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)

14 November 2023 (X-paper)
09:00–12:00

This question paper consists of 5 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 4
PAPER 2
TIME: 3 HOURS
MARKS: 120

INSTRUCTIONS AND INFORMATION

1. This question 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 blue pen.

7. Write neatly and legibly.

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SECTION A: SHORTER, INTERMEDIATE AND FUNCTIONAL TEXTS
QUESTION 1: BUSINESS PROPOSAL

It is your intention to start a photography business called *Real Memories* which is aimed at TVET colleges. Your areas of specialization will include photo shoots of graduation ceremonies; sport events; award functions; guest speaker presentations, etc. This business will ultimately prove to be cost effective for all campuses if it is funded centrally.

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 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: End with an appropriate goodwill statement. (2 points) (2)

CONTENT	GRAMMAR/STYLE	FORMAT
17	10	3

[30]

QUESTION 2: JOB ADVERTISEMENT

Design a job advertisement for the position of an administrative assistant for your company, *Real Memories*. It will be published in the local newspaper. Request potential candidates who are computer literate to submit their applications to real@memories.com by 21 January 2024. The length should be 120 – 180 words.

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)

CONTENT	GRAMMAR/STYLE	FORMAT
13	4	3

[20]

TOTAL SECTION A: 50

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SECTION B: LONGER FUNCTIONAL AND REFLECTIVE WRITING

QUESTION 3: NEWSPAPER ARTICLE

Write an article for publication in your local newspaper on **ONE** of the following topics:

3.1 The impact of load-shedding on our people and our country

3.2 Embrace a healthy lifestyle

3.3 The effect of wars on the lives of people and the country

The length of your article should be between 250 – 350 words.

Apply the following criteria to your writing:

- Introduction (At least 3 strong points) (3)
- Body: State your point of view. Provide supporting information. Try to be factual. (At least 10 strong points) (10)
- Conclusion: Restate your opening statement. Conclude objectively. (At least 2 strong points) (2)
- Be sure to include the title of your article and your name.
- Write in paragraphs.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
15	12	3	30

[30]

QUESTION 4: REFLECTIVE WRITING

Write a reflective essay of approximately 250 – 350 words on **ONE** of the following topics. Remember that a reflective essay expects you to think back/reflect on the past and is a narrative of your personal experience.

4.1 I remember…

4.2 I felt broken

4.3 An event that changed my life

Include the following in your writing:

- Introduction (At least 2 strong points) (2)
- Body: Write reflectively about personal experiences. Provide interesting details. Make extensive use of descriptive language and figurative language where possible. Write in as many paragraphs as you need to. (At least 10 different, strong points.) (20)
- Conclusion: Tie up your points and conclude strongly. (At least 3 strong points) (3)

CONTENT	GRAMMAR/STYLE	FORMAT
25	12	3

[40]

TOTAL SECTION B: 70
GRAND TOTAL: 120

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