



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N6
(First Paper)

15 NOVEMBER 2017

This marking guideline consists of 6 pages.

QUESTION 1: LETTER OF INVITATION

<p style="text-align: right;">Company name*</p> <p style="text-align: right;">Logo/Address*</p> <p style="text-align: right;">Tel/E-mail address*</p> <p>Date* (should be written in full)</p> <p>Recipient address*</p> <p>Dear (any name)* (do not allow Sir/Madam)</p> <p style="text-align: center;">HEADING (capital letters)* (any suitable heading)</p> <p>Content</p> <p>Introduction line✓</p> <p>The position as intern (any position related to public management or office admin)✓ ✓</p> <p>The documents that should be submitted during the interview (at least three), e.g. bank statement, finger print forms, proof of residence✓✓✓✓✓</p> <p>The date for the interview✓ (any suitable date)</p> <p>The beginning and ending date of contract (should the interviewee be successful)✓ ✓</p> <p>Stipend (any reasonable amount in rand)✓</p> <p>Promote goodwill✓</p> <p>Yours sincerely*</p> <p>Signature*</p> <p>NAME* (in capital letters)</p> <p>Designation✓</p>	<p>Address*</p>
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* = ½ format, ✓ content

CONTENT	FORMAT/LAYOUT	LANGUAGE
14	5	6

[25]

QUESTION 2: MEMORANDUM**MEMORANDUM**

TO: All staff members *

FROM: The campus manager*

DATE: Any suitable date before the dates on the memo * *

SUBJECT: Any relevant subject✓

Please be informed of the following dates for the reopening of the college:✓ ✓

1. Academic staff: Last working day 9 December 2017✓
 College reopens 9 January 2017✓
 Classes commence 16 January 2017✓
 CMT 5 January 2017✓

2. Support staff: Last working day 9 December 2017✓
 Resume duties 4 January 2017✓

Signature *

* = ½ format, ✓ content

CONTENT	FORMAT/LAYOUT	LANGUAGE
8	3	4

[15]

QUESTION 3: FEEDBACK REPORT

Company name* Logo*	
TO:	Students/Management*
FROM:	Student's name*
DATE:	Any date after 26 March 2017**
SUBJECT: UNEMPLOYMENT RATE FOR BUSINESS STUDIES** (any suitable subject)	
BACKGROUND:* Business studies Nated students met with the minister of Education✓ on 26 March 2017✓ at Tshwane North TVET College✓	
PURPOSE:* To discuss or find a solution✓ for the challenges faced by the students i.e. unemployment✓	
CONTENT Minister's input✓ Three MECs' inputs✓✓✓ Two students' inputs✓✓	
SUMMARY:* The issue of the unemployment rate of ex-students needs to be attended to with immediate effect.✓	
GENERAL EVALUATION:* The meeting was fruitful and the minister and the MECs were positive.✓	
CONCLUSION:* The minister, MECs and students reached an agreement✓ that they will do...✓	
RECOMMENDATION:* It is important for the students to have such meetings annually for their benefits.✓	
Reporter (name)*	
Signature*	

* = ½ format, ✓ content

CONTENT	FORMAT/LAYOUT	LANGUAGE
16	8	6

[30]

QUESTION 4: RESPONSE FORM

Post:	<input type="text" value="e.g. Receptionist"/>		Date :	<input type="text" value="1/2"/>	
Name:	<input type="text"/>				
Surname:	<input type="text" value="1/2"/>	Initial(s):	<input type="text" value="1/2"/>	Title:	<input type="text" value="1/2"/>
		<input type="text" value="√"/>		<input type="text" value="√"/>	ID no:
	<input type="text"/>				
Telephone no:	<input type="text" value="1/2"/>	Cellular no:	<input type="text" value="1/2"/>	Facsimile no:	<input type="text" value="√"/>
E-mail:	<input type="text" value="√"/>				
Interview venue:	<input type="text" value="Go & Go Employment Consulting"/>				

Mark with an X:

<p>Yes, I will attend the interview session:</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin-left: 100px;"></div>	<p>No, I will not attend the training session:</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin-left: 100px; text-align: center;"> X 1/2 </div>
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Provide a reason for not attending the interview session:

I declare that the information provided is reliable, true and valid to the best of my knowledge.

Are there any arrangements that the company should be aware of? Yes/No If yes specify:

Please complete and return to the company within 48 hours upon receipt of this response form to enable the company to make the necessary preparations on time.

[10]

QUESTION 5: DISPLAY ADVERT

BankSeta*
Logo/Address *

The post name: Internship office admin (*font *size)

BankSeta is looking for 70 recently graduated students for available internships.✓

The requirements to be met:

- NCV Marketing L4✓
- Or Management Assistant N6✓
- With pass percentage of 70% and above✓
- South African✓
- At least two duties (any office admin or marketing related)✓✓
- Stipend R3 800 pm✓ for 12 months✓

The closing date for all applications is on or before (any date in full)✓

Please forward your CV to the following address/e-mail/ fax:✓

Contact (any name)* on 019 229 7749*

Fax (ten digits)*

E-mail address -----@--.com / .co.za*

NB: Bordering**

CONTENT	FORMAT/LAYOUT	LANGUAGE
11	5	4

[20]

TOTAL: 100