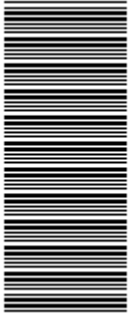


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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N190(E)(J8)H
JUNE EXAMINATION
NATIONAL CERTIFICATE
COMMUNICATION N6
(First Paper)**

(5140406)

**8 June 2015 (Y-Paper)
13:00–16:00**

OPEN-BOOK EXAMINATION

TWO dictionaries and TWO additional works may be used.

NO electronic dictionaries are allowed.

This question paper consists of 6 pages and an addendum of 2 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMMUNICATION N6
(First Paper)
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read the background carefully.
 3. Read ALL the questions and instructions carefully and answer only what has been asked.
 4. Number the answers according to the numbering system used in this question paper.
 5. Any rough work must be clearly crossed out.
 6. Start each question on a NEW page.
 7. Write neatly and legibly.
-

BACKGROUND

The University of Limpopo is the result of a merger between the former Medical University of Southern Africa (Medunsa) and the University of the North, which merger occurred on 1 January 2005.

Medunsa was established in 1976 to provide tertiary education and training facilities to the educationally disadvantaged in the fields of Medicine, Allied Health and Nursing Sciences, and Dentistry intended to meet the health needs of the country.

The campus is situated to the north-west of Pretoria. Its grounds extend over some 350 ha adjoining the [Ga-Rankuwa](#) Township and are easily accessible by roads and rail. Regular bus and taxi services operate between Pretoria and [Dr George Mukhari Hospital](#) as well as between Mabopane and Medunsa.

The extension of University Education Act of 1959 made provision for the establishment of racially exclusive universities for black South Africans. Under the provisions of the Act, the University College of the North was established about thirty kilometres from the Limpopo Province town of Polokwane on 1 August 1959. The College was placed under the academic trusteeship of the University of South Africa. This formative relationship was maintained until the South African Parliament promulgated the University of the North Act (Act No. 47 of 1969) thus bringing to an end the college status as of 1 January 1970.

QUESTION 1: NOTICE AND AGENDA

The SRC president has instructed you, as the secretary of the SRC, to send the notice and the agenda of the Special SRC Committee meeting to all the members of the SRC Committee.

Read ADDENDUM B (attached) very carefully and extract the main issues or matters to be discussed in the meeting and design the notice and the agenda.

MARK ALLOCATION:

FORMAT	CONTENT	LANGUAGE
3	9	3

[15]

QUESTION 2: MINUTES OF THE SPECIAL MANAGEMENT COMMITTEE MEETING

The meeting was held according to the date, venue and time indicated in the notice and agenda in QUESTION 1.

Read ADDENDUM B (attached) very carefully and draw the minutes of the Special SRC Committee meeting using the correct format, content and language.

MARK ALLOCATION:

FORMAT	CONTENT	LANGUAGE
5	15	5

[25]

QUESTION 3: LETTER OF INVITATION

It was agreed that SRC will invite High Five Consultants, an independent motivational company, to come and address the student body about 'How to Cope with the University Negative Lifestyle'. The topic includes alcohol and drug abuse, rape and crime, high failure rate, HIV/Aids and plan for motivational campaign.

As the secretary of the SRC, the president of the SRC instructed you to write a letter of invitation to Ms Mary Peterson, the director of High Five Consultants. Give clear details of the activities of the campaign.

The content should include:

- Dates, venue and time of the campaign
- Target audience
- Topic of the day

MARK ALLOCATION:

FORMAT	CONTENT	LANGUAGE
5	15	5

[25]

QUESTION 4: INTERNAL MEMORANDUM

The SRC Committee has decided to embark on a motivational campaign in order to reduce the levels of negative university lifestyle. The SRC Committee has decided to invite the motivational speaker.

The SRC president has instructed you to send an internal memorandum to all management, staff and student body to inform them about the motivational campaign. Give clear details of the date, time and the venue. Read ADDENDA A and B (attached) very carefully and given the correct information.

MARK ALLOCATION:

FORMAT	CONTENT	LANGUAGE
3	9	3

[15]

QUESTION 5: FAX COVER PAGE

The letter of invitation which you have written to invite Ms Mary Peterson, the director of High Five Consultants, to come and address the student body about the negative university life styles, must be sent through fax. The director of High Five Consultants must sign the letter to acknowledge receipt of the letter and fax it back for administrative purposes.

Design the fax cover page.

The fax cover page should include the following:

- The name of the receiver
- The name of the company to which the receiver represents
- The subject of the fax
- A brief covering message
- The name of the sender

MARK ALLOCATION:

FORMAT	CONTENT	LANGUAGE
3	5	2

[10]

QUESTION 6: TELEPHONE MESSAGE

Ms Mary Peterson, the director of High Five Consultants, has contacted the office of the SRC president telephonically. She wants to inform the SRC president that her company has accepted the invitation and to confirm that she will be available to address the student body.

Ms Peterson wants to arrange this matter with the SRC president, but he is busy with work-related issues such that he cannot attend to the phone call. He asks you to take the telephone message.

Design a telephone message page and write ALL the details received.

The telephone message page should include the following:

- The name and the telephone number of the caller
- The person for whom the call was intended
- The date and the time the call was taken
- The reason for the call
- The message for the person for whom the call was intended
- The name of the person who took the message

MARK ALLOCATION:

FORMAT	CONTENT	LANGUAGE
3	5	2

[10]

TOTAL: 100

ADDENDUM A

MEDUNSA CAMPUS CONTACT DETAILS:

Address: PO Box 156
MEDUNSA
0204

Telephone: (012) 521 4542 / 5706

Fax: (012) 560 009

Email address: info@medunsa.ac.za

HIGH FIVE CONTACT DETAILS

Address: 324 Extensions 9
GA-RANKUWA
0201

Tel: 012 402 9804

Fax: 012 402 9806

Email address: contact@highfive.co.za

ADDENDUM B**ROUGH NOTES WRITTEN BY THE SRC SECRETARY ON THE DAY OF THE SPECIAL SRC COMMITTEE MEETING.**

Meeting held on Thursday, 17 May 2013, at SRC Offices, at 14h00 and lasted for two hours.

Notices and agenda were sent to all SRC Committee members through emails and hard copies seven days before the meeting.

All members attended.

The President of the SRC chaired the meeting.

Matters discussed were among others included the following negative university lifestyle: alcohol and drug abuse, rape and crime, high failure rate, HIV/Aids and motivational campaign.

The following agreements were made in the meeting:

- Selling of liquor and drugs in the campus be strictly prohibited. Police search the rooms and individuals. Sign posts.
- Study and walk in groups, offenders to be harshly charged, lock the rooms. Take care of belongings, night and weekend gatherings prohibited police satellite in the campus, tight security.
- Orientation for university studies, lecturers be expelled, support.
- Male and female condoms provided visitors' control.
- The campaign to be held at Medunsa Sportsground, from 10 am on 25 June 2013, Ms Mary Peterson, of High Five Consultants, invited to give motivational speech.