



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

**COMMUNICATION N4
(First Paper)**

4 JUNE 2015

This marking guideline consists of 5 pages.

QUESTION 1: SUMMARY

A HEADING: ONLY IN CAPITAL LETTERS

E.G. EDUCATION IS IMPORTANT

EDUCATION PREPARES US FOR LIFE

Do not reward 'no competitive edge without education'

- Education should be of good quality✓
- Government should make conducive environment for education✓
- Provide proper education even for poor children✓
- Quality education enables people to take part in the economy✓
- Education in the public sector is now bad✓
- Our education ranks low in the world ✓
- We are second last in Maths and Science world wide✓
- Emphasis should be laid on value-added product✓
- The conference focused on the challenges of investment managers✓
- Retirees face the danger of a drop in savings✓
- Our economy is of lower growth ✓
- In future, index trackers will be popular✓
- Our continent is viable for investment✓
- Employees should be interested in their long-term finances✓

CONTENT : Any 13 from the above (See ticks)

LANGUAGE : 5 – subtract half per error

LAYOUT : 2 – one for heading and one for bullets

[20]

QUESTION 2: TELEPHONE MESSAGE**ADDENDUM B**

- TO : Mr Patrice Motsepe ✓ $\frac{1}{2}$
- FROM : Any name besides Patrice Motsepe and Mmule Lentswe ✓ $\frac{1}{2}$
- COMPANY : Any besides Motsepe Foundation ✓ $\frac{1}{2}$
- DATE : Any in full e.g. 7 May 2015 not 7/5/15 ✓ $\frac{1}{2}$
- TIME : Any international 17:30 not 17h30 ✓ $\frac{1}{2}$
- MESSAGE TAKEN BY: Mmule Lentswe (only this name) ✓ $\frac{1}{2}$
- Message in a paragraph form. Sentences formulated around sponsor ✓ $\frac{1}{2}$
- Name College SRC ✓ $\frac{1}{2}$
- Cape Town trip ✓ $\frac{1}{2}$
- Attend SANLAM Africa Investment Management Conference ✓ $\frac{1}{2}$
- Number of SRC members ✓
- Amount needed ✓
- Reason for attendance ✓
- CONTENT : 08 see ticks
- LANGUAGE : 02 i.e. correct tense and spelling
Subtract $\frac{1}{2}$ per error

[10]**QUESTION 3: COVERING LETTER**

- x Private Bag/Street/PO BOX
- x TOWN/CITY
- x Postal Code (four digits)
- x Skip a line
- x Date in full e.g. 06 June 2014
- x Date in full or
- x Skip a line
- x The CEO
- x Private Bag X/ PO BOX
- x CITY/TOWN
- x Postal Code
- x Skip a line
- Dear Sir
- Skip a line
- x HEADING IN CAPITAL LETTERS e.g. x APPLICATION FOR A BURSARY or any suitable heading. ✓✓

Skip a line

Par 1 Saw✓ advertisement✓ date✓, mathematics and Science✓ Bursary✓ Apply✓

Skip a line

Par 2 Career to follow✓, where to study (Institution)✓, duration of the course✓ Job prospects✓✓

Skip a line

Goodwill paragraph e.g. 'I am looking forward to/ I hope you will...etc.'✓✓

Skip a line

Yours faithfully (Capital Y Small f)

Signature

NAME AND SURNAME in capital letters

CONTENT : 15
LANGUAGE : 07
LAYOUT : 03 see X minus ½ per error

[25]

QUESTION 4: CURRICULUM VITAE

CURRICULUM VITAE OF (NAME OF LEARNER)✓

1. PERSONAL DETAILS x

NAME : Student's own (Any name)✓
Address : Street/block or House Number address✓ (not PO Box or Private Bag)
Date of birth :✓
Identity Number:✓
Marital Status:✓
Health:✓
Home Languages:✓
Driver's License:✓
Telephone/Cell No:✓
Email address:✓

2. EDUCATIONAL BACKGROUND x

Highest standard passed: Grade 12/senior certificate, Year✓
School attended : Name of school✓
: Town/city✓
Subjects : Six, Maths and Science included✓

3. REFERENCES x

1. Name Surname✓
Designation✓
Tel No✓
2. Name Surname✓
Designation✓
Tel No:✓

4 TESTIMONIALS x

1. Name Surname✓
Designation✓
Address✓
Tel No✓

LAYOUT : 4 see X - $\frac{1}{2}$ per error.

CONTENT : 26-see ticks

[30]

QUESTION 5: MEMORANDUM

TO : ALL STUDENTS✓
 FROM : Any Name and Surname/Secretary✓
 Date : Any in full e.g. 12 June 2015✓
 Subject : MOTSEPE FOUNDATION BURSARY/BURSARY✓
 FOR MATHS AND SCIENCE or any other suitable heading

Sentences formulating a paragraph around the following:

Motsepe Foundation Bursary✓

Newspaper✓

Maths and Science✓

CV✓

Covering letter✓

Closing date✓

CONTENT : 10 see ticks

LANGUAGE : 03-tense/punctuation etc minus $\frac{1}{2}$ per error

LAYOUT : 02 see X subtract $\frac{1}{2}$ per error

[15]

TOTAL: 100