higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE

(Second paper)

NQF LEVEL 3

(4101113)

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

This question paper consists of 6 pages and 4 addenda on 6 pages.

040Q2N2314

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 3
Second Paper
TIME: 2½ HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. This paper consists of THREE sections:

   SECTION A: REPORT WRITING: (50 marks)
   SECTION B: LONG FUNCTIONAL WRITING: (30 marks)
   SECTION C: SHORT FUNCTIONAL WRITING: (20 marks)

2. Answer ALL the questions in SECTION A and SECTION B.

3. Answer only TWO questions in SECTION C.

4. Read all the questions carefully.

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

6. Use only a black or blue pen.

7. Write neatly and legibly.

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BACKGROUND INFORMATION

Carefully read the BACKGROUND INFORMATION below so that you can use the details appropriately to answer the questions.

Oasis Building Engineers is located in Sasolburg. Ms Shai, the General Manager, is responsible for the day-to-day running of the business. Mr Isaac Ntipe is the Project Manager who oversees all of the company's smaller building projects. He uses outside contractors to complete these jobs. Ms Shai's extension number is x441 and Mr Ntipe can be reached on x443. He reports to Ms Shai on a regular basis. Alison Pandor is the intern working in Oasis Procurement.

Contact details

Address
744 Oasis Road
SASOLBURG
1949

Telephone: 011 747 4447
Fax: 011 747 4488
Email: info@oasis.co.za

SECTION A: REPORT WRITING

Answer BOTH questions in this section.

QUESTION 1: PROGRESS REPORT

Freepark Primary School in Sasolburg has contacted Oasis Building Engineers to assist them with extending a section of their study hall and canteen. On 20 October 2023 the General Manager, Ms Shai asked the Project Manager, Mr Ntipe, to compile a Progress Report. Mr Ntipe has to submit the report to Ms Shai by 1 November 2023.

Mr Ntipe includes the following information in his Progress Report: The drilling contractors were appointed on 16 October 2023. Their signed-off contracts are with the Human Resources Manager. Derick's Demolition Contractors have cleared the north wall of the study hall and all the rubble was removed on 10 October 2023. Khobi's Electrical Works are currently on site installing new cables. Ms Pandor, the Procurement intern still needs to ensure that cement, bricks and pressed steel panels are delivered to the construction site. Ms Pandor reported that there is a delay in the delivery of these items due to a production strike at the supplier's factory.

Use the above information and ADDENDUM A (attached) to write the Progress Report that Mr Ntipe submitted to Ms Shai.

Remember to hand in ADDENDUM A with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
20	6	4	30

[30]

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QUESTION 2: ACCIDENT REPORT

On 23 October 2023, Mr Isaac Ntipe visited the building site at Freepark Primary School to inspect the work being done. Alison Pandor, the procurement intern went along with him to check on the building materials. While they were walking in the school hall at about 13:00, a beam from the ceiling fell on Mr Ntipe's head. The beam fell because it had not been properly installed and some of the fittings were loose. Alison Pandor and Mr Khobi the electrician saw everything that happened. Mr Khobi called an ambulance.

The ambulance rushed Mr Ntipe to hospital. Mr Khobi accompanied him. He was diagnosed with concussion and was given strong medication. He was also booked off for a week and told to rest.

The next day Ms Shai asked Alison Pandor to write up an Accident Report, for the business to keep on record.

Use the form attached as ADDENDUM B to complete the Accident Report.

Remember to hand in ADDENDUM B with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
15	5	20

[20]

TOTAL SECTION A: 50

SECTION B: LONG FUNCTIONAL WRITING

Answer BOTH questions in this section.

QUESTION 3: NOTICE AND AGENDA OF A MONTHLY MEETING

Oasis Building Engineers hold their monthly staff meetings at the end of every month. The next meeting is scheduled to be held on 31 October 2023 in the boardroom at 9:00.

At the October meeting, Mr Ntipe will give feedback on his two projects, Freepark Primary School and Paul Nqubeni Provincial Hospital. Items that have not been discussed before include the Echo Exhibition (16 December 2023) and Oasis company's recruitment policies.

A week before the October meeting Ms Shai sent all the staff members the notice and agenda for the meeting. She also attached the minutes of the previous meeting.

Use the internal memorandum format to write up the notice and agenda.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	3	7	20

[20]

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QUESTION 4: MINUTES OF A MONTHLY MEETING

Chairperson Ms Shai – opened; welcomed all – register circulated for signing – no apologies – minutes of previous meeting – read, signed, approved.
Matters arising. Mr Ntipe's feedback on his two projects: Freepark Primary School – everything going as planned. Paul Nqubeni Provincial Hospital – strike at hospital – delay in work. Items not discussed before: Echo Exhibition – Chairperson says it will be held on 16 December 2023. Recruitment policies – chairperson – to be reviewed; General – none – Date of next meeting – 30 November 2023 in the boardroom; Closure 14:30.

Use the above core notes as well as the items on the agenda for QUESTION 3 to write up the minutes for the monthly staff meeting that was held on 31 October 2023.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
5	2	3	10

[10]

TOTAL SECTION B: 30

SECTION C: SHORT FUNCTIONAL WRITING

Answer any TWO questions in this section.

QUESTION 5: FAX COVER PAGE

The Echo Mining and Construction Africa Expo is a key event for the mining and construction sector that takes place annually on the public holiday in December. The contractors of Oasis Building Engineers are keen to exhibit at this Expo that has been advertised on various media platforms.

On 1 November 2023 Mr Ntipe sent a fax to Shelly Robertson, the exhibition co-ordinator. He enquired about the requirements to exhibit and the costs involved. He also requested a programme and an entry form. Oasis Building Engineers hope to send five delegates and would like to know of any available accommodation that is near the Expo venue of Blouberg Centre in Johannesburg.

Shelly Robertson's fax number is 086 634 4343.

Use ADDENDUM C (attached) and the above information to write the fax that Mr Ntipe sent to Shelly Robertson.

Remember to hand in ADDENDUM C with the ANSWER BOOK.

CONTENT	FORMAT	GRAMMAR/STYLE	TOTAL
6	2	2	10

[10]

QUESTION 6: FORM

Shelly Robertson sent Mr Ntipe the Expo entry form as requested. On the form Mr Ntipe filled in the exhibition stand requirements for Oasis Building Engineers.

Use ADDENDUM D (attached) to complete Mr Ntipe's form.

Remember to hand in ADDENDUM D with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
8	2	10

[10]

QUESTION 7: DISPLAY ADVERTISEMENT

The organisers of the Echo Mining and Construction Expo have placed advertisements for the exhibition on various platforms.

The exhibition will be held on 16 December 2023 at their premises in Blouberg Centre, 23 Main Road, Johannesburg from 9:00 to 14:00.

Further information is available from Shelly Robertson: srobertson@echomining.co.za.

Design a suitable A4 display advertisement for the national newspapers. Include all the details for the event: date, time, venue and contacts. Make sure the advertisement has a good catch phrase to attract attention.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
6	2	2	10

[10]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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ADDENDUM A **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 1: PROGRESS REPORT

OASIS BUILDING ENGINEERS

INTERNAL MEMORANDUM

TO: _____ DATE: _____

FROM: _____ EXT: _____

PROGRESS REPORT ON THE EXTENSIONS TO FREEPARK PRIMARY SCHOOL

BACKGROUND:

PURPOSE:

ADDENDUM A (continued) **EXAMINATION NUMBER:**

TASKS COMPLETED:
TASKS CURRENTLY BEING ATTENDED TO:
TASKS THAT NEED TO BE COMPLETED:

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ADDENDUM A (continued) **EXAMINATION NUMBER:**

CONCLUSION:

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

QUESTION 2: ACCIDENT REPORT

OASIS BUILDING ENGINEERS **ACCIDENT/INCIDENT REPORT FORM**	
NAME OF PERSON INVOLVED	
POSITION	
DATE OF ACCIDENT/INCIDENT	
TIME	
LOCATION	
DESCRIPTION OF INCIDENT/ACCIDENT	
COMPILER OF THE REPORT	
POSITION OF COMPILER	
CONTACT NUMBER	
SIGNATURE OF COMPILER	
DATE	

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ADDENDUM C **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 5: FAX COVER PAGE

OASIS BUILDING ENGINEERS

TEL: 011 747 4447
FAX: 011 747 4488
EMAIL: info@oasis.co.za

744 Oasis Road
SASOLBURG
1949

FAX COVER PAGE

TO: _____

COMPANY: _____

FAX NO: 086 634 4343

FROM: _____

DATE: 1 November 2023

SUBJECT: _____

MESSAGE:

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

QUESTION 6: FORM

ECHO MINING AND CONSTRUCTION AFRICA

BLOUBERG CENTRE, 23 MAIN ROAD, JOHANNESBURG
SOUTH AFRICA
Tel: 011 333 0777 Fax: 011 334 0771

The Largest Mining and Construction Expo in Africa!

Please complete the form below and the required download links will be emailed to you. Closing date for all entry forms is 15 November 2023. Use block print handwriting. Ensure that all the required information is provided. Mark all relevant information with an x.

NAME: _____

POSITION IN COMPANY: _____

COMPANY NAME: _____

COMPANY EMAIL: _____

STAND REQUIREMENTS

Will your stall need electrical points? Yes ☐ No ☐

Preference of indoor or outdoor stall: Indoor ☐ Outdoor ☐

Please give a brief but comprehensive reason for wanting to exhibit at the Echo Mining and Construction Expo. Include reasons why this exhibition would benefit your company.

_____

_____

_____

_____

DECLARATION
I declare that the information furnished by me above is true to the best of my knowledge and belief.

Signature: _____ Date: _____

Please note: Once your application form has been uploaded, you will receive a reference number and your application will be under revision.

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