



# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**N190(E)(J10)H  
JUNE EXAMINATION  
NATIONAL CERTIFICATE  
COMMUNICATION N6  
(First Paper)**

(5140406)

**10 June 2014 (X-Paper)  
09:00–12:00**

**OPEN-BOOK EXAMINATION**

**TWO dictionaries and TWO additional references works may be used.**

**No electronic dictionaries are allowed.**

**This question paper consists of 5 pages and 1 addendum.**

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

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**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. Use a new page for EACH question.
  7. Write neatly and legibly.
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## BACKGROUND

The National Heritage Council of South Africa is a statutory body that is responsible for the preservation of the country's heritage. Since its existence on 26 February 2004, it has managed to prioritise heritage as important for nation building and national identity.

The important areas that the NHC focuses on are:

- Policy development for the sector to meet its transformation goals
- Public awareness and education
- Knowledge production in heritage subjects that were previously neglected
- Making funding available to projects that acknowledge heritage as a socio-economic resource

**Vision:** To build a nation proud of its African heritage.

**Mission:** To transform, protect and promote South African heritage for sustainable development.

## QUESTION 1: NOTICE AND AGENDA

The National Heritage Council is planning National Celebration Day. The Celebration Day will take place at First National Bank Stadium on 24 September 2014. The chairperson has instructed you to prepare and send out the notice and the agenda of a special meeting to all the council members. The purpose of this special meeting is to plan and prepare for the Heritage Celebration Day. Read ADDENDA A and B very carefully and extract the main issues or matters to be discussed in the meeting. Design the notice and agenda. Marks will be awarded for the format, content and the correct use of language.

### MARK ALLOCATION:

Format = 3  
Content = 9  
Language = 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 ADDENDA A and B very carefully and write the minutes of the NHC special meeting using the correct format, content and language.

MARK ALLOCATION:

Format = 5  
Content = 15  
Language = 5

[25]

**QUESTION 3: THE LETTER OF INVITATION**

It was agreed that NHC will invite the Minister in the Department of Arts and Culture, Mr Paul P Mashatile, to address the people from all the provinces and all cultures. As a keynote speaker, he will address them on the topic *Unity in Diversity*. Write a letter of invitation to the Minister and invite him as a keynote speaker. Give clear details of the event. The content should include:

Dates, venue and time of the event.

The expected and invited dignitaries, visitors and people from all over South African provinces.

Planned activities, including performances by cultural groups.

Marks will be awarded for the correct format, content and use of language

MARK ALLOCATION:

Format = 5  
Content = 15  
Language = 5

[25]

**QUESTION 4: INTERNAL MEMORANDUM**

The NHC has a number of employees. These employees will participate in the arrangements of this important event on the calendar of South Africa.

The chairperson of NHC has instructed you to send an internal memorandum to all staff members to inform them about all the plans for the event. Give clear details of all the dates, times and the activities which will take place in the Heritage Celebration Day. Read the ADDENDA very carefully and provide the correct information. Marks will be awarded for correct format, content and use of language.

MARK ALLOCATION:

Format = 3  
Content = 5  
Language = 2

[10]

**QUESTION 5: POSTER**

It was agreed that a poster to invite the public to Heritage Celebration Day must be designed. Design a detailed, colourful or decorated poster. It must meet the AIDA principle. More details can be found in ADDENDA A and B.

Remember that marks will be awarded for correct format, content and use of language.

**MARK ALLOCATION:**

Format = 5

Content = 15

Language = 5

**[25]**

**TOTAL: 100**

## **ADDENDUM A**

### **Contact for NHC**

#### **General**

Tel: +27 12 348-1663/8223

Fax: +27 12 348-2833

email: [nhc@nhc.org.za](mailto:nhc@nhc.org.za)

Web: [www.nhc.org.za](http://www.nhc.org.za)

#### **Physical address/ Postal address**

57 Kasteel Road, LYNWOOD GLEN, 0081

## **ADDENDUM B**

ROUGH NOTES TAKEN WHEN THE CHAIRPERSON INSTRUCTED THE SECRETARY TO PREPARE FOR THE NOTICE AND AGENDA OF THE SPECIAL MEETING

Heritage Celebration Day, 24 September 2014, First National Stadium, Date of the special meeting – Wednesday 30 April 2014 at NHC ROOM 17 time: 10:00 The notice and agenda are sent out seven working days before the special meeting.

#### **ROUGH NOTES DURING THE MEETING:**

The Minister, Mr. Paul Mashatile from the Department of Arts and Culture, -invited as keynote guest speaker- Topic: Unity in Diversity. The letter and internal memorandum should be written and sent within seven working days after the meeting.

The Heritage Celebration Day – start at 10:00 till late. Food and refreshments will be served.

Other issues discussed include: budget, cultural groups, free entrance and security. The NHC has nine (9) members. Mr. Swart was absent - sent an apology - consulted the doctor.

The meeting lasted for two and half hours. R1, 5 million was agreed upon as the budget of the event. Be used for hiring the venue, sound, stage, decorations, catering, transport, posters, advertisement in the media and T-Shirts. All these issues were agreed upon. Mr. Dube proposed that music festival be included in the budget. The proposal was not seconded and declined.

The minutes are not approved.

Arts and Culture [Department of]

Website: [www.dac.gov.za](http://www.dac.gov.za)

Post: Private Bag X899, PRETORIA, 0001

Tel: 012 441 3709

Fax: 012 440 4485

Email: [ministersoffice@dac.gov.za](mailto:ministersoffice@dac.gov.za)

**Paul P Mashatile, Mr - Minister**