higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N4
(First Paper)

15 NOVEMBER 2018

This marking guideline consists of 6 pages.

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QUESTION 1: PRÉCIS

Heading*

- Tourism Department is planning a celebration month.√
- They have the same theme with the World Tourism Day.√
- The theme helps them to communicate the message globally.√
- The theme is also encouraging the industry to cover all South African.√
- Global Access gives services that are available to all the people.√
- Universal Access removes barriers in tourism.√
- The theme promotes tourism to all without segregation.√
- Tourism month gives South Africans better understanding of their surroundings.
- This celebration happens not in all provinces.√
- The celebration boosts the economic growth and job creation.√

Word count* *(bulleting)

Content	Layout	Language
10	03	07

[20]

QUESTION 2: FACSIMILE

TO : Majuba TVET College* (any college name)

COMPANY : Department of Tourism*

FAX NUMBER : ___ (10 numbers…accept 086 number) √

FROM : Minister Derek*

DATE : ____ *(should be before 27 September 2016)

SUBJECT : _____√

Minister of Tourism, Mr Derek M√ is inviting ___ (indicate number) representatives√ from your college to attend the launching of tourism month function√ at Parys√, Free State Province√ on the 27th of September 2016√.

Respond before the 10th of September 2016√ (any date between 1st August 2016 and 10th September 2016.

Content	09
Format/layout	04
Language	02

[15]

QUESTION 3: JOB OFFER LETTER OF ACCEPTANCE

Address*

Date (any date after 25th September 2016)*

Address*

Dear Sir or Mathabatha*

Heading*

Par 1 Promote goodwill√

Mention the position you have been appointed for.√√
(Tourist Guide)
Confirmation that you are accepting the offer.√√

Par 2 Confirming that you will resume√ the duty or be available on the date you are expected start the duty√.(Any date after 25 September 2016)√
Indicate that you have read and agree with the terms and condition on the memo√√ attached to your appointment letter.(Mention two terms, e.g. – no relocation refund required, must have your own car)√√

Par 3 Promote goodwill.√√

Yours Faithfully / Sincerely*

NAME*

Signature*

Content	14
Format/layout	04
Language	07

[25]

QUESTION 4: ACCIDENT REPORT

Letterhead* Address*

TEL: (10 numbers)√
FAX: (10 numbers)√

Accident report during working hours.*

Name of the injured person√
Position√
Date of the accident√ Department √
Site of the accident√ Time of the accident√

Eye witness #1√ Eyewitness #2√

Description of the accident:
How it has started √√
The state of the injury√√
How many people involved√
The time the ambulance arrived√√
Was the injured person taken to hospital or given first aid.√

General overview. (what should be done in future)√√

Compiled by:*

Personnel Officer:*

DATE:*

Content	20
Format/layout	03
Language	07

[30]

QUESTION 5: FORM

Z 83 (81/971431 REPUBLIC OF SOUTH AFRICA

APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details on your ID or passport.
2. Passport number in the case of non-South Africans.

A. THE ADVERTISED POST	
Position for which you are applying (*as advertised)*	Department where the position was advertised
Reference number (as stated in the advert)	If you are offered a position, when can you start **OR** how much notice must you serve with your current employer?

B. PERSONAL INFORMATION				
Surname				
First names				
Date of birth				
Identity number[2]				
Race[3]				
Gender				
Do you have a disability? [3]				
Are you a South African citizen?				
If no, what is your nationality?				
And do you have a valid work permit?				
Have you been convicted of a criminal offence or dismissed from employment?				
If your profession or occupation requires State or official registration, provide date and particulars of registration.				

C HOW DO WE CONTACT YOU			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Please tick)	Post	E-mail	Cell no
Correspondence contact details (in terms of above)			

[10]

TOTAL: 100

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