higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMMUNICATION N4

(First paper)

(5140344)

19 October 2020 (X-paper)
09:00–12:00

OPEN-BOOK EXAMINATION

TWO dictionaries (bilingual/explanatory) and TWO additional reference works are allowed.

This question paper consists of 4 pages, 1 addendum and 1 answer sheet.

264Q1B2019

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMMUNICATION N4
(First paper)
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each section on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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QUESTION 1: PRÉCIS

Read the background in the ADDENDUM (attached) and write a précis of 120 words. Provide your own suitable heading. At the end, indicate the number of words you have used. ⌘

NB: Do not repeat the heading in the ADDENDUM.

CONTENT	LANGUAGE	FORMAT
12	5	3

[20]

QUESTION 2: INVITATION LETTER

As one of the staff members at the Thabazimbi Game Reserve in the ADDENDUM, you witnessed Mr. Swart being attacked by a lion on his farm. You could not help as you feared for your life. After a month, you realise that other employees' lives might also have been in danger. As the senior supervisor of the farm, you have requested permission from the farm owner, Mr. Swart, to invite an expert from WILDLIFE Trust SA to address and workshop the staff about the precautions to be taken when working with wildlife. ⌘

Write an invitation letter to the personnel of WILDLIFE Trust SA to invite them to workshop the staff at the farm about the danger, safety and do's and don'ts of dealing with wildlife from 30 June to 2 July 2019. In your letter, stress that the staff need the training as soon as possible and that the management of the farm is prepared to pay any amount for the training.

CONTENT	LANGUAGE	FORMAT
10	5	5

[20]

QUESTION 3: TELEPHONE MESSAGE

Mr. Swart has been admitted to hospital and you are occupying his office in his absence. At 15:30 on 9 May 2019, one of his friends, Mr. Buys, called and wanted you to tell Mr. Swart that on 14 July 2019, Mr. Buys' daughter was getting married and that he would like Mr. Swart to walk her down the aisle as Mr. Buys would still be in Germany. Mr. Swart also had to indicate his availability on the specified date. ⌘

Write a telephone message on the answer sheet (attached), which you will show to Mr. Swart as soon as he has been discharged from the hospital.

CONTENT	LANGUAGE	FORMAT
8	3	4

[15]

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QUESTION 4: INVESTIGATION REPORT

Mr. Swart's case has been reported at the nearest police station. Mr. Motlafela Mojapelo is the investigating officer, but due to pressure at work on 14 July 2019, he requested you to take over the case and investigate what had really transpired at Mr. Swart's farm the day of the incident. The report is needed by Colonel Bunga (Mr.) before the end of the week, 29 July 2019.

Use the following headings and the information in the ADDENDUM (attached) to draft your investigation report. Use the memo format.

- Terms of reference: (The name of the person, dates, reason and instruction)
- Procedure:
- Findings:
- Conclusion:
- Recommendation:

CONTENT	LANGUAGE	FORMAT
16	7	7

[30]

QUESTION 5: DISPLAY ADVERTISEMENT

The Thabazimbi Game Reserve is a tourist attraction in Limpopo. Design a display advertisement where you recruit tourists and people across and outside the country to enjoy wildlife at this game reserve during the holiday seasons. Indicate that there are chalets, swimming pools and game hunting for a certain amount per day (with own hunting gear).

Use the AIDA principles and an A4/full page.

CONTENT	LANGUAGE	FORMAT
8	4	3

[15]

TOTAL: 100

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ADDENDUM

Shamba the lion shot dead during attack on owner who had raised him since birth

The lion that had attacked its owner at a private game reserve near Thabazimbi in Limpopo over the weekend was killed during the incident. Rudolph Swart, aged 72, the owner of Mamaolo Predator Centre, had "bottle raised" Shamba since birth. Swart broke his jaw and sustained injuries to his neck during the attack.

On Wednesday morning, family spokesperson, Benny Maltz, told *News24* that Swart was recovering in hospital, but that he was still traumatised after the incident. "He is very upset about the loss of Shamba and I think he is trying to put up a brave face, but he is really battling to come to terms [with] what has happened," Maltz said. Maltz added that Swart was able to walk for the first time since the incident with the aid of a physiotherapist at Milpark Hospital.

"The prognosis is looking good, provided that his infection stays under control. His wounds have been left open in order to ensure that the infection does not set into his body." She said the family was relieved that Swart was "okay", but added that they were also traumatised by the loss of Shamba.

The family had owned Shamba for 10 years. In a short video clip, Swart can be seen walking behind the lion in a den. The lion quickly spots him and chases him as he runs for a metal gate. The lion then drags him into nearby bushes, where he lies motionless.

In the video, an onlooker can be heard crying and screaming: "Somebody, help, please! Oh my God!" Some gunshots can also be heard in the background. Maltz explained that Swart had been in Shamba's camp and that some tourists had been in a vehicle that had a protective cage. This was procedure, she said, adding that he usually got out of the vehicle to open the camp's gate before they drove out.

"Someone outside the camp will then take Shamba's attention off so that he walks away from the vehicle and the gate. Swart does this regularly. Shamba mysteriously turned around on Saturday." A staff member outside the camp shot and killed Shamba to save Swart's life. Swart and his wife are originally from Britain and opened the reserve park in 2010. Maltz said no form of hunting was permitted at the park. She said that Swart was aware of the dangers of owning a lion park and that the incident had caught him by surprise.

(https//m.news24.com) 10:29 02/05/2018 Iavan Pijoos

NB: The real names have been replaced for security reasons.

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ANSWER SHEET

EXAMINATION NUMBER: | | | | | | | | | | | | | |

TELEPHONE MESSAGE

TO: _____
DATE: _____
TIME: _____
FROM: _____

Tel no: _____

MESSAGE: _____

_____

_____

_____

TAKEN BY: _____

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