higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N5
(First Paper)

28 NOVEMBER 2019

This marking guideline consists of 6 pages.

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QUESTION 1: PRECIS

AWARENESS OF DRUG AND ALCOHOL ABUSE * (Or any other relevant topic)

- Government is considering a ban on advertising alcohol.
- They regard this as a way to reduce alcohol abuse.
- Others are of the opinion that it will have a negative economic/financial impact.
- It also leads to acts of violence/fights.
- Government appointed experts to investigate the effects of alcohol and drugs on communities.
- Their findings will assist in guiding a five-year plan in dealing with abuse.
- Various government departments are involved in finding a solution.
- The alcohol industry is prepared to cooperate with the government.
- They warn that the solution is not as simple as the government makes it out to be.
- They regard the home as the starting point in education against abuse.
- Closing all shebeens would not solve the problem.
- Mothers who are abusing alcohol during pregnancy give birth to mentally deficient children.
- Liquor is glamorised as it is associated with success in sports.
- Alcohol consumption is seen as recreation.
- Alcohol abuse results in parents failing to take parental responsibility.
- The department believes that total ban on alcohol advertisements will stop alcohol from being glamorised.
- This is intended to restore the moral fibre of society.

Any 12 of the above points, point form*
(100 words)*

FORMAT: 3	CONTENT: 12	LANGUAGE: 5	
1 mark per *	1 mark per tick (✓)	11–12 8–10 6–7 3–5 1–2	5 4 3 2 1

[20]

QUESTION 2: LETTER OF COMPLAINT

PO Box 256
ESTCOURT
3310 (Any address with city in CAPS) *

*Date (in full)

*The Principal or (Mr/Mrs and any name and surname)
Umtshezi High School (Any school)
PO Box 111
*NTABAMHLOPHE (Any address with city in CAPS)
Code

*Dear Sir/Madam or Dear Mr/Mrs (Any surname)

*CONCERN OVER SON'S (or child's name) CHANGED BEHAVIOUR/ATTITUDE

INTRODUCTION (goodwill expression) ✓

- Parent's concern about son's changed behaviour/attitude✓
- He has lost interest in school work✓
- He is refusing to let parents see his books✓
- Parents unable to determine his performance✓
- Suspicion that son may be involved in drugs✓
- Has no idea what signs to look for✓

(Any 5 of the above points)

SOLUTION

Educate both learners and parents about the symptoms of drug abuse during parents' meetings.✓
Write informative articles in newsletters on drugs and alcohol.✓
Invite police raids.✓
Work closely with parents in cases of changes.✓
Organise talk shows on the negative effects of drug abuse on the local radio station.✓
Invite rehabilitation addicts to motivate young people on the negative effects of drug abuse.✓
Invite experts in drug rehabilitation projects to address both learners and parents.✓
(Any 5 points out of the above)

CONCLUSION (express goodwill)✓

*Yours sincerely/faithfully
*Signature
*NAME
*DESIGNATION

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FORMAT: 5	CONTENT: 12	LANGUAGE: 8	
½ mark per *	1 mark per tick (✓)	11–12 9–10 6–8 4–5 3 2 1	8 7 6 5 4 3 2

[25]

QUESTION 3: TELEPHONE MESSAGE

*** ALCOHOL AND DRUG PREVENTION COMMUNITY PROJECT**

*** TELEPHONE MESSAGE**

*To: The director (Any name and surname)
*From: Mr Nemahunguni (station manager) *Company: Ukhozi radio station
*Tel: (Any 10 digits)
*Date: 28 November 2019 *Time: (Before 17:00)

*Message:
While you were in a meeting, Mr Nemahunguni phoned.✓✓
He wanted to invite you to a talk show on your work and✓✓
How you would deal with the high incidence of alcohol and drug abuse✓✓
Among the local youngsters.✓
Please phone him for more information before 17:00.✓

*Message taken by: Rotondwa

FORMAT: 5	CONTENT: 8	LANGUAGE: 2	
½ mark per *	1 mark per tick (✓)	5–8 1–4	2 1

[15]

QUESTION 4: MINUTES OF A FORNIGHTLY MEETING

* ALCOHOL AND DRUG PREVENTION COMMUNITY PROJECT

*MINUTES OF A FORTNIGHTLY GENERAL MEETING HELD IN THE BOARDROOM, OF (ANY ADDRESS) ON (ANY DAY) ON 15 MAY 2019 AT 08:00 *

1. ATTENDANCE REGISTER*
   ALL members were present

2. APOLOGIES*
   None✓

3. OPENING AND WELCOME*
   The chairperson opened the meeting and thanked everyone present.✓

4. MINUTES OF THE PREVIOUS MEETING*
   Minutes were taken as read, approved and signed.✓

5. MATTERS ARISING*
   Radio talk show attended, state date before 15 May 2019 and name of radio station.✓

6. NEW BUSINESS*
   Crime prevention projects for local primary schools✓
   Support group for parents of young addicts✓
   Give reason for the support group and when this will be started✓

7. GENERAL*
   Any item of a general nature. DO NOT accept there was no general item.✓

8. DATE OF THE NEXT MEETING*
   30 May 2019✓

9. CLOSURE*
   The meeting was closed at 09:00✓

*APPROVED AT …….
*CHAIRPERSON …….
*SECRETARY ……..
*DATE ……

FORMAT: 8	CONTENT: 10	LANGUAGE: 2	
½ mark per *	1 mark per tick (✓)	5–10 1–4	2 1

[20]

QUESTION 5: LETTER TO AN UNSUCCESSFUL CANDIDATE

ALCOHOL AND DRUG PREVENTION COMMUNITY PROJECT *

Tel.
Fax. *
Email.

Any address
Street address/PO Box *
City/town (CAPS)
Code

Date in full *

Mr Michael Singh *
Any address
CITY/TOWN in CAPS *
Code

Dear Mr Singh *

APPLICATION FOR POSITION OF COUNSELLOR *

Thank you for your application for the position of counsellor.✓✓

Unfortunately✓✓ your application was not successful as we need someone with more experience as a counsellor in this particular field.✓✓
Should we have another vacancy for which your experience is more suited, feel free to apply again.✓✓

Please accept our best wishes for any of your future applications as well as your future career.✓✓

Yours sincerely *

Signature*

NAME IN CAPS *
POSITION *

FORMAT: 6	CONTENT: 10	LANGUAGE: 4	
½ mark per *	1 mark per tick(✓)	9–10	4
		5–8	3
		3–4	2
		1–2	1

[20]

TOTAL: 100

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