higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMMUNICATION N4
(First Paper)

28 MAY 2013

This marking guideline consists of 5 pages.

Copyright reserved

QUESTION 1: SUMMARY

- A former drug addict gave his home to be used by assisting drug addicts.
- He wants to give hope to those who are addicted.
- Reddy is the founder of Panorama Recovery Centre.
- Panorama Recovery Centre carters for both young and old patients.
- Panorama helps people who are addicted to drugs.
- Most of the patients are unemployed.
- The centre provides for a free stay.
- They are helped by volunteers who are ex drug addicts.
- Addicts tell stories of stealing from family to feed the habit.
- It is difficult to stop taking drugs on your own.
- Patients are taught values of life.
- Patients are taught to believe in God or higher power.
- He visit the centre to give talks and help with the chores.
- Everybody helps with cooking and cleaning.
- Patients come from all over the country.
- The centre relies on the public for funding. **[20]**

QUESTION 2: COVERING LETTER

A letter of Request

X Private Bag/P O Box/ Street address
X Town/ City (in caps)
X Postal Code
X Skip a line
X Date in full e.g 10 October 2013 (not 10/10/13)

X Skip a line
X THE CEO
X National Credit Regulator or NCR
X P O Box 1020
X PRETORIA (in caps)
X 0100 (with four digits)

X Skip a line
X Dear Sir (Dear Sir not Dear Sir/Madam)
X Skip a line
X REQUEST FOR DEBT COUNSELLER✓ (allow any suitable heading related to debt counseling)
X Skip a line
X Par 1
Request ✓□list ✓of debt counselors in town✓ or province.

X Par 2
Work place✓ position✓ gender✓ reason for debt✓✓✓. How to avoid in future✓✓✓

Copyright reserved

X Par 3 Good will
I am looking forward to … I will appreciate …
I hope you or any suitable ending that reflects politeness. ✓✓
X Skip a line
X Yours faithfully
X Signature
X Name and Surname (in caps)

Content 15 see ticks (✓)
Format 3 See X subtract ½ a mark for an error
Language 7 Tense maintained, punctuation observed, coherence etc. Minus half a mark for an error.
OR
Language grid

Poor	Average	Good	Excellent
1-3	4	5	6-7

[25]

ADDENDUM B

QUESTION 3: FAX MESAGE FORM

To: any name (since candidates use their own)
Company: name
From: Monty Reddy
Fax no: Any number with 10 digits
Date: 13 October 2013 (this date only)
Subject: YOUR INTERVIEW/THINGS TO BRING ALONG TO THE INTERVIEW
No of Pages: 2
Sentences should be formulated around:
Thank you for
Come for an interview on
Bring along
Original certificates of qualifications
Map of venue attached

[15]

Copyright reserved

ADDENDUM C

QUESTION 4: NOTICE AND AGENDA

Sentences forming a paragraph around
Invited
Special meeting
SRC
Venue
Date
Time
Signature of secretary
NAME
AGENDA

1. Opening and welcome

2. Apologies

3. Attendance Registers

4. Availability of members to volunteer

Closure

Content	Language
7 See ticks	3 minus1/2 per error e.g. spelling, tense etc.

Poor	Average	Good
1	2	3

[15]

Or

Language grid

QUESTION 5: MINUTES OF A SPECIAL MEETING

1. **Opening and welcome**
   The chairperson opened the meeting and welcomed every person present

2. **Apologies**
   X, Y and z gave apologies
   Provide reasons for their absence

3. **Attendance Register**
   Seven members attended

4. **Discussion of volunteering in Panorama**
   Mention 7 names and different functions that they are going to perform at Panorama e.g. Phetolo Poo said she will make the beds

Closure **[25]**

TOTAL: 100

Copyright reserved