higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMMUNICATION N4

(5140004)

19 April 2021 (X-paper)
09:00–12:00

This question paper consists of 6 pages and 1 answer sheet.

233Q1A2119

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMMUNICATION N4
TIME: 3 HOURS
MARKS: 100

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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BACKGROUND INFORMATION

You are a student liaison officer (SLO) at Springtown college in Springfield, Durban. The college offers learnerships, engineering courses and people upliftment courses in skills development and training. The college address is: PO Box X06, Springfield, DURBAN, 4091. The contact numbers are 031 263 7780 (telephone) and 031 263 7781 (fax).

The students at the college are very active and apart from their studies they enjoy developing projects that could in future benefit the engineering sector and change the lives of communities by making life easier and ensuring a better quality of life.

Their most recent project entails building a mechanical device which is a water safety mechanical kit. It tests the water and then indicates the safe quantity of chemicals that is needed to clean the water to make it safe.

Read the article below and answer the questions:

SCIENCE FAIR

Maritzburg pupil competes in Turkey

A PIETERMARITZBURG pupil is among South Africa's finest young female scientists chosen to compete against pupils from around the world in Turkey's most prestigious science fair for high school children.

The fair, organised by the Oguzhan Özkaya Education Karademir Science Energy Engineering Fair (Oksef), runs until Saturday.

Yesterday Eskom Expo executive director, Parthy Chetty said international science fairs bring together the best from participating countries.

'It's important for South African learners to be exposed to the best from around the world, as it broadens their knowledge and exposes them to new ideas and different approaches to problem solving. It is also a great way for learners to network with their counterparts from other countries.'

Kelsi Hewitt from Pietermaritzburg Girls' School and Anica Dennis from Potchefstroom High School for Girls had been hand-picked by judges after showcasing science projects of exceptional quality at the Eskom Expo for Young Scientists International Science Fair (ISF) in October 2020.

Chetty said Anica's scientific research entailed an expert system mobile app that shows the urgency of the health condition of a child based on the symptoms. Basic danger signs are identified and the urgency to get the child to a healthcare professional is expressed as high, medium and low.

Anica's aim is to address child mortality in rural areas and she believes children's lives can be saved if parents realise the urgency of the condition of a sick child.

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Chetty said Kelsi was inspired to find an affordable alternative to expensive chemicals used to dip livestock and investigated whether the Aloe ferox plant deters ticks. The liquid of the aloe was taken and the crushed aloe was dried and placed in containers with ticks and their movement was monitored. Kelsi found that the plant showed some signs of deterring ticks.

'The Eskom Expo for Young Scientists is pleased to see young female scientists excelling in their field and being selected to represent South Africa,' said Chetty, 'more so because they come from fairly small towns, which often do not get the proper recognition for producing such talent. These girls have earned their place to be on the international stage and I am quite confident they will not only do South Africa proud, but the experience will also be life-changing for them.'

The two young budding scientists will compete against pupils from 25 countries at Oksef. This is the penultimate of six international tours in 2021 of the Eskom Expo for Young Scientists, on which young researchers who participated in the ISF, will embark. Other tours include Beijing in May, Taiwan in June, Kenya in July, the US in August and Sweden in December. (*African News Agency (ANA)*

[Adapted from: *Mercury Newspaper*]

SECTION A: BUSINESS CORRESPONDENCE

QUESTION 1: LETTER OF ENQUIRY

After reading the above article you thought it would be a great opportunity for the students to showcase their work at the Eskom Expo for Young Scientists in their region that would take place from 23 to 26 June 2021. You consulted with the management, staff and students and they were very enthusiastic about the idea to register and to take part in the Eskom Expo.

Write a letter of enquiry to Mr Parthy Chetty, the executive director of the Eskom Expo, regarding the cost of entering the students, the requirements to take part and the prerequisite check list to determine if the projects meet the criteria and standards of the Expo.

In the letter you should mention that, apart from their studies, the students have been working on various mini projects and building various mechanical robots that may assist the community by making their lives easier and ensuring a better quality of life.

Mention that the students would also like to enter the water safety mechanical kit that is used to test the water and make it safe for consumption by adding a safe amount of chemicals needed to clean the water. They named the small electronic device used for this purpose, the 'H2O purifier'.

Invite Mr Parthy Chetty to visit the college to talk about the Eskom Expo and to review their projects, if possible. Remember to include goodwill in the introduction and conclusion. **[30]**

TOTAL SECTION A: 30

SECTION B: CORRESPONDENCE REGARDING MEETINGS

QUESTION 2: NOTICE AND AGENDA OF MONTHLY MEETING

Mr. Parthy Chetty responded to the enquiry by sending the necessary details for entry for the Eskom Expo via e-mail and agreed to visit the campus on 7 May 2021 to look at the 'H2O Purifier' and other projects in an advisory capacity to assist students to prepare their projects for the Eskom Expo for Young Scientists which will be held in June.

Draw up the notice and agenda for the monthly staff meeting to be held in the conference room on Friday 16 April at 10:00. Feedback would be given on Mr Chetty's response and to discuss his visit on 7 May 2021.

A new item to be discussed is the mini expo that would be held on 7 May 2021 at 19:00 in the hall, to showcase the students' projects. Mr Parthy Chetty would attend the function as guest speaker and adviser. Parents would be invited as well. Finger food would be served. The smart dress code applies. Invitations need to be sent out. **[15]**

TOTAL SECTION B: 15

SECTION C: CONCISE CORRESPONDANCE

QUESTION 3: FORMAL INVITATION

Mrs Summertan was tasked to design the invitation which would be sent to the parents as well as Mr Parthy Chetty to attend the college mini expo on 7 May 2021 at 19:00 in the hall. The students are celebrating the launch of their main project the 'H2O Purifier' and other mini robots will be showcased and to receive advice from Mr Chetty. Replies must be sent to Mrs Summertan on the contact details of the college by 23 April 2021 to organise the venue and catering. The dress code is smart for the launch celebration.

Write the invitation that was sent to Mr Parthy Chetty. **[15]**

QUESTION 4: MEMORANDUM

Write a memorandum to the students involved in the projects to inform them that a mini-Expo will be held on 7 May 2021 at 19:00 in the hall. Use the ADDENDUM (attached). The student representatives will circulate this memorandum to the relevant students.

It would be a launch celebration for their projects as well as the main project, the 'H20 Purifier'. At the mini Expo Mr Parthy Chetty would discuss details of taking part in the Eskom Expo for Young Scientists that would be held for their region from 23 to 26 June 2021. He is the executive director. He would also look at the students' projects and give advice on their preparation for the Eskom Expo in June. This is a wonderful opportunity and they should make the best use of it. The dress code for the event is smart. The parents would be invited too. You will be available at the SLO office to discuss any queries they might have. **[15]**

TOTAL SECTION C: 30

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SECTION D: REPORTS

QUESTION 5: PROGRESS REPORT

You asked Mrs Summertan to write a report to give you feedback on the progress of the function. Draw up the report in memo format which you received from Mrs Summertan on 26 April 2021.

The tasks completed are the sending out of invitations and the catering which was taken care of by Miss Janet Sibisi. Tasks currently being attended to are the purchase of a gift for Mr Parthy Chetty for his participation in the mini Expo. The tasks still to be completed are the setting up of the microphone and the venue which will be done by Mr Zungu. **[25]**

TOTAL SECTION D: 25
GRAND TOTAL: 100

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ADDENDUM

EKSAMINATION NUMBER:													
CENTRE NUMBER:													

SPRINGTOWN COLLEGE

MEMORANDUM

TO: _____ FROM: _____

DATE: _____ TEL: _____

SUBJECT: _____

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PLEASE REMOVE THIS ANSWER SHEET AND HAND IT IN WITH THE ANSWER BOOK.

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