higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMMUNICATIONS N4
(FIRST PAPER)

30 MAY 2016

This marking guideline consists of 5 pages.

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QUESTION 1

- Department of home affairs partnered with banks to issue smart ID cards ✔
- The deal is part of the department's plan to make ID's accessible to all citizens ✔
- This was a brief to the media ✔
- Few banks already signed a memorandum of understanding with the department. ✔
- Other banks are also going to be contacted ✔
- The department will set up kiosks in bank branches ✔
- Applications will be submitted at these kiosks ✔
- Photos and finger prints will be taken at kioks kiosks ✔
- Payment for the smart card will be done at the bank ✔
- The person will collect the smart ID from the bank where they applied ✔
- The department has many offices countrywide ✔
- Many of them are smart card ID offices ✔
- People complain of being turned away ✔
- System are sometimes down in banks ✔
- Service providers will ascertain that network supply is not interrupted. ✔

Any 12 NB points

Content: 12 See ticks, any twelve
Language: 6 Sentences and tense, allow 4 errors before subtracting any marks.
Layout: 2 Heading and points **[20]**

QUESTION 2

P O BOX/Private Bag/Street
TOWN/CITY/VILLAGE
Postal Code
Date in full e.g. 5 May 2015 not 5/5/5

The Director
Department of Home Affairs
Private Bag X01
PRETORIA
0001

Dear Sir
HEADING IN CAPITAL LETTERS
PAR 1
Town and Province ✔
Bank and Date ✔
Complaint e.g. not satisfied ✔
PAR 2
Your name ✔
Turned away ✔
Reason given ✔
Why not satisfactory ✔ ✔
How the problem should have been or should be solved ✔ ✔
PAR 3

Goodwill e.g. I am looking forward to/I hope….. ✔ ✔

Yours faithfully
Signature
NAME IN CAPS

Content: 12 see ticks
Language: 8 punctuation, tense etc – half per error, allow 4 errors before subtracting any marks
Layout: 5 see x – half per error **[25]**

QUESTION 3

To : All students
From : The Secretary or any Name and surname
Date : Any Date in full e.g. 13 June 2015 not 13/6/15
Subject : SMART ID CARDS IN BANKS OR ANY TOPIC ABOUT SMART ID CARDS. ✔ ✔
Paragraph formulated around
Name of the bank ✔
Town/City/Village were the bank is ✔
- Days ✔ and times ✔ e.g. Monday and Wednesday between 13:00 and 16:00
- Green bar coded ID ✔ - reason for that ✔ ✔ ✔

Content: 10 see ticks
Language: 3 punctuation, tense etc – half per error, allow four errors before subtracting marks.
Layout: 2 – half per error **[15]**

QUESTION 4

1. Background
   On Date✓ in full. Presentation for smart✓ card ID'S organised by Dept Home✓ Affairs for students✓. The purpose of this✓ was to inform students✓ about smart card✓ ID. I was instructed by Principal✓ /Mr JG Bogude ✔ to compile ✔ a feedback report. I was sent to represent students✓

2. Purpose: Inform principal about the presentation on smart ID cards.✓

3. Presentation formed around
   Sentence
   Presenter-Felicity Moron - ✓
   Informative-✓
   Name three Banks✓
   Times and Days✓

4. Venue and Refreshment
   Clean and neat✓
   Finger lunch✓

5. Conclusion
   The presentation was informative/ enlightening.✓
   Any possible conclusion that has to do with smart ID cards✓

6. Recommendation
   Invite Home Affairs to college/Increase the days/Do it in the evening/i.e any that is progressive.✓ ✔

   Content: 22 see ticks
   Language: 5 punctuation, tense etc – half per error, allow four errors before subtracting marks.
   Layout : 3 see X – half per error **[30]**

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ADDENDUM C

HOME AFFAIRS FORM

Surname: ..... ✔ .....

Names: ..... ✔ .....

Place: ..... ✔ ..... Province: ..... ✔ .....

Date of Birth: ..... ✔ .....

ID no: ..... ✔ .....

Age: ..... ✔ .....

Gender: ..... ✔ .....

Place where this application is made : ..... ✔ .....

Your Signature: ..... ½ a mark ..... Date: ..... ½ a mark **[10]**

TOTAL: 100

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