higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N4
(First paper)

11 November 2022

This marking guideline consists of 6 pages.

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QUESTION 1: PRECIS

Any acceptable title X

- Bamboo trees are found in the far east of China.
- The tree takes five years to sprout from the ground.
- The tree can grow to 90 feet in height in five weeks.
- Human life is compared to the growth of the bamboo.
- When you work on your dreams you should be persistent/patient.
- After waiting you may be surprised with the success of your dreams.
- All you need for success is faith.
- It may take long but it will be fruitful one day.
- Unfortunately people do not realise the importance of not giving up.
- Henry Ford failed five times and became successful at the end.
- It took seven years for Richard Hooker to be successful.
- Legendary jockey Eddie Arcaro is also one example of a bamboo grower.

120 words X
Bullets X

CONTENT	LANGUAGE	FORMAT
12	5	3

[20]

QUESTION 2: LETTER OF INVITATION

DIKOPE CONSULTING AGENCY X

Private Bag X1245
Stayloop
1249 X

Tel: 021 978 4593 X
Email: dicopeca@gmail.com X

20 January 2023 X

Henry Ford Motor Company
PO Box 1972
Myngenoegen X
8234
Hford@yahoo.com X

Dear Mr Henry Ford X

INVITATION AS A GUEST SPEAKER X

Par 1.
Line of a good will.√
Acknowledge his persistence and hard work/success.√
Invitation to be a guest speaker.√
The purpose is to share his success story/motivation.√

Par 2.
Indicate that there is a need for young small-business owners to get information.√
The workshop will be held on 12 February 2023√ at Park Lodge√ Muizenberg, Western Cape.√ 300 young people will attend the workshop.√

Par 3.
Let us know your availability√ before the end of the week.√

Line of a good will.√

Yours sincerely X

Signature X
Initial and surname X
Human resource manager XX

CONTENT	LANGUAGE	FORMAT
12	6	7 ½ for any X

[25]

QUESTION 3: NOTICE AND AGENDA

FORD MOTOR COMPANY X

NOTICE OF A MEETING X

To: Lekwa Municipalities X
From: Public relation officer X
Date: Any date at least one month before the event X
Tel: Any 10 digits X

SUBJECT: YOUTH MEETING ON SMALL-BUSINESS DEVELOPMENT X

Please take note that there will be a workshop√ for the youth at Keitumetse Relaxing Resort√ from 15 to 16 June 2023 starting from 08:30 to 16:00 each day.√ You are reminded to send this notice to all municipalities operating under Lekwa.√

During day 1 the youth will be discussing issues around starting their own businesses and day 2 will be for different activities.√

The name X
PRO X

AGENDA

1. Attendance register√
2. Apologies√
3. Opening and welcome√
4. Minutes of the previous meeting√
5. Matter arising
   5.1 Starting your own business√
6. New business
   6.1 How to draw up business plan – Henry Ford√
   6.2 Where to get funds/capital – Eddie Arcaro√
   6.3 The pupil that you should connect with – Caster Semenya√
7. General√
8. Closure√

CONTENT	LANGUAGE	FORMAT
10	4	6

[20]

QUESTION 4: **INVESTIGATION REPORT**

KULA MOTOR COMPANY XX

REPORT ON THE ABSETEEISM OF EMPLOYEES X

TERMS OF REFERENCE: X
The CEO, Mr Maponya,✓ gave instruction✓ on 7 February 2023✓ that the absenteeism of the employees at Kula Motors should be investigated. The purpose is to determine the reason behind the absenteeism of employees on Mondays and Fridays.✓ The report should be completed by 12 February 2023.✓

PROCEDURE: X
- Questionnaires were issued to every employee.
- Interviews were conducted on 8 and 9 February.
- The HR was also interviewed. (Any THREE)

FINDINGS: X
- Workers not satisfied with working conditions
- Unfair treatment
- No compensation or incentives for workers who go the extra mile
- Young workers who are not committed to their work (Any FOUR)

CONCLUSION: X
The company has recently hired 50% of young people and some do not have the responsibility or are just not committed to their work. (Any TWO)

RECOMMENDATIONS: X
It should be the solutions related to the findings.

Compiled by
Signature: X
Surname and initials: Student's name X
Designation: Production manager X
Date: 7 February 2023 X

CONTENT	LANGUAGE	FORMAT
8	6	6 ½ for each X

[20]

QUESTION 5: **DISPLAY JOB ADVERT**

Format

- Border X
- Letterhead X
- Interesting font type X
- Full sentence used X

Content

- Title of the vacancy√
- Any three relevant requirements (including SiSwati)√√√
- Stipend of R5 800,00 or length√
- Closing date√
- Email address or postal address√

Recipient of the applications√

CONTENT	LANGUAGE	FORMAT
8	3	4

[15]

TOTAL: 100

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