higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

MANAGEMENT COMMUNICATION N4

(First paper)

(5140364)

8 November 2022 (X-paper)
09:00–12:00

OPEN BOOK EXAMINATION

TWO dictionaries and TWO additional reference works are allowed.
No electronic dictionaries may be used.

This question paper consists of 4 pages and 2 addenda.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
MANAGEMENT COMMUNICATION N4
(First paper)
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Complete ADDENDUM B (attached), fill in your EXAMINATION NUMBER, detach it and hand it in together with the ANSWER BOOK.
5. Start each section on a new page.
6. Use only a blue or black pen.
7. Write neatly and legibly.

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BACKGROUND INFORMATION

Imagine that you are Thabo Tekana, the Student Support Manager at Maluti TVET College in Bethlehem. Your address is PO Box 243, Bethlehem, 5578. Your telephone and fax numbers are 058 319 4400 and 058 319 4401 respectively. Your responsibilities include organising events that empower students. Your team consists of peer educators, a student counsellor, and members of the SRC.

QUESTION 1: PRÉCIS

Read the article 'A NEW SOUTH AFRICAN MOVEMENT IS FIGHTING TO CHANGE PERSPECTIVES' on ADDENDUM A (attached) and write a précis of 100 words in the form of a paragraph. Give a different heading from the one provided and write the number of words at the end of the paragraph.

CONTENT	COHERENCE	LANGUAGE	WORDS	HEADING	TOTAL
10	4	4	1	1	20

[20]

QUESTION 2: LETTER OF INVITATION

In support of the national #NotInMyName campaign, you decide to organise a seminar for all the male students at the campus. The event is expected to be one of a kind in Dihlabeng Municipality and the executive mayor has pledged to donate funds for the successful execution of the seminar.

Write a letter of invitation to the national spokesperson of the #NotInMyName campaign, Mr Thabo Modiselle, inviting him to be a guest speaker at the event which is scheduled to take place on 14 May 2022 at the college auditorium. You expect him to address students on the topic 'The importance of opening up' for 15 minutes and another 15 minutes will be used for questions. Provide any relevant information.

CONTENT	LANGUAGE	FORMAT	TOTAL
10	5	5	20

[20]

QUESTION 3: TELEPHONE MESSAGE

On 3 May 2022, while you were in a meeting with the campus manager, the secretary to the executive mayor, Ms Dineo Nteo, phoned. She wanted to inform you that the mayor would like to publish an article after the event was held, in the local newspaper, *The Maluti Times*. She would like to have an answer as to whether the college agrees to it or not, by 6 May 2022 so that the editorial team can attend to it. For more information, you can contact her on 058 391 1606.

Write the telephone message that Rosina received, on ADDENDUM B (attached).

CONTENT	LANGUAGE	FORMAT	TOTAL
7	3	5	15

[15]

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QUESTION 4: NOTICE FOR THE NOTICE BOARD

You wish to encourage male students to be part of the movement against gender-based violence. Design a notice that will appear on the notice boards in the college. State that all male students are invited to participate in the #NotInMyName drive against gender-based violence (GBV).

State THREE examples of gender-based violence. Also highlight THREE negative effects of GBV. Encourage victims of GBV to speak out against GBV.

Use the AIDA principle to draw up the notice.

CONTENT	LANGUAGE	FORMAT	TOTAL
8	3	4	15

[15]

QUESTION 5: FEEDBACK REPORT

Following the successful #NotInMyName campaign, the college council asked you to write a detailed feedback report on the event.

Write the feedback report in a formal format.

Use the following subheadings in writing the report.

- Background
- Purpose of the report
- Discussion:
  - Speakers (including the guest speaker)
  - Venue
  - Prizes
  - Media coverage

NOTE: Mention any TWO possible problems you encountered while dealing with any TWO of these discussion points.

- Conclusion
- Recommendations

Compiled by:
NAME
POSITION

ADDRESS
Tel No:
Fax No:
Date:

CONTENT	LANGUAGE	FORMAT	TOTAL
20	5	5	30

[30]

TOTAL: 100

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ADDENDUM A

A NEW SOUTH AFRICAN MOVEMENT IS FIGHTING TO CHANGE PERSPECTIVES

The alarming rate at which South African women and children are killed and abused has motivated a group of men from Mamelodi, east of Pretoria, to stand up and fight against femicide and gender-based violence (GBV). The year-old movement, #NotInMyName was formed by activists Siyabulela Jentile and Themba Masango.

Speaking at a march held in Pretoria last year, Jentile said that men were responsible for the deaths of women. 'It is us men who are killing and abusing women,' he said. In South Africa, femicide and rape, targeting women and girls, are a serious problem.

According to Africa Check, a non-profit organisation that aims to improve news gathering, the police recorded 39 828 rapes in 2016–2017. This number increased to 40 035 rapes in 2017-2018 – an average of 110 rapes every day.

But the non-profit organisation cited the Institute for Security Studies, in warning that 'rape statistics recorded by the police cannot be taken as an accurate measure of either the extent or trend of this crime.'

Meanwhile, South Africa's femicide rate is higher than the global average and Africa Check has verified that the rate has also been increasing over the past five years. 'The South African Police Service (SAPS) records the number of women murdered in the country,' it said. 'When this data is compared with population estimates, a murder rate can be calculated.'

Africa Check said a recent report by SAPS focusing on crimes against women showed that in the 2017-2018 financial year, 15 out of every 100 000 women had been murdered. 'This is the highest rate in the past 5 years and represents a 16% increase over the period,' the organisation said.

It is for these reasons, among many others, that Jentile is calling on men to change their abusive behaviour towards women. 'We will become better for you; our sons will become better men,' he said. 'We apologise for abusing you. We failed you.'

He told Global Citizen that, as a civil rights movement, the focus of #NotInMyName is to empower South Africans to understand and use the powers they possess through the constitution. 'Our campaign is not just about women and gender-based violence (GBV), but these are a major focus for the first phase of our work,' he said. 'Highlighting this issue will drive a broad process of reflection and discussion about the quality of life in South Africa and to look beyond GBV and focus on issues of socio-economic and social injustice.'

#NotInMyName also works with communities to hold both the local and national government accountable for their actions or inactiveness. 'We are consolidating our position within civil society, enabling civil society organisations to take on key issues relating to leadership and governance,' Jentile said. He said the movement's leadership is a loose network of activists led by a strong steering committee.

[Source: *Adapted from Global Citizen*]

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ADDENDUM B **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 3: TELEPHONE MESSAGE

NOTE: Complete ADDENDUM B, fill in your EXAMINATION NUMBER, detach it and hand it in together with the ANSWER BOOK.

MALUTI TVET COLLEGE **TELEPHONE MESSAGE**	
TO:	
FROM:	
FIRM:	
PHONE:	
TIME:	
DATE:	
MESSAGE	

[15]

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