higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE COMMUNICATION N6

26 NOVEMBER 2019

This marking guideline consists of 9 pages.

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SECTION A: VERBAL COMMUNICATION SKILLS

QUESTION 1

1.1 In cases where mothers are financially able and emotionally willing to stay at home.

1.2 No.' … you must decide what the best option is for you, regardless of any outside pressures …'

1.3 According to her a woman who is unhappy will also be an unhappy mother.

1.4 A child's financial well-being is at the core of a mother's decision.

1.5 Quality time is when positive interaction occurs and a good relationship is formed – it is not only a lot of time spent together

(5 × 2) **[10]**

QUESTION 2

Introductory paragraph – obtaining the audience's attention
Content - 4
Language - 1
5 (5)

Conclusion – reaffirming content of speech
Content - 4
Language - 1
5 (5)
[10]

QUESTION 3

Financial means to leave job and stay at home.
Type of person who can stay at home and not be irritated.
Decide what your choice is and not what society expects.
Financial needs versus down-scaling or considering to work from home.
Discuss this situation with your partner to come to an agreement.
Minus ONE for spelling/language up to THREE marks.

Content - 7
Language/Spelling - 3
10 **[10]**

TOTAL SECTION A: 30

SECTION B: LANGUAGE SKILLS

QUESTION 4

4.1 4.1.1 She said that one had to enjoy it and not worry about what should or might happen. One had to make every day of your child's life as enjoyable as one could. (4)

4.1.2 She said that her advice to other women in her position was that if one decided to be a working mother, one had to get your partner's support – both emotionally and in the form of helping around the house. (4)

4.1.3 She said that one should not fall into the trap of becoming a slave to the will and needs of one's family. (2)

4.2 4.2.1 Financial circumstances often play a major role in a woman's decision to continue working. (2)

4.2.2 Care should be taken by stay-at-home mothers that they do not stagnate and that they get enough outside stimulation. (3)

4.3 4.3.1 Why did I buy too much tinned food?

4.3.2 What should/must consumers do before they buy expensive food?
(2 × 2) (4)

4.4 4.4.1 They saw their wives' faces.

4.4.2 Although they are devoted to raising their own children, they take them to play groups.

4.4.3 Lynn is now a personal assistant and intends having babies soon.
(3 × 2) (6)

4.5 Maria was at her wit's end. There were no children's homes as yet and she had two babies to look after. More babies arrived. She turned her home into a nursery and sure enough, help was readily available when she needed it the most. Churches sent donations and brought gifts. Often, while she prayed for help, the telephone rang and someone offered to help. Young couples are advised to find suitable space in a day care centre, if they decide to go back to work.

1. Maria
2. wit's
3. .
4. children's
5. had
6. arrived
7. Churches
8. brought
9. often
10. prayed
11. rang
12. offered
13. Young
14. someone
15 day care centre (15)
[40]

TOTAL SECTION B: 40

SECTION C: READING AND WRITING SKILLS

QUESTION 5

5.1.1 C
5.1.2 D
5.1.3 H
5.1.4 B
5.1.5 A
5.1.6 G
5.1.7 F
5.1.8 E

(8 × 2) (16)

5.2 Topic (2)

Two paragraphs – 4 marks for each for content – minus 1 mark (to a maximum of 4 marks) for spelling/grammar.

Content	-	8	
Language	-	4	(Spelling/Grammar)
Format	-	2	(Topic/1 Paragraph)
		14	

(14)
[30]

TOTAL SECTION C: 30

SECTION D: MEETINGS, SEMINARS AND CONFERENCES

QUESTION 6

INVITATION LETTER

Layout (5) 1 mark deducted per error	Spelling and Language (6)	Content (9)
Topic mentioned and **paragraphs structured** accordingly	Minus ONE mark per spelling or serious grammar error to a maximum of FIVE marks. Appropriate **tone and style** maintained	Provide **detailed** descriptions

NAME OF ORGANISATION

TEL: ADDRESS
FAX:
EMAIL:

DATE

RECEIVER NAME - Ms Alta Loock
POSITION - Psychologist
ADDRESS

SALUTATION – Ms Alta Loock

SUBJECT HEADING – INVITATION TO ACT AS A GUEST SPEAKER

Paragraph 1 - Introduction – Information about the planned seminar
Topic, when – day, date, time

Paragraph 2 - Invite speaker
Request to suggest alternative speaker if not available

Paragraph 3 - Details of information you are providing e.g. attaching draft agenda; accommodation and travel if necessary; RSVP
Details – CV; RSVP – date
Topic – relevant to 'Mom's decision – home or work'

Paragraph 4 Goodwill

Yours faithfully

NAME(Title)
POSITION – PRINCIPAL

[20]

QUESTION 7

NAME OF CENTRE

TEL **ADDRESS**
FAX
EMAIL

DATE

Dear Colleague/Staff

NOTICE OF SPECIAL MEETING

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 'Mom's decision – home or work'.

Yours faithfully

Signature
NAME
POSITION

AGENDA

1. Attendance register

2. Apologies

3. Opening and welcome

4. Seminar: Mom's decision – home or work.

    4.1 Accommodation and travel arrangements for guest speaker
    4.2 Invitations
    4.3 Press release
    4.4 Catering

5. Closure **[15]**

[35]

TOTAL SECTION D: 35

SECTION E: TEXTUAL STUDIES

QUESTION 8

8.1 Robert Greig (2)

8.2
- Captured
- Curve
- Capricious
- Creaking
- Rock-face
- Crack
- Canvas (Any 3 × 1) (3)

8.3 They are getting closer to the rock-ace. (2)

8.4 He could not see so well anymore and was probably not aware of how close they were to the rock. Being more experienced as a sailor he might have trusted his instincts and experience. (2)

8.5 He was disappointed that they did not win the race. (4)

8.6
- They were lucky/fortunate to have survived the race and without having an accident.
- They were lucky to be able to finish the race. (3)

8.7 'rock-face loomed'; 'sheet-rock grew'; 'leering rocks' (2 × 2) (4)

8.8
8.8.1 eyes that look in different directions
8.8.2 crouch/sit with one's knees bent
8.8.3 unpredictable
8.8.4 search blindly by feeling
8.8.5 without protection/careless

(Any other relevant 5 × 2) (10)
[30]

TOTAL SECTION E: 30

SECTION F: JOURNALISM

QUESTION 9

9.1 Letter to the press.

Layout (3) 1 mark deducted per error	Spelling and Language (4)	Content (8)
Topic mentioned and **paragraphs structured** accordingly	Minus ONE mark per spelling or serious grammar error to a maximum of FIVE marks. Appropriate **tone and style** maintained.	Provide **detailed** descriptions

TEL: ADDRESS
FAX:
EMAIL:

DATE

RECEIVER'S DETAILS – THE EDITOR
POSITION
ADDRESS

SALUTATION – Sir/Madam (No Dear)

SUBJECT HEADING – ANY RELEVANT HEADING

Introduction - Inform why this letter is being written

Body (Par. 1) - Student to express own opinion/view about mothers' work situations.

(Par. 2) - Substantiate view by supplying reasons for the choice.

(Par. 3) - Make suggestions to advise mothers in this position on what they could do.

Conclusion - Emphasise point of view by concluding with a strong persuasive argument that summarises the main point.

Pseudonym (if needed)

NAME SURNAME (15)

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9.2 Brochure

Page 1 – name of day care centre; address and contact details as well as directions
Page 2- Vision and mission; age groups; programmes, etc.

Content	-	10
Language	-	5
Presentation	-	5
		20

(20)
[35]

TOTAL SECTION F: 35
GRAND TOTAL: 200

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