higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N5
(First Paper)

18 JUNE 2018

This marking guideline consists of 7 pages.

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QUESTION 1: CIRCULAR LETTER

Any TVET College Letterhead *

Tel (optional)
Fax (optional)

Full Address *
City or Town in CAPS*
Code *

Date in full*

To all students *
Address (optional)

Salutation *

SUBJECT*

Paragraph 1: Promotion of goodwill (any message that will attract the attention and arouse interest)✓✓

Paragraph 2: Explain about the closure of the campuses;✓ give reasons✓
(e.g. current economic situation need to utilise available resources effectively).✓✓
Identify campuses to be closed and effective date.✓

Paragraph 3: Explain how and where the students will be serviced in future.✓✓

Paragraph 4: Promote goodwill✓

Kind Regards/Yours sincerely*

Signature*

INITIALS AND SURNAME (in CAPS)*
DESIGNATION (in CAPS)*

CONTENT	COHERENCE	LANGUAGE
10 (ONE mark per ✓)	6 (½ mark per * -1 per error)	4 (-½ per error)

[20]

QUESTION 2: FORMAL INVITATION

The SRC of Mnambithi TVET College

cordially invites

……*

to the annual Mr & Miss Valentine competition✓ which will be held in the College Hall✓ on Friday, 14 February 2018 at 10:00.✓

RSVP before 14 February 2018✓ Dress: semiformal✓
Address (must be KZN)✓
Tel: any tel. no.

CONTENT	LAYOUT	LANGUAGE
6 (ONE mark per ✓)	2 (ONE mark per * -1 per omission)	2 (-½ per error)

[10]

QUESTION 3: ACCEPTANCE OF INVITATION

Tel. (optional)
Fax (optional)
Email address (optional)

Any address *
Mpumalanga Province *
Code*

Date in full (before 14 February) *

Any name and surname, e.g. Anthony Mashele *
SRC Secretary *
Mnambithi TVET College *
Address with city or town in CAPS *
Code
(-2 if address is omitted)

Dear Mr Mashele *

INVITATION TO ACT AS ADJUDICATOR *

Thank you for the invitation.✓ I accept✓ the invitation to act as adjudicator✓ at the Mr & Miss Valentine competition and to crown Miss Valentine✓ in the College hall✓ on Friday, 14 February 2018 at 10:00.✓

Thank you✓ accommodation✓ Sunrise Hotel. I will arrive✓ at the Gateway Airport✓ on Thursday, 13 February 2018✓ with flight SAA 256✓ 17:00✓ and will depart on Friday, 14 February directly after function.✓ Arrange✓ flight✓ not later than 16:00 the same day.✓
Thank you for offering me an appearance fee✓ but I cannot accept it.✓ I gladly assist educational institutions whenever possible.✓

Included✓ copy of CV and recent photograph.

Goodwill/Looking forward to meeting you.

Yours sincerely *

Signature

ZANDILE HLUBI *

(No marks if candidate wrote letter of invitation)

CONTENT	LAYOUT	LANGUAGE
15 (ONE mark per ✓)	4 (½ mark per * -1 mark per omission)	6 (-½ per error)

[25]

QUESTION 4: NOTICE AND AGENDA IN CIRCULAR FORMAT

INNOVATIVE YOUTH PROGRAMME*

Private bag X 9903 *
LADYSMITH *
3370 *
(-2 if address is omitted)
Any date (at least 2 weeks before 09 December 2018) *

Dear Facilitators *

MONTHLY GENERAL MEETING *

NOTE: The monthly general meeting for all facilitators will be held in the boardroom of Mnambithi TVET College on Friday, 09 December 2018 at 16:00.✓

The minutes of the previous meeting are attached.✓

Yours sincerely*

Signature*

NAME AND SURNAME (in CAPS) *
PROGRAMME LEADER *

AGENDA *

1. Opening and welcome✓
2. Attendance register✓
3. Apologies✓
4. Minutes of the previous meeting✓
5. Matters arising✓
   - 5.1 Selection tests✓
   - 5.2 Annual awards function✓
6. New business✓
   - 6.1 Market Day during the festive season of 2018✓
   - 6.2 Supplementary examinations✓
   - 6.3 Evaluation of the business plan✓
7. General✓
8. Date of the next meeting✓
9. Closure✓

CONTENT	LAYOUT	LANGUAGE
10 (½ mark per ✓ -1 per omission)	4 (½ mark per * -1 mark per omission)	6 (-½ per error)

[20]

QUESTION 5: PROGRESS REPORT

INNOVATIVE YOUTH PROGRAMME *

MEMORANDUM *

To: Ms Ella Mpembe * Date in full (a month before 10 December 2018) *
OR Innovative Youth Programme leader

From: (any name and surname) * Ext: 345 (any number) *

Subject: PROGRESS REPORT ON ARRANGEMENTS FOR THE ANNUAL AWARDS FUNCTION OF THE INNOVATIVE YOUTH PROGRAMME ON SATURDAY, 10 DECEMBER 2018 *

1. Background *

   On 7 November 2018 Ms Ella Mpembe asked me to write a report about the progress of the final arrangements of the 2018 annual awards function which will be held on 10 December 2018.✓✓

2. Purpose of the report *

   The purpose of the report is to submit an account of the tasks that have already been completed, those currently being attended to and those that will be attended to in due course. Certain problems which have been experienced will also be pointed out.✓✓

3. Tasks completed *

   3.1 Booking of hall – person(s) responsible – date of completion of tasks✓✓

   3.2 Confirmation of sponsorships – person(s) responsible, sponsors confirmed, date of completion of task✓✓

   3.3 Information on award winners, programme facilitators and other stakeholders/responsible person(s), people invited, dates of completion of tasks✓✓

4. Tasks currently being attended to *

   Invitation to guest speakers-person(s) responsible,✓✓ at least ONE problem experienced✓ and possible solution to the problem.✓

5. Tasks still to be completed *

   Finalisation of catering arrangements – person(s) responsible for arrangements regarding the catering – expected date on which task is expected to commence.✓✓✓

6. Conclusions *

Indication that arrangements are on schedule, general evaluation of the progress that has been made✓

Signature/Initials *

CONTENT	LAYOUT
18 (1 mark per ✓)	7 (½ mark per *)

[25]

TOTAL: 100

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