higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE
(Second Paper)
NQF LEVEL 2

(4101102)

16 November 2018 (X-Paper)
09:00–11:00

This question paper consists of 7 pages and 4 addenda.

NCV

TIME: 2 HOURS
MARKS: 60

NOTE: If you answer more than the required number of questions only the required number will be marked. Clearly cross out ALL the work you do NOT want to be marked.

INSTRUCTIONS AND INFORMATION

1. This question paper consists of THREE sections:

   SECTION A: LONG FUNCTIONAL WRITING
   SECTION B: SHORT FUNCTIONAL WRITING
   SECTION C: VISUAL WRITING

2. Answer ONE question from each section.

3. Read ALL the questions carefully.

4. Number the answers according to the numbering system used in this question paper.

5. Used ADDENDA must be handed in with the ANSWER BOOK.

6. Write neatly and legibly.

NCV

BACKGROUND INFORMATION:

CAPE TOWN AUTHORITY ADOPTS NOVEL IDEA TO STUB OUT CIGARETTE-BUTT EYESORE

Nashira Davids

Cigarette butts weighing more than a female hippo are collected by cleaning crews in Cape Town CBD every year. The Cape Town Central City Improvement District (CCID) announced that about 1 722 kg cigarette butts were collected last year. Now district-improvement management have decided to copy a UK charity's idea to stub out the butt problem. Hubbub encourages smokers to follow a concept very similar to the lottery. Kiosks are erected all over the city and when you dispose of a cigarette butt there a ticket is issued immediately. At the end of every month the winning number is displayed in the morning newspaper. An attractive cash amount is paid to the owner of the winning number. CCID said the activation of the idea has been a huge success with Capetonians. The CCID also handed out 30 000 pocket ashtrays with flame-resistant linings allowing smokers to stub out cigarette butts responsibly.

[Adapted from: *The Herald*, 15 May 2017]

SECTION A (LONG FUNCTIONAL WRITING)

You are the secretary at a TVET College.

Answer either QUESTION 1 **OR** QUESTION 2 in this section.

QUESTION 1: BLOG WRITING

Answer this question on ADDENDUM A.

You read the newspaper article and as a concerned student you write a blog to highlight this problem. The aim of the blog is to encourage smokers to consider the environment and fellow human beings when disposing of cigarette butts. Remember this blog is aimed at your peers so you may use informal language but do NOT use slang.
The length of the blog must be 120–150 words.

Mention the following in the blog:

- Give an appropriate introduction.
- Cigarette butts weighing more than a female hippo are collected by cleaning crews in Cape Town CBD every year.
- 1 722 kg cigarette butts were collected last year.
- The CCID copied a UK charity's idea.
- A lucky number is given for every cigarette butt disposed of at kiosks.
- This problem is not unique to Cape Town.
- We see smokers on a daily basis disposing of cigarette butts everywhere.
- Even more dangerous are the cigarette butts that are still alight.
- Provide an appropriate conclusion.

Remember the following:

- Use the correct format for a blog.
- Provide a suitable heading for the blog.
- Include your name and the date.
- Ensure that you expand the above points and write in full, logical sentences and paragraphs.
- End the blog appropriately.
- Indicate the number of words used.

Format	Content	Grammar/Style	TOTAL
5	15	10	**30**

[30]

OR

QUESTION 2: LETTER OF COMPLAINT

As the secretary of the SRC write a letter of complaint to the campus manager, Mr Andrew Johns, to complain about the littering of cigarette butts at your campus. Your letter must mention your concern and also provide a possible solution. Provide your own postal address. The address of the campus manager is: Red Location College, Allan Drive, East London, 6800. The length of the letter should be 100-120 words. Refer to ADDENDUM B only as a guide to write the letter. Do NOT hand in ADDENDUM B.

Use the following information:

1) Introduction:
Introduce yourself, state your position in the SRC and mention why you are writing this letter. (3)

2) Body:
a) Share your concerns about the littering of cigarette butts at your campus.
b) Mention some facts from the newspaper article.
c) Mention how the idea in the newspaper article would assist cleaning staff.
d) Indicate the intention of the SRC to host an anti-cigarette butt awareness day.
e) Request the participation of the campus manager and the staff.
f) Request a meeting with the campus manager to discuss the details of the event. (9)

3) Conclusion:
a) End your letter with goodwill.
b) Indicate the number of words you have used. (2)

Format	Content	Grammar/Style	TOTAL
6	14	10	**30**

[30]

TOTAL SECTION A: 30

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SECTION B (SHORT FUNCTIONAL WRITING)

Answer either QUESTION 3 **OR** QUESTION 4 in this section.

QUESTION 3: E-MAIL REQUEST

Answer this question on ADDENDUM C.

As the secretary of the SRC you want to invite the director of the Cape Town Central City Improvement District (CCID), Mr Joseph Bishop, to be the guest speaker at the anti-cigarette butt awareness day. His email address is jbishop@ccid.co.za.

Provide the following information in the e-mail:

1. Provide a subject heading in capital letters.
2. Introduce yourself.
3. Mention that you have read the newspaper article.
4. Give a reason for the function.
5. Give a date.
6. Give a time.
7. Request sponsorship for T-shirts and disposable ashtrays.
8. Request a response to your invitation.
9. End your e-mail appropriately.
10. Indicate the number of words you have used.

Format	Content	Grammar/Style	TOTAL
6	10	4	**20**

[20]

OR

QUESTION 4: DESCRIPTIVE REPORT

Answer this question on ADDENDUM D.

Following the anti-cigarette butt awareness day you organised at the campus recently, your campus manager requests that you compile a report on the event. In your capacity as secretary of the SRC, compile this report.

Use the following information to complete the report:

The anti-butt awareness day was held on Friday, 9 June 2017 at 09:00. The purpose of the function was to educate staff and students about this environmental hazard. Students assembled in the college hall and were addressed by the guest speaker, Mr Joseph Bishop from the Cape Town Central City Improvement District (CCID).

Anti-cigarette butt awareness T-shirts and disposable ashtrays were handed out to students. Students then left the college building to distribute disposable ashtrays to motorists at nearby traffic lights.

After a short lunch break students were divided into groups and provided with materials to design posters that could be displayed around the campus. A cash prize, sponsored by the CCID, was awarded to the winning group.

Content	Grammar/Style	TOTAL
16	4	**20**

[20]

TOTAL SECTION B: 20

SECTION C (VISUAL WRITING)

Answer either QUESTION 5 **OR** QUESTION 6 in this section.

QUESTION 5: NOTICE

The SRC at your college will host an anti-butt awareness day. The reason for this function is to highlight the littering of cigarette butts at the college and in the environment.

The event will be held at the college hall. Mr Joseph Bishop of the Cape Town Central City Improvement District (CCID) will be the guest speaker. The event will take place on Friday, 30 November 2018 at 09:00. Cash prizes will be up for grabs.

Provide your own heading. Present the notice in the correct format on an A4 page in the ANSWER BOOK.

Format	Content	Grammar/Style	TOTAL
2	5	3	**10**

[10]

OR

QUESTION 6: POSTER

Use the information in QUESTION 5 to design a poster for the anti-butt awareness day. Provide your name and cellphone number as the contact person. Remember to use the AIDA principle when designing the poster.

Checklist for the poster:

1) Heading in capital letters
2) Catchy phrase
3) Reason for function
4) Date, time, venue
5) Guest speaker
6) Prizes
7) Contact person and cellphone number

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8) AIDA principle:
   - Did you attract attention?
   - Did you create an interest?
   - Did you create a desire?
   - How can the reader take action?

Format	Content	Grammar/Style	TOTAL
2	5	3	**10**

[10]

TOTAL SECTION C: 10
GRAND TOTAL: 60

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ADDENDUM A: BLOG WRITING

Custom header

Search bar

Social sharing: Facebook and Twitter

Archives

Tags

ADDENDUM B: LETTER OF COMPLAINT

Do NOT hand in this ADDENDUM. This is only a guide to assist you in writing the letter.

COMPANY NAME (if necessary)

Contact details

Sender's address
TOWN/CITY IN CAPITAL LETTERS
Postal code
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
Date (on left or right)
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
Salutation
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
HEADING IN CAPITAL LETTERS
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
Introduction
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
Body
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
Conclusion
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
Yours sincerely
XXXXXXXXXXXXXXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXX
Signature
FULL NAME IN CAPITAL LETTERS
DESIGNATION/YOUR POSITION IN CAPITAL LETTERS

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ADDENDUM C: E-MAIL REQUEST

File Edit View Insert Format Tools Table Window Help
[SEND]
To …
Cc …
Subject …

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ADDENDUM D: DESCRIPTIVE REPORT

REPORT ON ANTI-BUTT AWARENESS DAY	
Date of event:	
Time:	
Venue:	
Purpose of event:	
Description of event:	
Conclusion:	
Compiler of report:	
Designation/Job title:	

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