higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 2
(Second paper)

(4101102)

14 November 2023 (X-paper)
09:00–11:00

This question paper consists of 8 pages and 4 addenda.

039Q2N2314

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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
   SECTION B: SHORT FUNCTIONAL WRITING
   SECTION C: VISUAL TEXT

2. Answer only ONE question in each section.

3. Read all the questions carefully.

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

5. Hand in the completed ADDENDA with the ANSWER BOOK.

6. Use only a black or blue pen.

7. Write neatly and legibly.

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BACKGROUND INFORMATION:

The article below is about GLAUCOMA and is adapted from the National Eye Institute's website.

GLAUCOMA

What is glaucoma?
Glaucoma is a group of eye diseases that can cause vision loss and blindness by damaging a nerve in the back of your eye called the optic nerve. The symptoms may start so slowly that you may not notice them. The only way to find out if you have glaucoma is to get a comprehensive dilated eye exam. There's no cure for glaucoma, but early treatment can often stop the damage and protect your vision.

What are the types of glaucoma?
There are many different types of glaucoma, but the most common type in the United States is called open-angle glaucoma – that's what most people mean when they talk about glaucoma. Other types are less common, like angle-closure glaucoma and congenital glaucoma.

What causes glaucoma?
Scientists aren't sure what causes the most common type of glaucoma, but many people with glaucoma have eye pressure – and treatments that lower eye pressure help to slow the disease.

[Source: adapted from: *www.nei.nih.gov*]

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SECTION A: LONG FUNCTIONAL WRITING

Answer only ONE question in SECTION A. Choose either QUESTION 1 or QUESTION 2.

QUESTION 1: BLOG

Use ADDENDUM A (attached) to answer QUESTION 1 and submit it with the ANSWER BOOK.

You found the article about glaucoma informative and felt it necessary to share it with others.

Write a blog wherein you share the information you found from the article. You may use informal language but do not use slang in your blog. Your blog should be 120−150 words long.

Guideline on what to include in your blog:

- An appropriate and/or relevant introduction (2 marks)
- Body (11 marks):
  - What is glaucoma?
  - Types of glaucoma.
  - Causes of glaucoma.
- An appropriate conclusion (2 marks)

NOTE:
- Include the author's name/pseudonym.
- Provide a suitable heading.
- Write the date (in full).
- You may add your relevant opinion/s and use your own words as much as possible.
- Indicate the number of words used.

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
15	10	5	30

[30]

OR

QUESTION 2: LETTER OF ENQUIRY

The article made you realise that there is a need for eye education in your college community. You approached campus management with the idea of hosting an eyecare education event at your campus and they (management) agreed. Write a letter of enquiry to your campus manager, Ms. T Cele, asking about the progress of the planning (venue, date, time, catering for guest speakers, entertainment, P.A system), inclusion of students in the planning committee, and if they have secured an eye specialist from the National Eye Institute of South Africa for presentation.

Her address is:
Ms. Thandi Cele
Merit Campus
PO Box 123
Marikana
3173

ADDENDUM B (attached) should be used as a guide to write your letter. The letter should be written in the ANSWER BOOK, and it should be between 120 and 150 words long. Indicate the number of words used at the end of your letter.

Your letter must have:

1. INTRODUCTION (at least 3 points)
   - Indicate who you are, NC(V) programme and level of study.
   - Mention your request to host an eyecare event at the campus.
   - Say what you would like to know/the reason you wrote the letter.

2. BODY (any 8 relevant points), ask about:
   - The composition of the planning committee.
   - The date of the event being set.
   - Catering.
   - Guest speaker/s (eye specialist).

3. CONCLUSION (at least 3 points)
   - Recommend the services of an events planner.
   - Suggest possible sponsors/partners.
   - Politely request a speedy response.

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

[30]

TOTAL SECTION A: 30

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SECTION B: SHORT FUNCTIONAL WRITING

Answer only ONE question in SECTION B. Choose either QUESTION 3 or QUESTION 4.

QUESTION 3: E-MAIL

Answer QUESTION 3 on ADDENDUM C (attached)

You are part of the planning committee and therefore tasked with communicating with the would-be guest speakers at the event. Write an e-mail to Dr. Tshegofatso Montoedi from the National Eye Institute of South Africa and request that she come to share her wisdom with you (students) about eye care. Ask her to confirm her availability before next week Friday 12 May 2023.

The email must be 80–100 words long. Indicate the number of words used at the end of your email (in brackets).

The email address of Dr. Montoedi is dr.tsm@nei.gov.za.

Include the following information in your e-mail:

- Introduce yourself as a student and a member of the planning committee at Merit Campus.
- Tell her about the glaucoma article that you read on the NEI website.
- Inform her about the need for her presence at this event.
- Provide details such as the date, venue, and time of the event.
- Request that she respond on or before a specific date.
- End with a goodwill statement.

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
10	4	6	20

[20]

OR

QUESTION 4: ACCIDENT REPORT

Answer QUESTION 4 on ADDENDUM D (attached) and hand in with the ANSWER BOOK.

On 26 February 2023 at 09:13 you witnessed a student accidentally hitting her head against a huge frameless glass door leading into the auditorium. She fell back and twisted her ankle in the process. You rushed to assist her and noticed that she was in pain and that she was bleeding from the forehead. You notified the SSS office who called an ambulance and administered first aid while waiting for the ambulance.

The learner was taken to hospital where she was diagnosed with a bruised ankle, had stitches put in her forehead, and was also diagnosed with mild cataracts. It was later established that the learner was Bontle Peo, a Level 2 student.

Use ADDENDUM D (attached) to fill in an accident report. Hand in the addendum with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
16	4	20

[20]

TOTAL SECTION B: 20

SECTION C: VISUAL TEXT

Answer only ONE question in SECTION C. Choose either QUESTION 5 or QUESTION 6.

QUESTION 5: POSTER

Use the information provided below to draw a poster communicating the upcoming event at your campus.

'DON'T BE CAUGHT OFF-SIGHT'

The planning committee has completed planning and came up with the date of the event. The event will take place on 8 July 2023 from 09:00 – 17:00 at the campus sports field. The topic of the day is, 'Eyecare and Awareness'. Dr. T Montoedi will be the guest speaker. Free eye examinations will be done by Dr. Montoedi and two of her colleagues. Mr. Bones will be the M.C. and there will be musical acts for entertainment with Slyza T among the artists performing.

Some points to remember:

- Vary fonts
- Provide a heading
- Topic
- Venue

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CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
5	3	2	10

[10]

OR

QUESTION 6: NOTICE

Prepare a notice wherein you inform the volunteers for the upcoming event about the training that will be given by Sophie Ndaba Incorporated.
The training will be conducted in the staff boardroom on Thursday, 12 June 2023 at 08:30. Ms. S Ndaba will also be in attendance at the training. The training will focus on spatial planning, organisation, and control.

Some points to remember:

- State that the celebrity event planner and actress, Sophie Ndaba, will be conducting the training
- The date
- The focus/topic for the day
- Give your notice an appropriate heading

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
5	3	2	10

[10]

TOTAL SECTION C: 10
GRAND TOTAL 60

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ADDENDUM A **EXAMINATION NUMBER:**

QUESTION 1: BLOG

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

QUESTION 2: LETTER OF COMPLAIN

Do NOT submit this ADDENDUM. Use it as a guide to assist you when writing the letter in the ANSWER BOOK.

Sender's street address
Suburb
CITY/TOWN
Postal code
Date

OPEN LINE**********OPEN LINE

Receiver's name
Company
Receiver's address
CITY/TOWN
Postal code

OPEN LINE**********OPEN LINE

Salutation/Greeting

OPEN LINE**********OPEN LINE

HEADING IN CAPITAL LETTERS

OPEN LINE**********OPEN LINE

INTRODUCTION

OPEN LINE**********OPEN LINE

BODY

OPEN LINE**********OPEN LINE

CONCLUSION

OPEN LINE**********OPEN LINE

Yours faithfully
Signature
FULL NAME IN CAPS
Designation

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ADDENDUM C **EXAMINATION NUMBER:**

QUESTION 3: E-MAIL

File Edit View Insert Format Tools Table Window Help
[SEND]
TO:
Cc:
Subject:

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ADDENDUM D **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 4: ACCIDENT REPORT

ACCIDENT REPORT FORM	
Date of incident:	
Time of incident:	
Name of the victim:	
Place where the incident occurred:	
Description of what was witnessed/ happened:	
Action taken by the witness:	
Injuries sustained and diagnosis:	
Witness:	
Report compiled by:	
Designation:	

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