higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N4
(First paper)

27 May 2021

This marking guideline consists of 5 pages.

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QUESTION 1: PRECIS

Any suitable title x

- People should not get worried after sending messages to wrong recipients.✓
- There is a new feature which will solve such problem.✓
- The feature makes it easy to delete the message sent to a group or individuals.✓
- The time given to delete the message is only seven minutes.✓
- The recipient will know when the message has been removed.✓
- You can use the feature when sending text, voice notes and videos.✓
- The latest version is needed to access the feature.✓
- The feature does not give 100% guarantee.✓
- It has another feature which can label forwarded messages.✓
- It is important for people to think and check before sending messages.✓
- The new label feature was introduced in order to identify when people share other people's messages.✓
- There is an invitation for researchers to assist in solving fake news on WhatsApp.✓

NOTE: Mark only ten points.

Number of words x
Bullets/Point format used. x

FORMAT	CONTENT	LANGUAGE
3	10	7

[20]

QUESTION 2: LETTER TO THE EDITOR

Private Bag/PO Box/ Street address
Town/City (in caps) X
Postal Code
Skip a line X

Date in full e.g., 28 March 2018 X

Skip a line

The Editor X
BONA X
Private Bag X 217
BOLIVIA (in caps) X
1100 (with four digits)

Sir OR Madam x

(Allow any suitable heading related to network services) XX

Par 1
Line about being a cell phone network user✓
The names of different networks (accept creativity)✓
The competition between the network services✓

Par 2
Charges escalating✓
Showing the comparison between the countries✓
Showing the currencies and the country✓✓✓✓✓✓

Par 3
The five years waiting✓
Short, strong conclusion.✓

Worried/Concerned (accept any emotional word or phrase)✓

Signature x
Name and surname (in caps) x

FORMAT	CONTENT	LANGUAGE
5 subtract ½ for each error	13 see ticks (✓)	7 subtract ½ for each error

[25]

QUESTION 3: NOTICE OF A MEETING

DEPARTMENT OF COMMUNICATIONS X

TO: Cell phone Network Providers X (accept any relevant stakeholder)
FROM: Mr Ben Forster X
DATE: 05 February 2019 X

TEL NO: Any ten numbers X

SUBJECT: Any relevant heading X

Please take note of the cell phone network providers meeting,✓ to be held from 09:30 to 14:00✓at Luthuli House✓ in Hall A✓on 28 March 2018.✓
The minister would like to address the issue of high-rate charges✓ with all network providers and stakeholders.✓

Signature.✓

FORMAT	CONTENT	LANGUAGE
3	8	4

[15]

QUESTION 4 DISPLAY ADVERT

COMPANY'S LETTERHEAD X

Format:
- A4 page X
- Boarders X
- Different font types X
- Any related picture (logo)
- Forwarding address/email X
- Telephone numbers X
- Negotiable package available X

Content:
- Post name / Job title (cell phone network consultant)✓
- Four requirements (any related to the post)✓✓✓✓
- Closing date for applications✓
- Allowances: medical, car, pension fund, cell phone.✓✓

FORMAT	CONTENT	LANGUAGE
4	8	3

[15]

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QUESTION 5: CURRICULUM VITAE

Format:

Name and the surname of the applicant at the top X
Boarders X
Sequential headings X (3)

Content:
Personal details – name, date of birth, ID Number, postal address, nationality, drivers' license, home language (7)
Qualifications – school, standard passed, subjects passed (3)
Tertiary education – institution, qualification and subject passed (3)
Experience – period, company, address (3)
References – name, telephone number and designation (3)

Language (3)
[25]

TOTAL: 100

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