higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMMUNICATION N5
(First Paper)

14 JUNE 2016

This marking guideline consists of 6 pages.

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QUESTION 1

NAME OF COMPANY*

Tel* Any address*

Date*
The Editor*
Newspaper name*
Address

Sir/Madam*

SUBJECT*

Paragraph 1 – Explain the reason for writing the letter.✓✓

Paragraph 2 – Give your point of view✓✓✓ - giving explanation for the problems that led to the article✓✓✓

Paragraph 3 – Suggest a solution✓✓✓

Paragraph 4 – Conclusion✓✓✓

Pseudonym*

Real Name and Surname*

LAYOUT	CONTENT	LANGUAGE
5	14	6

[25]

QUESTION 2

NAME OF COMPANY*

POSITION*

REQUIREMENTS:
Any relevant requirements for the position of a cashier.✓✓✓

✓ Any mentioning of salary
✓✓ contact person and address where cv can be sent
✓ Contact numbers

✓ Closing date

* border

LAYOUT	CONTENT	LANGUAGE
4	8	3

[15]

QUESTION 3

NAME OF COMPANY*

Date: Any date after closing date*

Ms Thato Semenya*
Any address

Dear Ms Thato Semenya*

SUBJECT*

Paragraph 1
- Promote goodwill✓✓

Paragraph 2
- Inform the applicant that her application was unsuccessful. ✓✓
- Reasons why her application was unsuccessful.✓✓
- Thank the applicant for the interest shown.✓✓

Paragraph 3
- Wish the applicant best of luck in her endeavours in job-hunting✓✓

Yours sincerely*

LL ROSOUW*
DESIGNATION*

LAYOUT	CONTENT	LANGUAGE
4	10	6

[20]

QUESTION 4

The general manager of …✓
Invites

Mr and Mrs … ✓

To attend a cheese & wine party at …✓
On … at …✓

RSVP: date✓ before the event

LAYOUT	CONTENT	LANGUAGE
2	5	3

NOTE: If it is not in a form of a formal invitation, no mark should be allocated for format/layout. If it is not in a third person, no mark should be allocated for language. **[10]**

QUESTION 5

Mr & Mrs …✓

Thank the general manager of …✓

For their invitation to a … party✓

But regret that we are unable to attend due to …✓✓

LAYOUT	CONTENT	LANGUAGE
2	5	3

[10]

QUESTION 6

NAME OF COMPANY*

- Instructions on how the questionnaire should be completed✓✓
- What the questionnaire wishes to address✓✓

- 4 questions✓✓✓✓
- Mentioning of staff member who offered excellent service✓
- Any relevant suggestions✓✓

Thank clients for taking part in completing the questionnaire.✓

Signed*
Date*
DESIGNATION*

LAYOUT	CONTENT	LANGUAGE
4	12	4

[20]

TOTAL: 100

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