higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAYCARE COMMUNICATION N5

25 May 2021

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1
- Cell phone
- Telephone
- Television
- Radio
- Internet
- Fax
- Talking
- Singing
- Writing
- Twitter
- Facebook
- Chat rooms
- Letters
- Signs
- Newspapers
- Magazines (Any 10 × 1) (10)

1.2
- Staff are not allowed to use their cell phones during working hours or even while on duty on the playground.
- When one needs to make an urgent call or is expecting one, arrange with a staff member to look after one's classes.
- One can use your cell phone during breaks and lunch time.
- Penalties will be enforced upon those for disobeying the workplace rules.
- If a parent or inspector walks into your class you need to be aware of them.
- The children need your attention while you work, and when they are asleep.
- If an accident occurs while you were on your phone, parents can sue the centre.
- Research for work can be done during breaks.
- Look at your contract again about the use of cell phones.
- Facebook and taking of pictures are prohibited at all times. (10 × 2) (20)

[30]

TOTAL SECTION A: 30

SECTION B

QUESTION 2

2.1
- wonderful
- enormous
- potential
- Vodacom
- … MTN**.** (full stop)
- However**,** (comma) (6)

2.1 2.2.1 terrible; can be a tragedy; tragic; awful
2.2.2 to be in a competition; oppositional
2.2.3 continuous; regular; non-stop; consistent; frequently; recurring;
2.2.4 well-known
2.2.5 unknown; unusual; weird; bizarre; odd; foreign
(5 × 2) (10)

2.3 2.3.1 We stay close to the sea but we are also close to the mountains, so we have the best of both worlds. (4)

2.3.2 Most instruments in an airplane are there to navigate the plane in the right direction. (4)

2.3.3 I find it hard to criticize a person. (4)

2.3.4 All fans of the band were singing along. (2)

2.4 inverted commas;✓ **'**Torch**'**
apostrophe;✓ can**'**t
dash;✓ both worlds **–** touch and keyboards, operating system-and
slash;✓ 7**/**10
brackets;✓ **(**and the successor the Storm 2**)**
comma;✓ had hoped for**,**
colon:✓ VERDICT**:**
capital letter;✓ **T**he
full stop.✓ iPhone**.**
hyphen✓ slide**-**out, drop**-**down, pop**-**up
(10 × 1) (10)
[40]

TOTAL SECTION B: 40

SECTION C

QUESTION 3

3.1 Company Logo/Letterhead/BOPA

Tel.: any 10 digits
Fax: any 10 digits
e-mail: any suitable address

4 Nederburgh Street
BELLVILLE
7830

Date; well in advance

Jeremy Sampson
Chairperson
Interbrand Sampson-group
P.O. Box 10
JOHANNESBURG
0001

Dear Sir / Mr. Sampson

SUBJECT HEADING (Invitation) any suitable heading with reference to guest speaker

Par. 1: Inform about the Seminar and invite as guest speaker.
- Indicate why you are inviting him.✓✓

Par. 2: Provide details of the function: day, date, time and venue
Details of audience – age, gender, background, etc.✓✓

Par. 3: Topic and duration of speech/audio visual aids required✓✓

Par. 4: Accommodation and travel arrangements if travelling from out of town, expenses to be covered by host company
Who will meet the guest at the airport? RSVP details must be provided.✓✓✓

Par. 5: Request for a CV and photograph. Why?✓✓

Par. 6: Goodwill✓

Yours sincerely

(Signature)

PRINT: NAME ANNEMARIE OLIVIER
DESIGNATION ANY SUITABLE DESIGNATION, e.g. EVENTS MANAGER

CONTENTS	12
LANGUAGE	2 -½ per error
FORMAT	4 -1 per error
	20

(20)

3.2 Company Logo/Letterhead/

INTERBRAND
SAMPSON-GROUP

Tel.: any 10 digits
Fax: any 10 digits
e-mail: any suitable address

4 Nederburgh Street
BELLVILLE
7830

Date:

The Manager
Protea Hotel
Any address
JOHANNESBURG
0001

Dear Sir

SUBJECT HEADING: Complains on behalf of Jeremy Sampson

Par. 1: Provide background for this letter.✓✓

Par. 2: State complains:

- poor service at reception✓✓
- noisy cleaning staff✓✓
- unfriendliness of waiter, Johan Visages✓✓

Par. 3: Clearly state what action you need from management in rectifying the complaints✓✓

Par. 4: Goodwill✓

Yours sincerely

(Signature)

PRINT: NAME
ANY DESIGNATION ON BEHALF OF MR SAMPSON

CONTENTS	11
LANGUAGE	4 -½ per error
FORMAT	5 -1 per error
	20

(20)
[40]

TOTAL SECTION C: 40

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SECTION D

QUESTION 4

4.1 Saxon White Kessinger (2)

4.2
- We as humans must realise that we are replaceable.
- Do just what you can as good as you can.
- Be proud of yourself and your work.
- Sometimes you will feel good about yourself.
- Sometimes you might feel that you ate highly qualified and the best.
- Do not develop an inflated opinion of yourself.
- People might miss you for a while.
- Life will go on with or without you.
- Try to leave an impression on people.
- Be humble all the times. (Any suitable explanation) (10)

4.3 'Sometime, when …' (2)

4.4 To emphasize an idea (2)

4.5 free rhyme (1)

4.6
- 'proud of yourself'
- 'take it for granted' (2 × 2) (4)

4.7
- 'with water'
- 'would leave an unfillable hole' (2 × 2) (4)

4.8 When someone thinks✓ that he or she is indispensable, they think that they cannot be replaced.✓ They think that no one can do their work✓ or is as capable✓ in doing it. You are the only one who is so necessary✓ (5)

4.9 Format: Own topic(1)
Language (1)
Content (8) (10)
[40]

TOTAL SECTION D: 40

SECTION E

QUESTION 5

5.1
- Story must not be longer than 20 minutes.
- Limit the number of characters and happenings.
- Encourage correct concepts.
- Story must have a beginning, main part and ending.
- Use characters with which the child can identify.
- The ending must always be positive.
- Try to write from the child's perspective.
- Develop imagination.
- Use repetition, fun words or rhyming words.
- Language must be suitable for the age group.

Or any other suitable requirements (10)

5..2 Format (4) – paragraph of 10 sentences
Language (6)
Content (10) (20)
[30]

TOTAL SECTION E: 30

SECTION F

QUESTION 6

BLACKBERRY✓✓

Sub-headings: Storm✓
Best✓
Operating system✓
Value rating✓
Branches: touch screen✓✓
Apple✓
OS 6✓
price✓
Social Feeds✓
calendar✓
web browser✓✓
criticise✓
BlackBerry messenger✓✓
Twitter✓✓
Facebook✓✓ (Or any other relevant keywords) **[20]**

TOTAL SECTION F: 20

TOTAL: 200

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