higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N330**(E)**(J6)H

NATIONAL CERTIFICATE

DAY CARE COMMUNICATION N6

(5140236)

6 June 2019 (X-Paper)
09:00–12:00

OPEN-BOOK EXAMINATION

THREE reference works, including ONE dictionary, are allowed.

This question paper consists of 7 pages and an addendum of 2 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
DAY CARE COMMUNICATION N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each SECTION on a NEW page.
5. Use only BLACK or BLUE ink.
6. Write neatly and legibly.

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SECTION A: VERBAL COMMUNICATION SKILLS

QUESTION 1

You need to address the new students at your institution on the following topic:
'How to make a prepared speech'.

List and discuss TEN important factors that must be taken into consideration for the preparation. Remember that your speech must have an introduction, body and conclusion. **[30]**

TOTAL SECTION A: 30

SECTION B: LANGUAGE SKILLS

QUESTION 2

2.1 Give suitable antonyms for the following words:

2.1.1 new

2.1.2 fast

2.1.3 many

2.1.4 uncomfortable

2.1.5 plenty

2.1.6 right

2.1.7 facts

2.1.8 positive

2.1.9 arrive

2.1.10 questions

(10 × 1) (10)

2.2 From the article, QUOTE suitable examples of sentences containing the following punctuation marks and capitalisation:

2.2.1 Inverted commas and an apostrophe. (3)

2.2.2 Apostrophe and a full stop. (3)

2.2.3 One sentence that has three capital letters. (3)

2.2.4 A sentence containing a hyphen and a full stop. (3)

2.2.5 A sentence with 10 capital letters and a comma. (8)

[30]

TOTAL SECTION B: 30

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SECTION C: READING AND WRITING SKILLS

QUESTION 3

Read the article, ADDENDUM A (attached), and answer the questions:

3.1 In your own words, explain the law of attraction, as mentioned in the article, ADDENDUM A. (2)

3.2 Which clinic offers free stress assessments? (2)

3.3 Explain the meaning of the following words as they appear in the article:

3.3.1 Assertive

3.3.2 Potential

3.3.3 Appropriate

3.3.4 Critical

3.3.5 Harassed

(5 × 2) (10)

3.4 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (3.4.1–3.4.3) in the ANSWER BOOK. Quote from the article to motivate your answer.

3.4.1 Interviewing is a skill that cannot be learnt.

3.4.2 Do not mumble when you speak.

3.4.3 Always ask about the salary first.

(3 × 2) (6)

3.5 In your own words, list and explain FIVE 'tips that will help you put your best foot forward once you have secured that all-important interview.'

Use the article as reference. (5 × 2) (10)

[30]

TOTAL SECTION C: 30

SECTION D: MEETINGS, SEMINARS AND CONFERENCES

QUESTION 4

You are planning a one-day seminar at your institution. The topic will be on:

Interviewing skills

You are the secretary of your institution. It is your duty to inform all members of the steering committee about a special meeting to be held.

Design a letterhead for your institution, including a notice and agenda.

The points of discussion will be:

- Place of the seminar
- Time and date
- Invitations
- Guest speaker
- Advertising brochures
- Seminar fees
- Free cool drinks from sponsors **[30]**

TOTAL SECTION D: 30

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SECTION E: TEXTUAL STUDIES

QUESTION 5

Read the following poem, make sure you understand the content and answer the questions.

A flock of sheep that leisurely pass by
One after the other; the sound of rain, and bees
Murmuring: the fall of rivers, winds and seas,
Smooth fields, white sheets of water, and pure sky;-

I've thought of all by turns, and still I lie
Sleepless: and soon the small birds' melodies
Must hear, first utter'd from my orchard trees,
And the first cuckoo's melancholy cry.

Even thus last night, and two nights more I lay,
And could not win thee, Sleep! By any stealth:
So do let me wear-to-night away:

Without Thee what is all the morning wealth?
Come blessed barrier between day and *day*,
Dear mother of fresh thoughts and joyous health!

William Wordsworth 1909-1940

5.1 Who is the poet of this poem? (2)

5.2 Give THREE suitable examples of:

5.2.1 Alliteration

5.2.2 Assonance

5.2.3 Personification

(3 × 3) (9)

5.3 Explain in your own words what the poet is trying to convey. (5)

5.4 5.4.1 Name the rhyme scheme the poet is using in this poem? (1)

5.4.2 Give FIVE examples of rhyming words from the poem. (10)

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5.5 What is the tone or atmosphere of this poem? (2)

5.6 A flock of sheep is an example of … noun? (1)
[30]

TOTAL SECTION E: [30]

SECTION F: JOURNALISM

QUESTION 6

Study the following advertisement and answer the questions:

EDUCARER POSITION AVAILABLE

Nonthla Day Care Centre requires the services of an educarer to assist the teacher for the new Grade Rs, intake for January 2019. We are seeking the right person with N6 ECD qualifications. No experience is necessary. It is a full-time position, but no medical aid assistance or pension fund will be provided.

Send a one-page CV to the Principal at *nonthladcc@gmail.com.*
Closing date for the application is 30 November.

6.1 Write an application letter for the above post that was advertised in the *Weekly Journal*, dated 20 October … (20)

6.2 You need to design a display advertisement were you have to advertise a position of a cleaner for the Nonthla Day Care Centre. The following details must be included:

Full-time position
Starting salary: R5 000 p.m.
Only females can apply
Not older than 45 years old
Must have a valid passport if from another country
Closing date 30 May 20 …
Contact person is the principal at nonthladcc@gmail.com. (10)

6.3 You are the Chairperson of the SRC at your institution. You need to write an informative newsletter to the students who are leaving the college at the end of the year on: How to be prepared for an interview. You may use the article, ADDENDUM A as background knowledge. (20)
[50]

TOTAL SECTION F: 50
GRAND TOTAL: 200

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ADDENDUM A

How to prepare for the perfect interview

1. With a new year approaching quickly, many South Africans are thinking of improving skills and changing jobs.

2. However, the thought of having to sell yourself can make a difference between making that change and not having the courage to do so.

3. Being interviewed for a new job is a nerve-wracking ordeal for most people.

4. Many feel uncomfortable with 'selling' themselves or fielding unexpected questions. In addition, the prospect of having to meet and impress new people is enough to trigger multiple anxieties.

5. According to Dr Judy Jaye, Executive Training Manager of The Voice Clinic, the good news is that interviewing is a skill that can be learnt.

6. With the right tips, techniques and plenty of practise, you can become a master of sharing your value with potential employers and presenting yourself effectively.

7. The following tips will help you put your best foot forward once you have secured that all-important interview.

Research

8. Learn as many acts about the company as you can possibly find. Use all resources, ask friends, browse the Internet and visit the company's website.

9. Facts to gather include the style of management and the names of people in the department you are applying to.

Planning

10. Ensure that you plan your day meticulously around your interview from the moment you wake up to the clothes you will be wearing to the interview. Leave nothing to chance.

11. Stay as positive and calm as possible because a positive state of mind pre-empts mishaps and obstacles. Plan to arrive 15 to 20 minutes before your interview. If you arrive two minutes before the time, you will appear harassed and unprofessional.

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Presentation

12. Remember that you have 45 seconds to make a good impression and that you will never get a second chance.

13. It is extremely important that you enter the interview venue with positivity, energy and enthusiasm.

14. Remember to answer the questions openly and honestly and do not hold back when mentioning your achievements if they are relevant to the job. This is self-selling, not arrogance.

15. As you are speaking, be aware of your voice, speak clearly and audibly and engage with your audience. Do not mumble or speak to fast. Be conscious of the clothes you wear. You must appear appropriate, professional and groomed.

Body language

16. Body language is critical in interviews. This means no slouching, elbows on the table or leaning back with your hands on your head in a casual, informal manner. Do not chew gum, play with gadgets or phones, or fidget. Make direct eye contact throughout the interview. Should you not understand a question, ask for an explanation, rather than answering the question incorrectly.

Manners

17. Be cautious about the questions asked and do not ask about remuneration immediately. Most importantly, be assertive, but do not give the impression that you would like to take over the company when telling your potential employer how you would add value to their company.

18. Never run down your previous company or boss. When you leave the meeting, thank the panel or person for their time and shake hands if it is appropriate to do so.

19. 'Always remember the law of attraction,' comments Jaye. 'If you portray positivity, the recipient will also adopt that attitude.'

- The Voice Clinic offers free stress assessments. For more information, send an SMS to 083 455 5589.

[Source: *Career Times*, 21 November 2017]

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