higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N4
(First paper)

19 October 2020

This marking guideline consists of 7 pages.

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QUESTION 1: PRÉCIS

Any acceptable title x

- The owner of a game reserve in Limpopo shot his tamed lion.✓
- Swart, aged 72, had raised this lion by bottle feeding him since birth.✓
- Swart is recovering at Milpark Hospital, but is still traumatised by what had happened.✓
- Swart's family was relieved about his recovery.✓
- Swart's family was also traumatised as they had loved Shamba.✓
- The lion spotted him and chased him.✓
- The lion dragged him into the bush.✓
- A passer-by (employee) cried for help.✓
- Tourists in a caged vehicle also witnessed the incident.✓
- Swart usually got out of his vehicle and opened the gate.✓
- Someone would always distract Shamba.✓
- One staff member saved Swart's life by shooting the lion.✓
- Swart and his wife are originally from Britain.✓ Swart's family opened the reserve park in 2010.✓
- Maltz said that no form of hunting was permitted at the park.✓
- Swart was aware of the dangers of owning a lion park and the incident caught him by surprise.✓

[Number of words x]
[Write ONE paragraph x]

CONTENT	LANGUAGE	FORMAT
12	5	3

[20]

QUESTION 2: INVITATION LETTER

Private Bag/P O Box/ Street address
Town/City (in caps) x
Postal Code
Skip a line x

Date in full x

The Personnel/Human Resources x
Wildlife Trust x
Private Bag
Town/City (in caps) x
1100

Dear Sir/Madam x

Invitation to train staff (any heading related to a workshop) x

Par 1
Line of goodwill/greetings✓
The staff at the Thabazimbi Game Reserve invite you
The reason – a staff workshop✓
Safety, the danger and the do's and don'ts of working with wildlife✓

Par 2
After Mr. Swart's incident with the lion,✓
the staff need this urgently,✓
the farm is prepared to pay any costs,✓
per day to the amount of,✓
Please let us know of your availability.✓

I am looking forward to … I will appreciate …
I hope you or (any suitable polite ending).✓

Yours faithfully x
Signature x
Name and Surname (in capital letters) x

FORMAT: 5 subtract ½ a mark for an error
CONTENT: 10 see ticks (✓)
LANGUAGE: 5 subtract half a mark for an error **[20]**

QUESTION 3: TELEPHONE MESSAGE

Letterhead x

TO: Mr Swart x

DATE: 9 May 2019 x
TIME: 15:30 x
FROM: Mr Buys x

TEL NO: Any 10 digits x

Message: Mr.Buys, your friend called✓ from Germany.✓ He wanted to know if✓ you will be able to walk his daughter down the aisle✓ on 14 July 2019✓ as she will be getting married.✓ Please indicate if you will be available on that day.✓

Taken by… .✓

CONTENT	LANGUAGE	FORMAT
8	4	3

[15]

QUESTION 4: **INVESTIGATION REPORT**

COMPANY'S LETTERHEAD xx

TO: Bunga x

FROM: Motlafela Mojapelo✓

DATE:

SUBJECT:

TERMS OF REFERENCE:

PROCEDURES:

FINDINGS:

CONCLUSION:

RECOMMENDATIONS:

CONTENT	LANGUAGE	FORMAT
16	7	7

[30]

QUESTION 5: **DISPLAY ADVERT**

COMPANY'S LETTERHEAD x

Format: 7 Letterhead x
Heading x
Use of different font types x
Use of a different font size x
Border x
Picture related to the topic x
Use of A4 full page x

Content: 5
Sentence about the chalet,✓
swimming pool,✓
game hunting,✓
price per day,✓ and
bringing their own hunting gear.✓

Language: 3 **[15]**

TOTAL: 100

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