higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

# NATIONAL CERTIFICATE (VOCATIONAL)

## ENGLISH FIRST ADDITIONAL LANGUAGE

(Second paper)

**NQF LEVEL 4**

(4101124)

**3 November 2022 (X-paper)**
**09:00–12:00**

**This question paper consists of 5 pages and an addendum.**

033Q2N2203

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**TIME: 3 HOURS**
**MARKS: 120**

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## 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 ALL the questions. In 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 a blue pen.

7. Write neatly and legibly.

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## SECTION A: SHORTER, INTERMEDIATE AND FUNCTIONAL TEXTS

### QUESTION 1: BUSINESS PROPOSAL

As a caring community member, you feel concerned about the increasing numbers of people involved in drug and substance abuse in your community. It is your intention to set up a rehabilitation centre for the treatment of people with alcohol and/or drug addiction.

Write a business proposal to the mayor outlining your plans for the centre and requesting funding for the project. Your proposal should be approximately 120 to 180 words in length.

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: Indicate the benefits for the community. End on a persuasive note.
- (2 points) (2)

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 17 | 10 | 3 | 30 |

**[30]**

### QUESTION 2: JOB ADVERTISEMENT

Design a job advertisement for the position of General Manager of your rehabilitation centre. This advertisement will be published in the local newspaper. Request potential candidates to submit their applications to goodhope@gmail.com by 5 January 2023.

Keep the following guidelines in mind:

- Provide the name of your company (1)
- Provide the job title/position (1)
- Provide a detailed 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)

Your advertisement should be approximately 120 to 180 words in length.

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 13 | 4 | 3 | 20 |

**[20]**

**TOTAL SECTION A: 50**

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## 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 topics.

3.1 The impact of social media on the minds of young people.

3.2 The effects of the Covid 19 pandemic on South African society.

3.3 Fast foods are becoming a dangerous trend in our society.

Address your letter to: The Editor: Beulah Times, Private Bag 21, GOOD HOPE, 0123

Your letter should be between 250 and 350 words in length.

- The format for writing a letter to the press is on the ADDENDUM (attached).
- 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, strong arguments but be polite. (At least 4 different strong points) (8)
- Conclude on a strong, positive note. (3 points) (3)

If you use a pseudonym, include your real name as well.

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 14 | 10 | 6 | 30 |

**[30]**

## QUESTION 4: ARGUMENTATIVE WRITING

Write an argumentative essay of approximately 250 – 350 words in which you present your point of view on **ONE** of the following topics. Argue your view point and provide evidence to support your point of view.

4.1 Obesity is not a disease. It can be controlled. Do you agree?

4.2 Young people today are selfish.

4.3 Covid 19 vaccines should be compulsory in South Africa.

Include the following in your essay:

- Introduction: at least 2 strong points (2)
- Body: Provide arguments to support your point of view. Write in as many paragraphs as you need to. Provide supporting details. (At least 10 good, different points) (20)
- Conclusion: Sum up your argument and reinforce your view point. (At least 3 strong points) (3)
- Be sure to write in an argumentative style. Use rhetorical questions. Convince the reader to see things from your point of view.

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 25 | 12 | 3 | 40 |

**[40]**

**TOTAL SECTION B: 70**
**GRAND TOTAL: 120**

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**ADDENDUM**

**QUESTION 3: LETTER TO THE PRESS**

Sender's address
TOWN/CITY IN CAPITALS
Postal code

Date (on the 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 IN CAPITALS

**Do NOT hand in this addendum in with your ANSWER BOOK.**

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