higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE

(First paper)

NQF LEVEL 3

(4101113)

13 November 2023 (Y-paper)
13:00–15:30

This question paper consists of 14 pages.

031Q1N2313

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 3
First Paper
TIME: 2½ HOURS
MARKS: 150

INSTRUCTIONS AND INFORMATION

1. This question paper consists of FIVE sections.

   SECTION A: COMPREHENSION
   SECTION B: SUMMARY
   SECTION C: VIEWING
   SECTION D: LANGUAGE IN PRACTICE
   SECTION E: COMMUNICATION IN PRACTICE

2. Answer all the questions.

3. Read all the questions carefully.

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

5. Leave a line open between answers.

6. Start each section on a new page.

7. Write neatly and legibly.

8. Only use a black or blue pen.

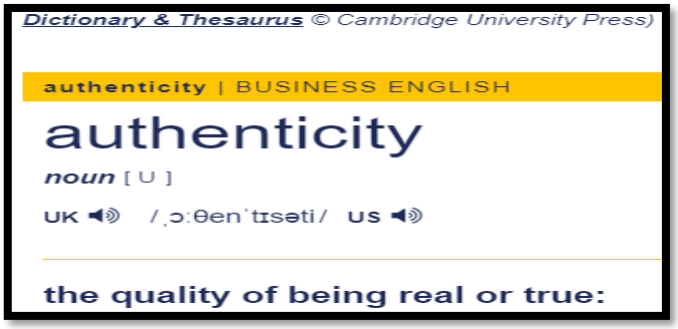
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SECTION A: COMPREHENSION

QUESTION 1

Read the passage below and answer the questions.

AUTHENTICITY


Dictionary & Thesaurus © Cambridge University Press)

authenticity | BUSINESS ENGLISH

authenticity

noun [U]

UK /ˌɔːθenˈtɪsəti/ US

the quality of being real or true:

1 Do you ever feel as if you're wearing a mask? Perhaps you think that you have to act a certain way around your boss, or say certain things to your colleagues, so that you'll be accepted. Instead of being yourself, you're playing a role to fit in, or to impress others.

2 Most of us have gone through times like this. Instead of behaving in a genuine way, we tell people what we think they want to hear, and act in ways that go against our true nature. In short, we're living in an inauthentic way.

3 Living and working this way is tiring and can affect your spirit. It confines you and also holds you back from reaching your true potential. The opposite of this is to live and work authentically. When we give ourselves permission to be ourselves, we can live free from others' ideas and expectations, and we can choose our own course in life.

4 Authenticity means you're true to your own personality and values regardless of the pressure that you're under to act otherwise. You're honest with yourself and with others, and you take responsibility for your mistakes. Your values, ideals, and actions align. As a result, you come across as genuine, and you're willing to accept the consequences of being true to what you consider to be right.

5 At its root, authenticity requires self-knowledge and self-awareness. Authentic people accept their strengths and weaknesses. They are connected to their values and desires and act deliberately in ways that are consistent with those qualities.

6 Authenticity is about being genuine and real, says Mike Robbins, a corporate trainer and the author of *Be Yourself, Everyone Else Is Already Taken*. It allows us to connect deeply with others because it requires us to be transparent and vulnerable.

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7 When you betray yourself to fit in, you wind up feeling isolated and alone. Feelings of guilt, shame, and low self-esteem are the result when you are not true to yourself. That's when you need to look inwards and ask yourself, 'What does it mean for me to be authentic?'

Why Be Authentic?

8 It isn't always easy to live authentically. Sometimes, being true to what you know is right means that you go against the crowd. It may mean being unconventional, opening yourself up for the possibility of others hurting you.

9 On one hand, it does mean missing some opportunities – you do have to accept this. However, in the longer term, it's likely to open up more opportunities; opportunities that simply wouldn't be available to someone who has been seen to be shifty, conflicted or inauthentic.

10 Living an authentic life is also vastly more rewarding than hiding your true self. When you live authentically, you don't have to worry about what you said (or didn't say), how you acted, or whether you did the right thing. It means you can trust yourself and your motivations implicitly.

11 It's exhausting trying to be someone you're not. Compartmentalising and presenting a different version of you to all the various groups in your life will drain you to your core. Re-allocate your energy to living in line with your values. You can never be led astray if you operate on a clear set of standards for yourself. True authenticity is born when you give up trying to please everyone and say, 'This is me whether you like it or not.'

Why Authenticity is So Important in the Workplace (careersindepth.com)
5 Ways to Live an Authentic Life - Gaiam

1.1 This passage is introduced by an extract from the Cambridge *Dictionary & Thesaurus.*

1.1.1 How does this dictionary define *authenticity*? (2)

1.1.2 Write out the full form for each of the following abbreviations:

A UK
B US

(2 × 2) (4)

1.2 Various options are given as possible answers below. Choose the answer and write only the letter (A–D) next to the question number (1.2.1–1.2.2) in the ANSWER BOOK.

1.2.1 'Authenticity' is a noun. What is the adjective form of the word?

A Authenticate
B Authentic
C Authentically
D Authentication

1.2.2 What is the purpose of this article?

A To invite the reader to live an authentic life
B To evaluate whether authenticity is real
C To criticise others
D To complain

(2 × 2) (4)

1.3 'Do you ever feel as if you're wearing a mask?' (Paragraph 1)

1.3.1 Is the word *mask* used LITERALLY or FIGURATIVELY? (1)

1.3.2 Provide a reason for your answer to QUESTION 1.3.1. (2)

1.3.3 Use the word 'mask' in a sentence to show the alternative meaning. (2)

1.4 Name TWO requirements for authenticity. (2)

1.5 What are the TWO things that authentic people accept about themselves? (2)

1.6 Mike Robbins has done a lot of work around authenticity.

1.6.1 Which TWO professions is Mike Robbins engaged in? (2)

1.6.2 What is the name of his book? (1)

1.7 'Living in an inauthentic way makes you tired.'

1.7.1 Is the statement above TRUE or FALSE? Only write 'True' or 'False' next to QUESTION 1.7.1 in the ANSWER BOOK. (2)

1.7.2 Quote TWO CONSECUTIVE words to support your response to QUESTION 1.7.1. (2)

1.8 Betraying yourself to fit in with the crowd has negative effects.

1.8.1 Provide an example from your life where you behaved in a way that wasn't really you. (2)

1.8.2 How did this make you feel? (2)

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1.9 In your own words, explain why it is NOT always easy to live authentically. (Paragraph 8) (2)

1.10 'Living an authentic life is also vastly more rewarding than hiding your true self.' Provide a SYNONYM (word with the same meaning) for 'vastly'. (1)

1.11 Refer to the final paragraph. When does true authenticity start? (2)

1.12 Provide your own alternative title for the passage. (2)

1.13 The comprehension passage encourages us to live authentic lives.

1.13.1 State ONE way in which you yourself could be more authentic. (1)

1.13.2 Explain how you could go about putting into practice your response to QUESTION 13.1.1. (2)

[40]

TOTAL SECTION A: 40

SECTION B: SUMMARY

QUESTION 2

INSTRUCTIONS

Write a point-form summary of 70–80 words by extracting SEVEN reasons to live an authentic life from the passage below.

- Remember to take out only the main points or essential message.
- Use your OWN WORDS as far as possible. Marks WILL BE deducted if you copy verbatim (word for word) from the passage.
- Do NOT exceed 80 words.
- At the end of the summary, count and indicate in brackets the number of words you have used.

WHY BE AUTHENTIC?

There are several benefits of being authentic. You follow your heart and put yourself in places, situations and in conversations that you love and enjoy.

When you're true to yourself, you not only trust the judgments and decisions that you make, but others trust you as well. They'll respect you for standing by your values and beliefs.

When you're authentic, you also have integrity. You don't hesitate to do the right thing, so you never have to second-guess yourself. Who you are, what you do, and what you believe in – all of these align perfectly.

When you're honest with yourself and others, you have the strength and openness to deal with problems quickly, instead of procrastinating, or ignoring them.

When you trust yourself and do what you know is right, you can realise your full potential in life. Instead of letting others dictate what's best for you, you take control of your life.

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You can trust yourself to make the right decisions when you're being genuine and doing the right thing. This leads to higher self-confidence.

How would you feel if, every day, you said what you meant, stayed true to yourself, and behaved accordingly? Imagine the self-respect you'd feel! Being authentic is far less stressful than being someone you are not.

A 2008 study published in the *Journal of Counselling Psychology* found that people who are more authentic feel happier.

https://www.mindtools.com/pages/article/authenticity.htm

CONTENT	LAYOUT	GRAMMAR/LANGUAGE/STYLE
7	1	2

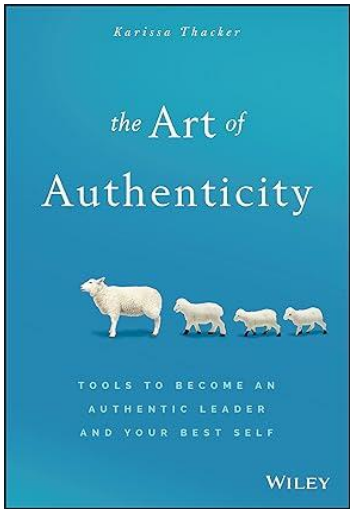
[10]

TOTAL SECTION B: 10

SECTION C: VIEWING

QUESTION 3

Examine the internet advertisement below and answer the questions.

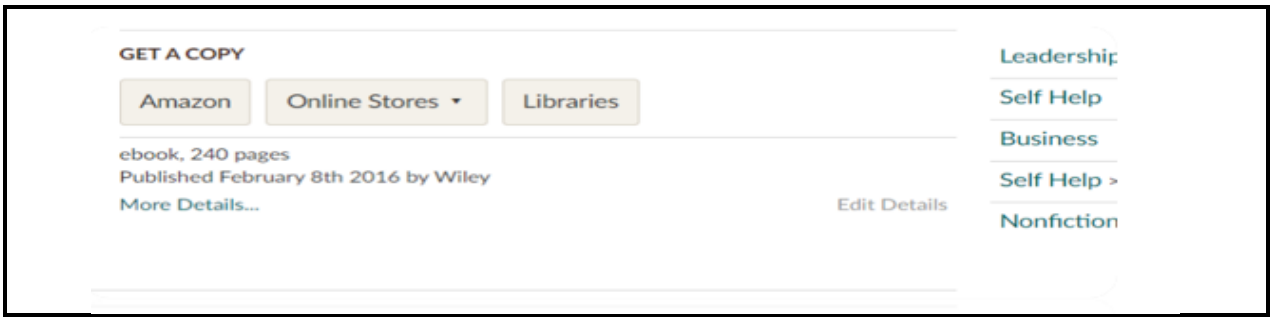




BLURB: **Leverage your authentic self into a valuable leadership strategy**

The Art of Authenticity is a guide to becoming a better leader by achieving your best self. All people bring different sides of themselves to various situations. This book will show you how to broaden and deepen your effectiveness by presenting the most appropriate side of yourself.

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https://www.goodreads.com/book/show/26518607-the-art-of-authenticity

3.1 What is the title of the book being advertised? (1)

3.2 Who would be the audience/target market for this advertisement? (2)

3.3 There is a picture of sheep on the cover of the book.

3.3.1 Is the image of sheep a good one for this advertisement? (2)

3.3.2 Explain your answer to QUESTION 3.3.1. (2)

3.4 How do we know that this book is available in soft copy format? (2)

3.5 The website for Discovery Readers gives more details for the book.

3.5.1 Is this book widely read? (2)

3.5.2 Quote TWO consecutive words to support your answer to QUESTION 3.5.1. (2)

3.6 Why are the words *The Art of Authenticity* written in italics in the blurb? (1)

3.7 Learning to be authentic is considered a skill. If you were the author, how would you include the word 'skill' in the title of this book? (2)

3.8 What would you do if you wanted more information about the book? (2)

[18]

QUESTION 4

Study the cartoon below and answer the questions.



©marketoonist.com/tomfishburne

4.1 Essential electronic devices are visible in the cartoon. Identify ONE device used for social media. (2)

4.2 The cartoonist uses emphasis to create humour.

4.2.1 QUOTE the word that is being emphasised. (2)

4.2.2 How is the word in your answer to QUESTION 4.2.1 emphasised? (2)

4.2.3 Give an ANTONYM (opposite meaning) for the word being emphasised in QUESTION 4.2.1. (2)

4.3 Would you like to be an influencer or a follower? Explain why. (2)

4.4 What challenges do influencers face? (2)

[12]

TOTAL SECTION C: 30

SECTION D: LANGUAGE IN PRACTICE

QUESTION 5

Complete the passage below by:

- Filling in the missing words
- Choosing the correct response
- Changing the word to the correct form

Write only the answers next to the question numbers (5.1–5.10) in the ANSWER BOOK.

Why is authenticity so important at work?

Let's look at some the reasons why authenticity at work (**5.1 is/are)** so important.

Happiness and Satisfaction

(5.2 First), and probably most importantly, being your authentic self at work will allow you to enjoy what you're doing every day and find genuine satisfaction in your career. Being your true self in your career means that your work will agree with your interests, skills and values.

If you're being yourself **(5.3 ___)** work and aren't trying **(5.4 ___)** wear a mask, you'll be confident in your opinions and the work you deliver. Being open about your values and inner thoughts will allow you to speak without restraint and to make sound decisions quickly, based on your internal viewpoint.

(5.5 Unfortunate), there are cases where it may be virtually **(5.6 opposite of possible)** to be your authentic self in certain workspaces. If the culture of the organisation that you are part of is very different to your individual values, then wearing a mask at work might be necessary **(5.7 ___)** your **(5.8 survive)** there. This kind of situation might be a sign of a mismatch between you and your **(5.9 currant/current**) place of work and could be **(5.10 a/an)** signal to consider a job move or career change.

(10 × 1) **[10]**

QUESTION 6

Read the passage below and then answer the questions that follow.
NOTE: The text has deliberate errors.

Cringe moment My best friend and I are super weird, and whenever either of us sea an attractive person we tend to take a pic of them and send it to itch other, because why not?

Anyway, I was on a cruise ship with my granny and grandpa, and I spot this super cute guy a few years older than me. Naturally, I freak out a little and whip out my fone.

Keep in mind I'm sitting next to my granparents in the middle of a crowded lobby.

So, I open my camera, take a picture – and guess what?

The flash was on, (6.1.3 …)?

I make eye contact with this cute guy, look at my granny and grandpa who both look extremely disappointed. A few other people are looking at me. Obviously, I left the room immediately.

https://thoughtcatalog.com/january-nelson/2018/06/funny-stories/

6.1 Various options are given as possible answers below. Choose the correct answer. Only write the letter (A–D) next to the question number (6.1.1–6.1.3) in the ANSWER BOOK.

6.1.1 After 'cringe moment' the correct punctuation should be:

A a comma
B a colon
C quotation marks
D a question mark

6.1.2 In the first line of the second paragraph the word 'spot' is an example of:

A a noun
B an adjective
C informal language
D formal language

6.1.3 The sentence labelled 6.1.3 is a tag question. Complete the tag by choosing the most correct response:

A weren't it?
B wasn't it?
C was'nt it?
D was it not?

(3 × 1) (3)

6.2 Refer to the extract above. Write BOTH the incorrect word and the correct one next to the question number (6.2.1–6.2.2) in the ANSWER BOOK.

6.2.1 Correct the TWO spelling mistakes in the first sentence (Paragraph 1). (2)

6.2.2 Correct the TWO spelling errors in sentence 3 and 4 (Paragraph 2). (2)

6.3 Change the following sentence into indirect/reported speech:

'Authenticity will serve you in your future,' the lecturer told the students. (4)

6.4 Change the following sentence into direct speech:

The lecturer exclaimed that they should not take it lightly. (6)

6.5 Change the following sentence into the passive voice:

We underestimate the power of authenticity.
Start as follows: The power of … (4)

6.6 Change the underlined parts of the following sentence so that the entire sentence is in the past tense:

I <u>think</u> that authenticity <u>will make</u> you happy in the workplace. (2)

6.7 Join the following sentences using the correct conjunction:

Be yourself. Everybody else is already taken. (2)

6.8 Change the underlined part of the sentence below to the future tense:

Authenticity <u>is</u> one of the best ways to live a happy life. (2)

6.9 You have <u>peace</u> of mind when you live authentically.

6.9.1 Provide a homophone for 'peace'. (1)

6.9.2 Create a sentence with the homophone that you provided in QUESTION 6.9.1 above. (2)

[30]

TOTAL SECTION D: 40

SECTION E: COMMUNICATION IN PRACTICE

QUESTION 7: PRESENTATIONS

7.1 Provide THREE techniques you could use to introduce the topic of a presentation.

(3 × 2) (6)

7.2 Various options are given as possible answers. Choose the correct answer and write only the letter (A–D) next to the question number (7.2) in the ANSWER BOOK.

In a speech, the speaker's volume should be:

A very loud
B soft
C varied
D used only for music (2)

7.3 Name TWO ways in which emphasis is achieved in a presentation. (2)

[10]

QUESTION 8: INTERVIEWS

Read the following interview scenario and then answer the questions.

Andiswa had been working at Ford for 10 years when she decided to switch jobs. She knows her job and decides that she does not need to do any preparation for the interview. She does not plan or prepare her interview outfit and does not bother to research Isuzu, the new company.

On the day of the interview, she goes to her wardrobe to put on the suit she had in mind. She discovers that there is a stain on it. She then looks for something else. The next option does not fit her, so she wears another suit. This last suit is not ironed, but she has no time to iron now. She has to wear the creased garment.

Finding a suitable outfit causes a delay. She arrives at the company 10 minutes late. She isn't sure where exactly she has to report to for the interview. In the end she finds out that the interview is in a building far from where she parked. She ends up running to the other building and gets there 20 minutes late for the interview.

The secretary calls Andiswa from the reception area. Mr Mapel, the HR Manager, is waiting for her in the boardroom.

8.1 Identify FIVE mistakes that Andiswa made before the interview.

(5 × 1) (5)

8.2 Name TWO things that you would have done differently to prepare for the interview.

(2 × 2) (4)

8.3 There are different types of interviews.

Name the type of interview for when an employee had done something that is against the rules of the company. (1)

[10]

QUESTION 9: MEETINGS

9.1 Notice must be given a week before a monthly meeting is held.

Name THREE important details that must be included in the notice of a meeting.

(3 × 2) (6)

9.2 What do you call the details of business to be discussed at the meeting that is included with the notice? (2)

9.3 What is the name of the *document* sent with the notice that records the business discussed at the previous meeting? (2)

[10]

TOTAL SECTION E: 30
GRAND TOTAL: 150

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