higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

# MARKING GUIDELINE

## NATIONAL CERTIFICATE

## DAY CARE COMMUNICATION N6

## 6 JUNE 2019

**This marking guideline consists of 8 pages.**

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## SECTION A: VERBAL COMMUNICATION SKILLS

### QUESTION 1

Topic: How to make a prepared speech (1)

Introduction (9)
- Keep it short
- Make it striking
- Obtain quotations/examples from real-life situations
- Capture the audience's attention
- No longer than five sentences
- Friendly and sincere
- Logical layout of the speech
- Explain why this topic was chosen

Body (10)
- Give facts about the topic
- The topic that you choose must interest the audience
- You must conduct research into your topic
- Be knowledgeable
- Prepare well
- Discuss a few points about your topic
- Do not cover every aspect of the topic
- Give reasons for your statements
- Tell the truth with no white lies

Conclusion (10)
- Sum up your main points
- Remember to be self-confident
- Share personal experiences
- Make eye contact with the audience and smile
- Take care of your look
- Stick to the time limit
- Portray enthusiasm
- Enthusiasm
- Allow time for questions

Content: 27
Language/Grammar: 3
30 **[30]**

**TOTAL SECTION A: 30**

## SECTION B: LANGUAGE SKILLS

## QUESTION 2

| | | | |
|---|---|---|---|
| 2.1 | 2.1.1 | old | |
| | 2.1.2 | slow | |
| | 2.1.3 | little | |
| | 2.1.4 | comfortable | |
| | 2.1.5 | not much | |
| | 2.1.6 | wrong | |
| | 2.1.7 | opinion | |
| | 2.1.8 | negative | |
| | 2.1.9 | depart | |
| | 2.1.10 | answers | |
| | | (10 × 1) | (10) |
| 2.2 | 2.2.1 | 'If you portray positivity, you'll receive back' | (3) |
| | 2.2.2 | '… it's appropriate to do so.' | (3) |
| | 2.2.3 | 'With a new year approaching, many South Africans are thinking ...' | (3) |
| | 2.2.4 | '… nerve-wracking ordeal for most people.' | (3) |
| | 2.2.5 | 'According to Dr Judy Jaye, Executive Training Manager of The Voice Clinic.' | (8) |
| | | | **[20]** |
| | | **TOTAL SECTION B:** | **30** |

## SECTION C: READING AND WRITING SKILLS

### QUESTION 3

3.1 If you are positive and enthusiastic about something, the recipient will also adopt that attitude. (2)

3.2 The Voice Clinic: (2)

3.3 3.3.1 Having a confident personality

3.3.2 Portraying latent qualities or abilities that can lead to success

3.3.3 Suitable for the occasion

3.3.4 Involving an analysis of the merits and faults

3.3.5 Intimidation or aggressive pressure

(5 × 2) (10)

3.4 3.4.1 False: 'Interviewing is a skill that can be learnt'

3.4.2 True: 'Do not mumble when you speak'

3.4.3 False: 'Do not ask about the salary first'

(3 × 2) (6)

3.5
- Research: Find out everything about the company or institution.
- Planning: All about the day; the clothes, make-up, arrival time, transport, etc.
- Presentation: You do not have more than 45 seconds to make an impression.
- Body language: Critical not to lean on the desk or chew.
- Manners: Explain your potential and the value that you can add.

(5 × 2) (10)
**[30]**

**TOTAL SECTION C: 30**

## SECTION D: MEETINGS, SEMINARS AND CONFERENCES

### QUESTION 4

**NAME OF CENTRE**

**TEL**
**FAX**
**EMAIL**

**ADDRESS**

**DATE**

Dear members

NOTICE OF SPECIAL MEETING

Please note that a special meeting will be held in the VENUE at TIME on DAY, DATE.

This meeting has been called to discuss the one-day seminar to be held on 'Interviewing Skills'.

Yours faithfully

Signature
NAME
POSITION

**AGENDA**

1. Attendance Register
2. Apologies
3. Opening and welcome
4. Points for discussion: One-day Seminar on 'Interviewing Skills'
   - 4.1 Place for the seminar
   - 4.2 Time and date of the seminar
   - 4.3 Invitations
   - 4.4 Guest speaker
   - 4.5 Marketing brochures
   - 4.6 Seminar fees
   - 4.7 Free cool drinks from sponsors
5. Closure

(30)

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| FORMAT (5) | CONTENT (11) |
|---|---|
| Letterhead of institution –<br>- Institution address<br>- Date<br>- Dear member<br>- Yours faithfully<br>- Agenda – only<br>1. Attendance Register<br>2. Apologies<br>3. Opening and welcome<br>4. Points for discussion<br>5. Closure<br><br>Language/Grammar – (4) | Notice: Date, time, place of special meeting.<br>Provide reason for the meeting –<br>One-day seminar on 'Interviewing Skills'<br>Points for discussion:<br>Place of the seminar<br>Time and date of the seminar<br>Invitations<br>Guest speaker<br>Marketing brochures<br>Seminar fees<br>Free cool drinks from sponsors |

**[30]**

**TOTAL SECTION D: 30**

## SECTION E: TEXTUAL STUDIES

### QUESTION 5

5.1 William Wordsworth (2)

5.2 5.2.1 still, sleepless, soon, small, stealth, so
without, what, wealth
blessed, barrier, between
day and day, dear

5.2.2 so, do
day, day
mother, thought, joyous

5.2.3 bees murmuring; pure sky; cuckoo's cry; morning wealth
(3 × 3) (9)

5.3 The poet cannot sleep and he is counting sheep. He is desperate to sleep, but every night, he lies awake till morning. He is using all types of methods to fall asleep. (5)

5.4 5.4.1 Cross rhyme (1)

5.4.2 by-sky; bees-seas; lie-cry; lay-away; wealth-health (10)

5.5 Desperate and tired (2)

5.6 collective noun (1)

**[30]**

**TOTAL SECTION E: 30**

**SECTION F: JOURNALISM**

**QUESTION 6**

6.1 Application letter

TEL: ADDRESS
FAX:
EMAIL:

DATE (Not later than 30 November)

POSITION: Principal
NAME OF COMPANY: Nonthla Day Care Centre
ADDRESS:

SALUTATION: Dear Sir/Madam

SUBJECT HEADING: APPLICATION FOR POSITION OF EDUCARER FOR NEW GRADE R CLASS

Paragraph 1: Introduction: Inform about position you wish to apply for as advertised in the *Weekly Journal* on 20 October.
When/What: January 2019 to assist new Grade R Class

Paragraph 2: Why you are suitable: Qualifications: N6 ECD
State experience, if any
Indicate availability to work full time.
Indicate that a one-page CV is attached to your email.

Paragraph 3: Goodwill: Suitable response

Yours faithfully

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NAME

(20)

| | |
|---|---|
| CONTENT | 8 |
| LANGUAGE | 6 |
| FORMAT | 5 |
| | 20 |

6.2

| Border/Frame | Full-time position Cleaner Salary | Contact details Closing date | Passport required if not SA citizen | Gender and age | Neat and creative |
|---|---|---|---|---|---|
| 1 | 3 | 2 | 1 | 2 | 1 |

(10)

6.3

| Format (5) | Spelling and Grammar (3) | Content (12) |
|---|---|---|
| Appropriate tone and style maintained, topic mentioned and paragraphs structured accordingly. | Minus 1 mark per spelling or serious grammatical error to a maximum of 5 marks. | Give detailed descriptions of what to expect to do/implementation 'How to prepare for an interview'. |

(20)
**[50]**

**TOTAL SECTION F: 50**
**GRAND TOTAL: 200**

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