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)

5 March 2020 (X-paper)
09:00–11:00

This question paper consists of 8 pages and 4 addenda.

263Q2S2005

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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 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 only ONE question in each SECTION.

3. Read all the questions carefully.

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

5. Start each question on a NEW page.

6. Write neatly and legibly.

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BACKGROUND INFORMATION:

The following informative article appeared in *The Express*, a weekly Eastern Cape newspaper.

NETWORKING EVENT FOR BUSINESS-MINDED TEENS

A number of individuals attended the unique Future Business-leaders Network event to share their knowledge with each other as it had been organised for business-minded teenagers who have a passion for business and are aspiring to be their own bosses in future.

Ansulene Prinsloo, who is a former academic and accounting graduate, said: 'Most South Africans don't view entrepreneurship as a career option. I want to help change that view. The world needs people to be creative thinkers. Schools, colleges and universities only teach you the skills for specific qualifications. The world is changing all the time and you need to be equipped to think out of the box. We are all born with a natural talent and once that talent is enhanced, it can be transferred into a career. If we have an entrepreneurial mind-set, we further enhance this talent by creating new businesses and employing people, thereby alleviating the country's growing unemployment rate.'

[Adapted from: *The Express*, 11 April 2018]

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SECTION A: LONG FUNCTIONAL WRITING

Answer either QUESTION 1 **OR** QUESTION 2.

QUESTION 1: BLOG WRITING

You read the newspaper article and it has inspired you to share this information with relevant stakeholders at your college.

Write an informative blog and share the information you read. Encourage students to start developing their entrepreneurial skills. You may use informal language, but do NOT use slang. Write an introduction and a conclusion. The length of the blog should be 120–150 words.

Mention the following in the blog:

- We are all born with a talent which can be transformed into a career.
- By embracing this talent, we can create businesses and generate an income for ourselves.
- Creating business opportunities results in creating jobs and alleviating our growing unemployment rate.
- There is a need to build a generation of young people who have business skills.
- Many young people graduate and find themselves struggling to find employment.
- Having entrepreneurial skills can be a backup source of income.

Remember the following:

- Use the correct format for a blog.
- Give your blog a suitable heading.
- Include your full name and the date.
- Write an introduction.
- Give a few of your own ideas.
- Write a conclusion.
- End the blog appropriately.
- Indicate the number of words used.

Answer this question on ADDENDUM A (attached) and hand it in with the ANSWER BOOK.

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
5	15	10	**30**

[30]

OR

QUESTION 2: LETTER OF COMPLAINT

As secretary of the SRC, write a letter of complaint to Mrs Cook, the campus manager of your college, about the lack of opportunities for students to develop entrepreneurial skills. The letter should be 120–150 words in length and written in the ANSWER BOOK.

Use the following information to guide you:

1. INTRODUCTION:

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

2. BODY:

   (a) Express your concern that management at the college does not create opportunities for students to develop entrepreneurial skills.
   (b) Mention that students struggle to find employment after leaving college.
   (c) Mention the Eastern Cape newspaper article that you read.
   (d) Share at least TWO ideas that can assist in teaching students business skills.
   (e) Request that guest speakers be invited to the college to inspire students. (9)

3. CONCLUSION:

   (a) Request a response from Mrs Cook within two weeks.
   (b) End the letter appropriately on a note of goodwill.
   (c) Indicate the number of words used at the end of the letter. (3)

Refer to ADDENDUM B (attached) only as a guide to write the letter. Do not hand in ADDENDUM B.

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
5	15	10	**30**

[30]

TOTAL SECTION A: 30

SECTION B: SHORT FUNCTIONAL WRITING

Answer either QUESTION 3 **OR** QUESTION 4.

QUESTION 3: EMAIL REQUEST

Invite Ansulene Prinsloo from the Future Business-leaders Network to address students at your college about developing their entrepreneurial skills. Her email address is aprinsloo@business.co.za. The length of your email should be 80–100 words.

Include the following information in your email:

1. A subject heading.
2. Introduce yourself.
3. A reason for the event.
4. Date: Friday, 20 March 2020
5. Time: 08:30
6. Venue: College Hall at the campus
7. Time frame for her response: Two weeks.
8. Conclude on a note of goodwill.
9. End the email appropriately with a suitable greeting.
10. Indicate the number of words used.

Answer this question on ADDENDUM C (attached) and hand it in with the ANSWER BOOK.

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
6	10	4	**20**

[20]

OR

QUESTION 4: ACCIDENT REPORT

On Friday, 20 March 2020 at 09:30, you witnessed an accident on the premises of the college. Siyabulela Bala was walking into the hall to attend the talk by Ansulene Prinsloo. His foot tripped over the speaker cord on the floor and he fell to the ground knocking over the speaker stand. The stand landed on his head. He appeared to be in pain and you called for an ambulance. An ambulance arrived shortly after and Siyabulela was taken to hospital. He was diagnosed with a severe concussion and was kept overnight for observation. The incident happened on the premises of the college. As the witness of the accident and secretary of the SRC, you are required to complete an accident report form for the records of the campus manager.

Answer this question on ADDENDUM D (attached) and hand it in with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
16	4	**20**

[20]

TOTAL SECTION B: 20

SECTION C: VISUAL WRITING

Answer either QUESTION 5 **OR** QUESTION 6.

QUESTION 5: NOTICE

You and a group of student leaders will host a workshop called *Growing Skills*. Design a notice to inform students about this event. Use the heading GROWING SKILLS. Present the notice neatly in the correct format in the ANSWER BOOK.

Use the following information in designing the notice:

1. Date: Friday, 20 March 2020
2. Time: 08:30
3. Venue: College Hall
4. Guest speaker: Ansulene Prinsloo, graduate and small-business developer
5. Workshop topics:
   (a) Life after college
   (b) Developing your talent
   (c) Drafting a business plan

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
2	5	3	**10**

[10]

OR

QUESTION 6: POSTER

Design a poster for the *Growing Skills* workshop that you and a group of students plan to host on Friday, 20 March 2020. The workshop will be held in the College Hall at 8:30. The guest speaker is Ansulene Prinsloo, graduate and small-business developer.

The following topics will be discussed at the workshop:

- Life after college
- Developing your talent
- Drafting a business plan.

Include your name and cellphone number as the contact person on the poster. Remember to use an A4 page and the AIDA principle when designing the poster.

Checklist for the poster:

1. Heading in capital letters
2. Catchy phrase
3. Reason for the workshop
4. Date, Time, Venue
5. Guest speaker
6. Mention any stationery to bring along to the workshop
7. Contact person and cellphone number
8. AIDA PRINCIPLE:
   - Did you attract attention?
   - Did you create interest?
   - Did you create 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

QUESTION 1: BLOG WRITING

Custom header

Search bar

Social sharing: Facebook & Twitter

Archives

ADDENDUM B

QUESTION 2: LETTER OF COMPLAINT

DO NOT HAND IN. THIS ADDENDUM IS ONLY A GUIDE TO ASSIST YOU IN WRITING YOUR LETTER.

COMPANY NAME (if necessary)

Contact details

Sender's address (street/postal address)
TOWN/CITY
Postal code

XXX LEAVE LINE OPEN XXX

Date (on left or right)
XXX LEAVE LINE OPEN XXX

Receiver's name
Receiver's designation
Organisation
Receiver's address (street/postal)
TOWN/CITY
Postal code

Salutation

XXX LEAVE LINE OPEN XXX

HEADING IN CAPITAL LETTERS
XXX LEAVE LINE OPEN XXX

INTRODUCTION

XXX LEAVE LINE OPEN XXX
BODY

XXX LEAVE LINE OPEN XXX
CONCLUSION

XXX LEAVE LINE OPEN XXX
Yours sincerely

Signature

FULL NAME IN CAPITAL LETTERS
DESIGNATION/YOUR POSITION IN CAPITAL LETTERS

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ADDENDUM C

QUESTION 3: EMAIL REQUEST

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

ADDENDUM D

QUESTION 4: ACCIDENT REPORT

ACCIDENT REPORT FORM	
Date of accident:	
Time of accident:	
Place where accident took place:	
Description of accident:	
Action taken by witness:	
Treatment/Diagnosis:	
Witness/Report compiler:	
Designation:	
Contact number:	
Signature:	

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