higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE

NQF LEVEL 4

(Second paper)

(4101124)

8 November 2024 (X-paper)
09:00–12:00

This question paper consists of 6 pages and 1 addendum.

041Q2N2408

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ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 4
(Second paper)
TIME: 3 HOURS
MARKS: 120

INSTRUCTIONS AND INFORMATION

1. This paper consists of TWO sections:

   SECTION A: Shorter, intermediate and functional texts: 50 marks
   SECTION B: Longer functional and reflective writing: 70 marks

2. Answer BOTH questions in SECTION A. In SECTION B, QUESTION 3, choose ONE topic, and in QUESTION 4 choose ONE topic.

3. Read all the questions carefully.

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

5. Start each section on a new page.

6. Use only a black or blue pen.

7. Write neatly and legibly.

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SECTION A: SHORTER, INTERMEDIATE AND FUNCTIONAL TEXTS

QUESTION 1: BUSINESS PROPOSAL

Your campus is located in a rural area. Many students walk long distances to campus and due to financial issues are forced to eat unhealthy snacks for lunch. These cheap food items are bought from vendors. As a result, there is a huge health crisis on your campus. As an entrepreneur, you feel that it is critical to provide wholesome and healthy food to the students for lunch. You intend to create an on-site café. You plan to start the project immediately and run it for one year to see whether it makes a difference. Thereafter, if all goes well, it will be extended.

Write a business proposal to the Department of Higher Education outlining your plans and requesting funding for the project. Your proposal should be approximately 120 – 180 words.

Keep the following guidelines in mind:

- TITLE: Provide an appropriate title (1)
- INTRODUCTION: Introduce yourself and your business (2 points) (2)
- KEY ISSUES: Describe your plans and its benefits (5 points) (5)
- COSTING: Indicate costing for the whole project (2)
- IMPLEMENTATION PLAN: Provide a time schedule that will describe what will happen from the beginning to the end of the project (2 points) (2)
- DETAILS OF PROPOSER: Emphasise your experience, competence and trustworthiness as well as testimonials from previous clients (3 points) (3)
- CONCLUSION: End with an appropriate goodwill statement (2 points) (2)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
17	10	3	**30**

[30]

QUESTION 2: JOB ADVERTISEMENT

Design a job advertisement for your café for the position of general assistant. The advertisement will be published in the local newspaper. Request potential candidates who have general skills such as computer literacy, accounting, training and business experience to submit their applications to HR@alphacollege.com by 31 January 2025. The length should be 120 – 180 words.

Keep the following guidelines in mind for your content:

- Provide the name of your company (1)
- Provide the job title/position (1)
- Provide a job description (3 points) (3)
- Indicate the job type (permanent/temporary/contract) (1)
- State the requirements (4 points) (4)
- Indicate the benefits and salary (2 points) (2)
- Provide the contact details (1)

Format:

- Layout/style/technique (2)
- Use of font (1)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
13	4	3	**20**

[20]

TOTAL SECTION A: 50

SECTION B: LONGER FUNCTIONAL AND REFLECTIVE WRITING

QUESTION 3: LETTER TO THE PRESS

Read the following topics carefully and write a letter to your local newspaper on **ONE** of the following topics:

3.1 The challenges with water supply in your municipality

3.2 The lack of recreation facilities (such as swimming pools, sport grounds, etc.) in your area

3.3 The impact of unemployment

Address your letter to: The Editor, Watch Times, Private bag 66, Watchers, 0000

Your letter should be approximately 250-350 words.

Keep the following guidelines in mind:

- The format for writing a letter to the press is attached as an ADDENDUM
- Provide an appropriate subject line
- Provide a suitable introduction (3 points on your reasons for writing this letter.) (3)
- The body of your letter should provide details of your point of view supported by facts where possible. Use persuasive language, rhetorical questions, express yourself strongly, be polite. (At least 4 strong points.) (8)
- Conclude on a strong, positive note (3 points.) (3)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
14	10	6	**30**

[30]

QUESTION 4: CRITICAL WRITING: A BOOK REVIEW

You have read a book that you enjoyed so much that you wish to share it with your peers. Write a book review of 250 – 350 words on it. Write in paragraphs.

Use the following sub-headings and note the mark allocation so that you are able to write for the mark scheme.

- Title of the book (1)
- Author (1)
- Publisher (1)
- Genre (1)
- Setting (2 points) (2)
- Characters (3 points for 3 different characters) (3)
- Theme (3 points) (3)
- Plot (10 points) (10)
- Conclusion/recommendation: support your view point (3 points) (3)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	10	5	**40**

[40]

TOTAL SECTION B: 70
GRAND TOTAL: 120

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ADDENDUM: QUESTION 3: LETTER TO THE PRESS

Do NOT hand in this addendum with your ANSWER BOOK.

Sender's address
TOWN/CITY IN CAPITALS
Postal code

Date (on left or right)

Editor’s address
TOWN/CITY IN CAPITALS
Postal code

Salutation

SUBJECT LINE IN CAPITALS

Introduction

Body

Conclusion

Yours faithfully

Signature

FULL NAME WRITTEN IN CAPITALS

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