higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY

(First paper)

NQF LEVEL 3

(7601053)

27 November 2020 (Y-paper)
13:00–15:30

This question paper consists of 9 pages.

126Q1N2027

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TIME: 2½ HOURS
MARKS: 120

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each section on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.5) in the ANSWER BOOK.

1.1 A/An … is a tool used to measure your capabilities, talents, strengths and skills.

A action plan
B PDP (personal development plan)
C skills audit
D SWOT analysis

1.2 Skills that are hard to find in the job market are called … skills.

A scarce
B technical
C transferable
D computer

1.3 Peer pressure is negative when it …

A improves your behavior.
B boosts your self-esteem.
C encourages you to do the wrong things.
D influences you to do the right things.

1.4 … is an infectious disease.

A Hypertension
B Diabetes
C Cholesterol
D Tuberculosis

1.5 To … means to build work-related relationships to improve your job prospects.

A network
B communicate
C socialise
D promote

(5 × 1) **[5]**

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QUESTION 2

Indicate whether the following statements are TRUE or FALSE by writing 'True' or 'False' next to the question number (2.1–2.5) in the ANSWER BOOK. Give ONE REASON for each answer.

2.1 Logical thinking is thinking that is unorganised and emotional.

2.2 Resilience refers to a person who is unable to cope with the demands of life.

2.3 Volunteers offer their services and time and receive a wage.

2.4 Unfair discrimination is showing intolerance towards other religious groups.

2.5 South Africa's nine official languages reflect the country's diversity.

(5 × 2) **[10]**

QUESTION 3

Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–L) next to the question number (3.1–3.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
3.1	A method used to gather contacts for job opportunities	A	productivity
3.2	Actions that put you in danger and expose you to harm	B	visual learner
3.3	Make the best use of your time to do a job	C	stereotyping
3.4	All employers abuse their employees	D	culture
3.5	Likes to work with pictures and words	E	networking
3.6	Belief in the value and importance of hard work	F	prejudice
3.7	The way of living of a particular group of people	G	SAHRC
3.8	Likes to touch and feel	H	risky behaviour
3.9	To judge a person without having any personal knowledge of him/her	I	work ethic
3.10	An international body that supports human rights	J	murder
		K	UNICEF
		L	tactile learner

(10 × 1) **[10]**

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QUESTION 4

Complete the following sentences by writing only the missing word or words next to the question number (4.1–4.5) in the ANSWER BOOK.

4.1 A technique used to create rhymes and acronyms to remember information, is called …

4.2 To … means to complete tasks according to their order of importance.

4.3 A/An … is a method used to identify the positive and negative aspects of an action to be taken.

4.4 ... is/are the ability to say what you want in a clear, confident and polite way.

4.5 … refer(s) to the standards of good or bad behaviour.

(5 × 1) **[5]**

QUESTION 5

5.1 Give TWO examples of sexual harassment in the workplace.

5.2 Briefly explain the meaning of *money laundering*.

5.3 Define the term *workplace bullying*.

5.4 Name TWO organisations that can be contacted to report corruption.

5.5 Name TWO qualities of a volunteer.

(5 × 2) **[10]**

TOTAL SECTION A: 40

SECTION B

QUESTION 6

6.1 Study Thandiwe's post on her facebook page and answer the questions.



[Sourced from : www.youthvillage.co.za]

6.1.1 Name TWO skills that Thandiwe should have that will benefit her when looking for a job. (2)

6.1.2 Thadiwe saw a post on career research.

State TWO ways in which she should conduct a career research. (2)

6.1.3 State THREE benefits of compiling a personal development plan. (3)

6.1.4 Name TWO places where Thandiwe may find information about trends and demands in the job market. (2)

6.2 Copy and then complete the table below in the ANSWER BOOK, by giving TWO differences between *productive behaviour* and *unproductive behaviour* in the workplace.

PRODUCTIVE BEHAVIOUR	UNPRODUCTIVE BEHAVIOUR
(Any 2 × 1)	(Any 2 × 1)

(2 × 2) (4)

6.3 Create TWO encouraging and powerful slogans on productive behaviour at the workplace. (2)

[15]

QUESTION 7

Read the scenario below and answer the questions.

TRACY H.'S STUDY TECHNIQUES FOR COLLEGE STUDENTS

I definitely made many changes in my studying habits transitioning from high school to college. In high school all I needed to do was read over my notes real quick and after a half hour of 'studying' I was ready to take the test. On top of this, I got good grades! But once I came to college, my studying habits came crashing down. It takes a while to find what method of studying works best for you!

[Taken from*: http://www.mycollegesuccessstory.com/success-stories/TracyH.html*]

7.1 Explain the SQ3R study method to Tracy. (5)

7.2 State TWO ways in which Tracy can keep track of her academic performance. (2)

7.3 Tracy finds it difficult to evaluate information.

Briefly explain THREE ways that Tracy can use to improve her critical thinking skills. (3)

7.4 Name FIVE habits Tracy can engage in to ensure that she has a healthy body and feel energetic and well? (5)

[15]

QUESTION 8

Read the following scenario and answer the questions.

'Now!' whispered Suki. 'Quick, while the clerk's not looking.'

Heart pounding, Leah leaned against the store's unattended make-up display and slid two tubes of lipstick into her purse. She looked bored as she followed her friends, Suki and Jill, out of the store, but inside she felt panicky.

'I can't believe you made me do that!' Leah screamed.

'Relax,' said Jill. 'Everybody does it sometimes. And we didn't make you do it.'

She said nothing, but Leah knew she wouldn't have done that on her own.

[Adapted from: *https://kidshealth.org/en/teens/peer-pressure.html, 06 August 2019*]

8.1 Leah just experienced a big dose of peer pressure.

8.1.1 State whether the behaviour in the above scenario is an example of negative or positive peer pressure. Give a reason for the answer.

(1 + 1) (2)

8.1.2 Teach Leah appropriate refusal skills by giving TWO statements she could have said to her friends. (2)

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8.2 Read the following quote by Nelson Mandela:

> 'Today we are a nation at peace with itself, united in our diversity, not only proclaiming but living out the contention that South Africa belongs to all who live in it.'

[Sourced from: *www.qoutefancy.com*]

8.2.1 Explain the term *diversity.* (2)

8.2.2 Name TWO examples of diversity in South Africa. (2)

8.3 Give FOUR reasons why diversity should be respected in the workplace. (4)

8.4 Name FOUR actions that can be taken to stop physical and verbal abuse. (4)

8.5

'You're pretty smart ... for a girl!'

8.5.1 Name the type of stereotyping used in the statement above. (1)

8.5.2 State whether this is positive or negative stereotyping. Give TWO reasons for the answer. (1 + 2) (3)

[20]

TOTAL SECTION B: 50

SECTION C

QUESTION 9

Study the image below and answer the questions.

Which career path should I follow?



[Sourced from: *www.dreamstime.com*]

9.1 Sam is unsure which career path to follow.

9.1.1 Explain whether it would be valuable for Sam to do work shadowing at each of the above careers? Give TWO reasons for the answer. (1 + 2) (3)

9.1.2 Give Sam TWO practical examples of how she could do networking. (2)

9.1.3 While work shadowing, Sam realises she needs to manage her emotions in the workplace.

Explain FOUR personal conflict resolution skills she needs to develop. (4 × 2) (8)

9.2 Give FIVE reasons why unproductive behaviour is unethical and morally unacceptable. (5)

9.3 'Tuberculosis is contagious.'

9.3.1 State if the above statement is 'True' or 'False' and give ONE reason for the answer. (1 + 1) (2)

9.3.2 Explain how tuberculosis can be treated. (2)

9.3.3 Describe THREE ways in which tuberculosis can be prevented. (3)

9.4 Describe FIVE steps when reporting corruption and economic crime. (5)

[30]

TOTAL SECTION C: 30
GRAND TOTAL: 120

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