higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY COMMUNICATION N4

24 MAY 2019

This marking guideline consists of 6 pages.

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SECTION A: EFFECTIVE STUDY METHODS

QUESTION 1

1.1 *Eskom News*, March 2018 (1)

1.2 Motivation can be defined as the inner drive to work hard to reach your goals and dreams/a process of stimulating people to actions to accomplish their goals. (any other relevant response) (2)

1.3
- Incentive
- Bonus schemes
- Recognition for positive performance
- Competitive packages (Any 3 × 1) (3)

1.4 Extrinsic motivation (1)

1.5 1.5.1
- Indecision
- Procrastination
- Aimlessness
- Distractions
- Laziness (Any 4 × 1) (4)

1.5.2
- Studying before the TV
- Partying until late
- Oversleeping (Any 2 × 1) (2)

1.5.3
- Keep proper time schedules
- Maintain self-discipline
- Limit distractions in general (Any 2 × 1) (2)

[15]

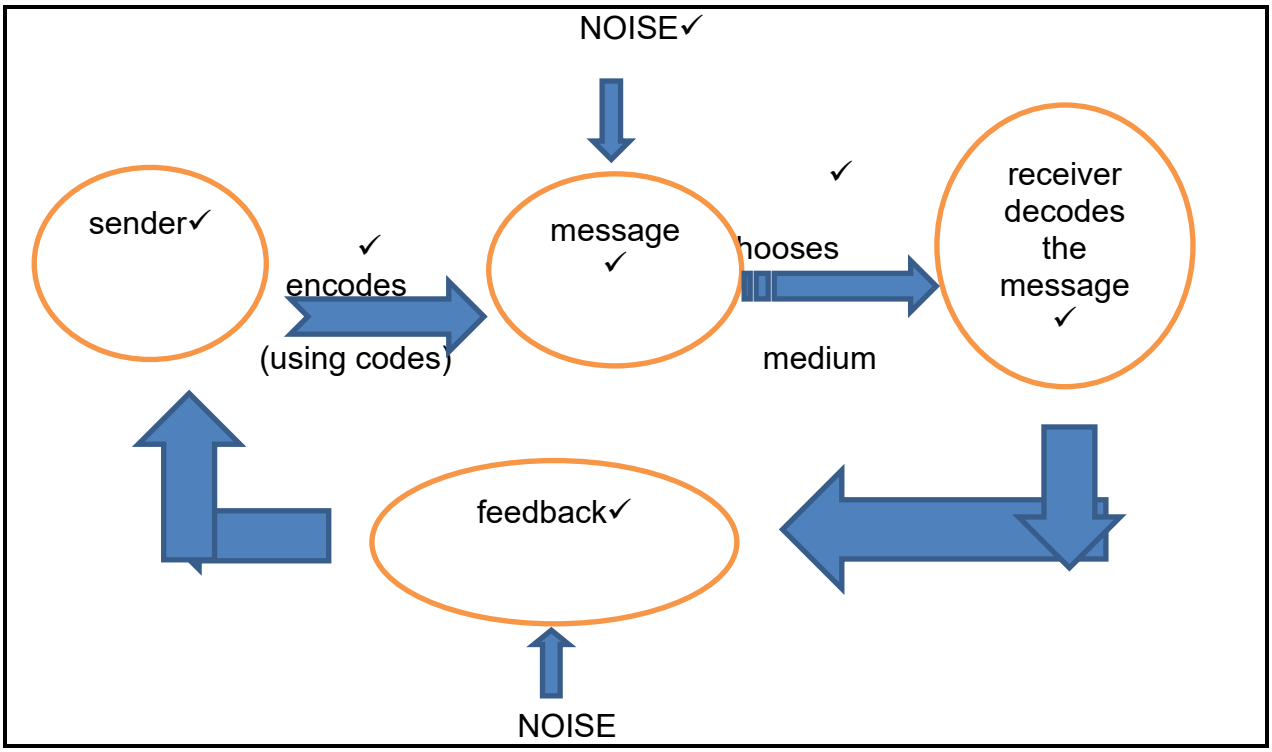
TOTAL SECTION A: 15

SECTION B: LISTENING SKILLS

QUESTION 2

2.1 Communication is a two-way process✓ whereby information (message) is sent by one person (a sender)✓ through a channel to another person (receiver) who, in turn, reacts by providing feedback.✓ (3)

2.2



(7)

2.3
- Short attention span
- No interest in the subject
- External barriers (noise)
- Prejudiced
- Pretending to listen while you are thinking of something else
- Barriers, such as a headache (Any 2 × 1) (2)

2.4
- Be yourself and have self-confidence
- Prepare adequately
- Rehearse your speech
- Control your voice
- Allow only positive thoughts
- Do a breathing exercise
- Do a relaxation exercise (Any 3 × 1) (3)

[15]

TOTAL SECTION B: 15

SECTION C

QUESTION 3

3.1	3.1.1	Leave		
	3.1.2	keys		
	3.1.3	upshot		
	3.1.4	piece		
	3.1.5	and		
	3.1.6	week		
	3.1.7	study		
	3.1.8	cycled		
	3.1.9	were		
	3.1.10	seen		
	3.1.11	work		
	3.1.12	travelled		
	3.1.13	incidentally		
			(13 × 1)	(13)
3.2	3.2.1	Those who **drove**✓ to work **were,**✓ on average, fatter.		(2)
	3.2.2	If you **wanted**✓ to be fit, you **had**✓ to exercise regularly.		(2)
	3.2.3	Walking to **work**✓ was the best exercise**.**		(1)
	3.2.4	People who **walked**✓ to work **received**✓ health benefits.		(2)
3.3	3.3.1	Independent		
	3.3.2	Research		
	3.3.3	Irregular		
	3.3.4	Unfit		
	3.3.5	Unhealthy		
			(5 × 1)	(5)
3.4	3.4.1	Week		
	3.4.2	Scene		
	3.4.3	Feat		
	3.4.4	Piece		
	3.4.5	Wear		
			(5 × 1)	(5)
				[30]

TOTAL SECTION C: 30

SECTION D

QUESTION 4: CONCISE COMMUNICATION

The College Council, CEO, and staff/college management✓
of Venentia College
cordially invite✓

Mr and Mrs Mpho Samuels✓
……..

to the Achievement Awards Banquet✓
to be held at Cresta Hotel, Robendale,
46 Main Road, Messina✓
On Friday, 18 April 2019 at 19:00✓

Dress code: Formal✓

RSVP before 10 April 2019✓
Mrs D. Smith✓
Tel: 015 963 3462✓
smithd@venentiatvetcolledge.edu.za

CONTENT	LANGUAGE	FORMAT	TOTAL
5	3	2	10

INDICATIONS:
CONTENT: (10 × ½ =5)
LANGUAGE: 3
FORMAT: 2
TOTAL: 10 **[10]**

TOTAL SECTION D: 10

SECTION E: READING AND COMPREHENSION

QUESTION 5

5.1 *Sunday Times* (8 January 2017) (1)

5.2 The purpose of this passage is to educate/motivate young people to excel no matter the circumstances. (2)

5.3 5.3.1 He spoke English./He used English when he was at school and when he studied.

5.3.2 He physically walked 20 km every day. He walked a long distance to attend school.

(2 × 2) (4)

5.4 B (2)

5.5 'every waking moment'

(1 mark for correct quote and 1 mark for quotation marks) (2)

5.6 No electricity✓ and living far from school✓ (2)

5.7
- You will get a job easily.
- You will have status in society.
- You will be able to make money. (3)

5.8 A (1)

5.9 In the Eastern Cape, the authorities indicated that teacher fluency was a problem, whereas the authorities in the North West said that the fluency of learners was a problem. (2)

5.10 It is a subject that opens doors/provides opportunities. (2)

5.11 'daunting' (1 mark for the word and 1 mark for quotation marks) (2)

5.12 5.12.1 South African Democratic Teachers Union
5.12.2 Congress of South African Students

(2 × 1) (2)

5.13 Business✓ and NGOs✓ (2)

5.14 5.14.1 False (1)
5.14.2 His teachers were motivated and worked beyond what they were supposed to do. (2)

[30]

TOTAL SECTION E: 30
GRAND TOTAL: 100

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