



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

**COMMUNICATION N6
(First Paper)**

10 JUNE 2014

This marking guideline consists of 6 pages.

QUESTION 1: NOTICE AND AGENDA**NATIONAL HERITAGE COUNCIL OF SOUTH AFRICA**

Tel No: 012 348 1663
Fax No: 012 348 2833
Email Address:nhc@nhc.org.za

57 Kasteel Road
LYNWOOD GLEN
0081

NOTICE OF MEETING

Notice is hereby given√ of NHC special meeting√ to be held –date√, time,√ and venue.√

The purpose of the meeting√ is to plan and prepare√ the Heritage Celebration Day.√

Name
DESIGNATION

Date 7 days before meeting

AGENDA

1. Attendance register√
2. Apologies√
3. Opening and welcome√
4. Matters to be discussed√
 - 4.1 Keynote guest speaker√
 - 4.2 Budget√
 - 4.3 Cultural groups√
 - 4.4 Entrance√
 - 4.5 Security√
5. Closure√

Format = 3 (Negative Marking – ½ for information omitted).

Content = $18/2 = 9$ (Main points as per √)

Language = 3 (3- No language errors, 2- Minor language errors, 1- Many errors but meaningful, 0- Nonsensical)

[15]

QUESTION 2: MINUTES OF THE MEETING**NATIONAL HERITAGE COUNCIL OF SOUTH AFRICA**

Tel No: 012 348 1663
Fax No: 012 348 2833
Email Address: nhc@nhc.org.za

57 Kasteel Road
LYNWOOD GLEN
0081

MINUTES OF THE NHC SPECIAL MEETING HELD –DATE, TIME AND VENUE

1. **ATTENDANCE REGISTER**
Student to mention number of members present. ✓
2. **APOLOGIES**
An apology was received from Mr Swart. ✓
3. **OPENING AND WELCOME**
The Chairperson opened the meeting at – time – and welcomed everyone present. ✓
4. **MATTERS TO BE DISCUSSED:**
 - 4.1 **Keynote guest speaker:** ✓
It was agreed that the Minister of the Department of Arts and Culture, Mr Paul P Mashatile will be invited to address the people. ✓ The topic will be: *Unity in diversity* ✓
 - 4.2 **Budget:** ✓
It was agreed that R1.5 million ✓ would be used for hiring and paying ✓ for sound, stage, decorations, catering, transport, posters, advertisements in the media and T-Shirts. ✓
 - 4.3 **Cultural groups:** ✓
Cultural groups would be invited. ✓
 - 4.4 **Entrance:**
Entrance to the FNB Stadium will be free. ✓
 - 4.5 **Security:**
Security would be provided by SAPS and/ or private company. ✓
5. **CLOSURE:**
The meeting was concluded at 12:30. ✓

APPROVED:

NHC CHAIRPERSON_____
SECRETARY_____
DATE

Format = 5 (Negative marking – ½ for information omitted)

Content = 15 (Main points as per the number of ticks (✓))

Language = 5 (5- No errors, 4- Minor errors, 3- Many errors but meaningful, 2- Many errors impact the meaning, 1- Riddled with errors, 0- nonsensical)

[25]

QUESTION 3: LETTER OF INVITATION**NATIONAL HERITAGE COUNCIL OF SOUTH AFRICA**

Tel No: 012 348 1663
Fax No: 012 348 2833
Email Address: nhc@nhc.org.za

57 Kasteel Road
LYNWOOD GLEN
0081

01-09 May 2014

Mr. P.P. Mashatile
Department of Arts and Culture
Private Bag x899
PRETORIA
0001

Dear Mr Mashatile

INVITATION TO DELIVER KEYNOTE ADDRESS

You are invited✓ to address the people✓ at our 2014 Heritage Celebration Day✓ at the First National Bank stadium ✓ on 24 September 2014✓ at 10:00.✓

The topic✓ of the day will be: *Unity in diversity*. ✓ The NHC has invited and is expecting people from all nine provinces.✓ There will be performances by invited cultural groups from all provinces.✓

The heritage celebrations will take place from 10:00 till late✓. Security will be provided by the SAPS and/or the private company.✓ The people will be catered for by ✓ the NHC.✓

Your positive response would be appreciated.✓

Yours sincerely/faithfully

Signature
NAME

DESIGNATION

Format= 5 (Negative marking -1/2 for information omitted)

Content= 15 (Main information as per ticks ✓)

LANGUAGE= 5(5- No errors, 4- Minor errors, 3- Many errors but meaningful, 2- Many errors impact the meaning, 1- Riddled with errors, 0- nonsensical)

[25]

QUESTION 4: INTERNAL MEMORANDUM**NATIONAL HERITAGE COUNCIL OF SOUTH AFRICA**

Tel No: 012 348 1663
Fax No: 012 348 2833
Email Address: nhc@nhc.org.za

57 Kasteel Road
LYNWOOD GLEN
0081

MEMORANDUM

TO: All Staff Members

FROM: The student's name as NHC secretary

DATE: Any date between 01 May 2014 and 09 May 2014.

SUBJECT: NHC HERITAGE CELEBRATION DAY 2014

You are informed that the NHC✓ will be celebrating Heritage Day✓ on the following dates and at the specified time:

Venue: FNB Stadium✓
Date: 24 September 2014✓
Time: 10:00✓

Catering and entertainment will be provided.✓

Mr Paul P Mashatile will be our keynote guest speaker.✓ The topic will be: *Unity in our heritage diversity*.✓ You may be requested to participate in preparations.✓

Your co-operation in this regard will be highly appreciated.✓

Signature of the student as NHC Secretary

Format = 3 (Negative Marking – ½ for information omitted).

Content= 5 (10/2 =5 Main points as per ticks ✓)

Language = 2 (2- No language errors, 1- Minor language errors, 0- Many errors but meaningful.

[10]

QUESTION 5: POSTER

The poster must meet the AIDA principle (see format)

Content: Name of the event,√√ NHC,√ Venue,√ Time,√ Date,√ Speaker,√√ Topic,√
Cultural groups,√ Security,√ Refreshments,√ Transport,√ free entrance,√ free
T-Shirts,√ (15)

Format: Different font sizes, X Borders, X Decorations, X Attract Attention, X
Interesting, X (5)

Language: Short, Meaningful, Informative, Inviting and easy to read. (5)

Format= 5 (Negative marking -1/2 for information omitted)

Content= 15 (Main information as per ticks √)

LANGUAGE= 5(5- No errors, 4- Minor errors, 3- Many errors but meaningful, 2- Many
errors impact the meaning, 1- Riddled with errors, 0- nonsensical)

[25]**TOTAL: 100**