



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

**COMMUNICATION N6
(First Paper)**

8 JUNE 2015

This marking guideline consists of 8 pages.

QUESTION 1: NOTICE AND AGENDA**UNIVERSITY OF LIMPOPO
MEDUNSA CAMPUS
SRC COMMITTEE**

Tel No: 012 521 4542
Fax No: 011 800 4299
Email Address: info@medunsa.ac.za

P.O. Box 156
MEDUNSA
0204

NOTICE OF MEETING

Notice is hereby given[√] of a Special SRC Committee meeting[√] to be held –date[√], time[√] and venue.[√]

The purpose of the meeting[√] is to discuss the negative university lifestyle and plan[√] the motivational campaign.[√]

Name
DESIGNATION

Date

AGENDA

1. Attendance register[√]
2. Apologies[√]
3. Opening and welcome[√]
4. Matters to be discussed:[√]
 - 4.1 Alcohol and drug abuse.[√]
 - 4.2 Rape and crime.[√]
 - 4.3 High failure rate.[√]
 - 4.4 HIV and AIDS[√]
 - 4.5 Motivational campaign.[√]
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**UNIVERSITY OF LIMPOPO
MEDUNSA CAMPUS
SRC COMMITTEE**

Tel No: 012 521 4542
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MINUTES OF THE SPECIAL SRC COMMITTEE MEETING HELD: DATE, TIME AND VENUE**1. ATTENDANCE REGISTER**

Student to mention number of member's present.√

2. APOLOGIES

Either apologies or no apologies received from members.√

3. OPENING AND WELCOME

The SRC President opened the meeting at – time – and welcomed everyone present.√

4. MATTERS TO BE DISCUSSED:**4.1 Alcohol and drug abuse:√**

It was agreed that the selling of liquor and drugs in the campus must be strictly prohibited.√ Police will be called to come and search the hostel rooms and the sign posts will be displayed around the campus.√

4.2 Rape and crime:√

Students are advised to study and walk in groups. Anyone who will be found guilty of rape and crime will be harshly charged.√ Students must take care of their belongings by locking their rooms. ALL night and weekend gatherings will be prohibited. Security will be tight and the police satellite will be available in the campus.

4.3 High failure rate: ✓

Students must be orientated on how to study and conduct themselves in the university. ✓ Lecturers who purposefully fail students must be expelled from the university. Students must be supported in all areas of campus life.

4.4 HIV/AIDS: ✓

The male and female condoms must be made available for students and visitors will be controlled. ✓

4.5 Motivational campaign: ✓

Ms Mary Peterson will be invited to address students on 'How to cope with university negative lifestyle'. ✓ The campaign will be held at MEDUNSA Sports ground on the 25th June 2013 from 10 am.

5. CLOSURE

The meeting was concluded at 16:00. ✓

APPROVED:

SRC PRESIDENT

SRC 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**UNIVERSITY OF LIMPOPO
MEDUNSA CAMPUS
SRC COMMITTEE**

Tel No: 012 521 4542
Fax No: 011 800 4299
Email Address: info@medunsa.ac.za

P.O. Box 156
MEDUNSA
0204

17 May 2013

Ms Mary Peterson
High Five Consultants
324 Extension 9
GA-RANKUWA
0201

Dear Madam

INVITATION TO ADDRESS STUDENTS AT MEDUNSA

You are invited√ to address the student body of MEDUNSA√ on the topic: 'How to cope with University Negative Lifestyle'.√ The campaign will be held at MEDUNSA Sports ground√ on the 25th June 2013√ from 10h00 in the morning.√

The campaign is aimed at reducing the levels√ of alcohol and drug abuse,√ rape and crime√ high failure rate,√ HIV/AIDS√ and motivating students to perform in their studies.√

Entertainment and refreshments are arranged for all attendants.√ For any enquiries contact the SRC President√ using the contacts provided above.√

Your kind consideration of this invitation will be highly esteemed.√

Yours sincerely
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**UNIVERSITY OF LIMPOPO
MEDUNSA CAMPUS
SRC COMMITTEE**

Tel No: 012 521 4542
Fax No: 011 800 4299
Email Address: info@medunsa.ac.za

P.O. Box 156
MEDUNSA
0204

MEMORANDUM

TO: ALL Students, Management and Staff Members

FROM: The SRC Committee

DATE: 17 May 2013.

SUBJECT: THE MOTIVATIONAL CAMPAIGN FOR MEDUNSA STUDENTS.

You are informed that there√ will be a motivational campaign for MEDUNSA students and it is arranged as follows::

Date:√ 25th June 2013√

Time: 10H00 am.√

Venue: MEDUNSA Sports ground.√

Topic: How to cope with university negative lifestyle. √

Motivational Speaker: Ms Mary Peterson of High Five consultants.√

Entertainment and refreshments are arranged for all the attendants.√

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

Signature of the student

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

Content = 9 (Main points as per ticks √)

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

[15]

QUESTION 5: FAX MESSAGE COVER PAGE**UNIVERSITY OF LIMPOPO
MEDUNSA CAMPUS
SRC COMMITTEE**

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THE FAX MESSAGE COVER PAGE**TO:** High Five Consultants**DATE:** 17 May 2013**ATTENTION:** Ms Mary Peterson**FROM:** (Name of student)**SUBJECT:** LETTER OF INVITATION**NUMBER OF PAGES (incl. Cover page):** 3

MESSAGE: Kindly receive the copy of the letter of invitation√ to come and address the students√ on behalf of MEDUNSA SRC Committee.√ The SRC Committee requests you to sign the letter to acknowledge receipt of the letter and fax it back to SRC Committee.√ Use the fax number provided above.√

SIGNED: By the student.

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

Content = 5 (Main points as per ticks √)

Language = 2 (2- No language errors, 1- Minor language errors, 0- Nonsensical)

[10]

QUESTION 6: TELEPHONE MESSAGE**UNIVERSITY OF LIMPOPO
MEDUNSA CAMPUS
SRC COMMITTEE**

Tel No: 012 521 4542
Fax No: 011 800 4299
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MEDUNSA
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THE TELEPHONE MESSAGE

TO: SRC President

FROM: Ms Mary Peterson

COMPANY: High Five consultants
TEL: 012 402 9804

DATE: 17 May 2013

TIME: 16:30 Office Hours

MESSAGE:

Ms Mary Peterson has confirmed that she has received the invitation[√] and accepted the request by SRC Committee[√]. She also committed herself to be available[√] to address the student body.[√]

She was also so grateful for the invitation.[√]

TAKEN BY: Name or signature of the student.

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

Content = 5 (Main points as per ticks [√])

Language = 2 (2- No language errors, 1- Minor language errors, 0- Nonsensical)

[10]

TOTAL: 100