higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

COMMUNICATION N4
(First Paper)

12 NOVEMBER 2014

This marking guideline consists of 6 pages.

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QUESTION 1

- A tattoo can damage one's career prospects. √
- Most employers reject people with tattoos. √
- Employers who say they do not object to body art are also sceptical about tattooed employees. √
- Tattoos have advantage only in prison. √
- Small tattoos can be seen as regimental insignia for military veterans. √
- Customer expect a negative service from an employee with tattoos. √
- Tattoos make a person dirty. √
- It might be desirable for HR Manager at prison to have tattoos. √
- Flowers of small animals might be acceptable. √
- Scary some tattoos might be acceptable than others. √

Content 12 = Own Heading related to tattoos and the work place√√ (two marks)
10 points from the above (√ one mark each)
Heading in Capital letters

Layout 03 = Bullets or numbers to mark sentences
Sentences two lines or shorter -½ per error

Language05 = Tense maintained
Sentences make sense
Punctuation marks observed
-½ per error on the above

OR

LANGUAGE GRID

POOR	AVERAGE	GOOD	EXCELLENT
1-2	3	4	5

[20]

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QUESTION 2

X Name of College
X Private Bag/Street/ PO Box
XTOWN/CITY in capital letters
X Postal Code (four digits)
X Skip a line
X Date in full or x Date in full e.g. 3 May 2014

X Skip a line
X The Honourable Minister
X Department of Higher Education
X Private Bag X201
X PRETORIA
X Postal Code (four digits)
X Skip a line
X Dear Sir
X Skip a line
X HEADING IN CAPITAL LETTERS
X A paragraph stating where and when and what, the article about (Three lines)√√√
X A fact being complained about stated√√

Why the complaint√√ what should be done√√√ (A paragraph of four to five five lines)
X Skip a line
X A paragraph of goodwill e.g. I hope/ I am looking forward to/ I would appreciate. √√
X Skip a line
X Yours faithfully (Capital Y, small f)
X Signature
X NAME IN CAPITAL LETTERS
X DESIGNATION

X Content : 12 (see ticks)
X Language : 5 punctuation/Word order
X Layout : 3 see X minus ½ per error

OR

LANGUAGE GRID

POOR	AVERAGE	GOOD	EXCELLENT
1-2	3	4	5

[20]

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QUESTION 3

TO : All Students√

FROM: Any name or Secretary√

DATE : Any in full e.g. 10 November 2014 not 10/11/14

SUBJECT: INFORMATION ABOUT TATTOOS/ TASK ON TATTOOS√√

EXT: Any 3 numbers

NB subject might be different but tattoo is the key word.

Read text tattoos√

Name of invitee√

Reason of invitation√√

Venue √√

Date √

Time √

Content : 10 see ticks
Layout : 2 -½ per error
Language : 3 check grammar, tense -½ per error

OR

LANGUAGE GRID

POOR	AVERAGE	GOOD
1	2	3

[15]

QUESTION 4

TO : Any Name√

FAX NO: Ten digits√

FROM: Any Name√

DATE: Any in full√

Subject: INFORMATION ABOUT OUR COLLEGE or any related heading.

Content

- Province√
- College√
- CEO√
- Campus
- Town/City/Village√
- Campus Manager√
- contacts√ either phone/fax/email/website√

Content : 10 see ticks
Layout : 2 -½ per error (see x)
Language : 3 (construction, grammar, tense -½ per error

OR

LANGUAGE GRID

POOR	AVERAGE	GOOD
½	1	2

[15]

QUESTION 5
PURPOSE OF THE REPORT, FORMULATE SENTENCES AROUND:

Inform Campus Manager√

Progress registered, problems encountered√

Preparation for speaker tattoos√

WORK COMPLETED (MENTION 2)

e.g. Siena Maharaj√ booked the hall√ on 7 may 2014√
Person√ Duty performed√ Date√

WORK CURRENTLY BUSY WITH (MENTION 2)

e.g. Rosi Nkosi√ looking for caterer√ to report back on 10 May 2014√
Person√ Duty performing√ to be completed by date√

Problems being experienced - Rosi Nkosi struggling to find a caterer for R25-00 per person.√√
Person problem encountered√√

WORK STILL TO BE COMPLETED

Delia Andries is still to buy fresh flowers on 30 May 2014.√

Content :
Language:
Layout :

Content : 20 see ticks
Layout : 07 that is grammar, punctuation etc.
Language : 03

OR

LANGUAGE GRID

POOR	AVERAGE	GOOD	EXCELLENT
1-3	4	5-6	7

[30]

TOTAL: 100

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