Tools Table Window Help
[SEND]
To…
Cc…
Subject…

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EXAMINATION NUMBER: | | | | | | | | | | | | | |

ADDENDUM D: DESCRIPTIVE REPORT

REPORT ON ADHD AWARENESS CAMPAIGN	
Date of event:	
Time:	
Venue:	
Purpose of event:	
Description of event:	
Conclusion:	
Compiler of report:	
Designation/Job title:	

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