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)

11 November 2019 (X-Paper)
09:00–11:00

This question paper consists of 8 pages and 4 addenda.

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TIME: 2 HOURS
MARKS: 60

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. Hand in the ADDENDA with the ANSWER BOOK.

7. Write neatly and legibly

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BACKGROUND

The article below about the retail store SPAR banning the use of plastic bags appeared in *The Herald*, a weekly newspaper in the Eastern Cape, on 12 June 2018.

SPAR joins the fight to put an end to plastic bag pollution

Spar Eastern Cape took a bold step by saying NO to plastic bags in a bid to raise awareness about the danger of pollution to the environment and marine life in particular. SPAR urged customers to trade in any 10 plastic bags for a paper bag for the following two days in a bid to encourage minimising the use of plastic.

'We sell millions of plastic bags every year and wherever we drive in the Eastern Cape, there is plastic and if we look at what it does to our landfills, oceans and rivers, it is unacceptable and I am responsible,' regional manager Conrad Isaac said at the launch of the campaign at The Boardwalk Convention Centre. The aim is to change the shopping habits of consumers. 'The change starts today,' said Isaac.

[Adapted from: *The Herald*, 8 June 2018]

SECTION A: LONG FUNCTIONAL WRITING

Answer ONE question in SECTION A.

QUESTION 1: BLOG

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

As a concerned student, you want to share the content of the newspaper article with your peers.

Write an informative blog in which you encourage your peers to help reduce the pollution of plastic bags in the environment. As the blog is aimed at your peers, you may use informal language, but NOT slang. The blog must have an introduction and a conclusion and must be 120–150 words long.

Use the following information in the blog:

- SPAR recently launched a two-day campaign in which customers received a paper bag for every 10 plastic bags they handed in.
- Plastic bags cause damage to the environment and pollute landfills.
- Plastic bags that end up in rivers and oceans result in marine life becoming extinct.
- We are dependent on oceans and rivers as a source of food.
- The pollution caused by plastic bags will have a negative influence on future generations.
- It is the responsibility of every person to participate in such campaigns at all stores.
- Buy reusable shopping bags or reuse plastic bags.

Remember the following:

- Use the correct format for a blog.
- Provide a suitable heading for the blog.
- Include your name and the date.
- Give a few of your own ideas.
- 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 ENQUIRY

As the secretary of the SRC of the college, you have to write a letter of enquiry to the regional manager of SPAR, Mr Conrad Isaac. His address is as follows:
SPAR Regional Office, Central, Eastern Province, 8000

Use your own postal address. The length of the letter must be 100–120 words. Use ADDENDUM B (attached) as a guide to write the letter.

INFORMATION

1) INTRODUCTION:
   Introduce yourself and state your position in the SRC. Tell him that the SRC plans to host a WAR ON PLASTIC DAY. (3)

2) BODY
   a) Share your concern about the littering of plastic bags at the college and surrounding areas.
   b) Indicate that the SRC at the college would like to host a campaign similar to the one SPAR introduced in the newspaper article.
   c) Ask Mr Isaac's permission to host this campaign at the college.
   d) Also ask if it would be possible for him to arrange a sponsorship of paper shopping bags, as well as SPAR T-shirts.
   e) Give the following information:
      (i) Date: Friday, 22 November 2019
      (ii) Time: 8:30–11:30
      (iii) Venue: College sports field (9)

3) CONCLUSION
   (a) Politely request a response and provide a time frame for feedback from Mr Isaac.
   (b) End your letter appropriately.
   (c) Indicate the number of words you have used. (2)

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
6	14	10	30

[30]

TOTAL SECTION A: 30

SECTION B: SHORT FUNCTIONAL WRITING

Answer only ONE question in SECTION B.

QUESTION 3: EMAIL

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

As the secretary of the SRC, you would like to invite Mr Conrad Isaac, the regional manager of SPAR, to act as a guest speaker at the WAR ON PLASTIC DAY. The event is planned to be held from 8:30 to 11:30 on Friday, 22 November 2019. The venue will be the sports field of False Bay College. Request Mr Isaac to respond by Friday, 15 November 2019 so that you can make the necessary arrangements. His email address is conradi@spar.co.za. The email must be 80–100 words long.

Use the following information in your email:

1) Provide an appropriate subject heading in capital letters.
2) Introduce yourself.
3) Give the reason for the event.
4) Give the date and day in full for the event.
5) State the time that the event will start and end.
6) Give a time frame for his response.
7) End off with an appropriate greeting.
8) Indicate the number of words you have used in brackets.

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
6	10	4	20

[20]

OR

QUESTION 4: ACCIDENT REPORT

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

On 3 August 2019 at 9:00, you witnessed an accident in which a fellow student, Lilly Brown, was involved. The accident took place in the parking area of the campus. A courier van reversed hurriedly out of a parking bay and into Lilly who was walking behind the van. She was knocked down and screamed in pain. You asked the security guard standing nearby to call an ambulance. Paramedics arrived shortly afterwards and Lilly was taken to the nearest hospital. She was diagnosed with a broken leg. She was given an injection for pain and her leg was placed in a cast.

Fill in the accident report form on ADDENDUM D (attached) for the college's records.

CONTENT	GRAMMAR/STYLE	TOTAL
16	4	20

[20]

TOTAL SECTION B: 20

SECTION C: VISUAL COMMUNICATION

Answer only ONE question in SECTION C.

QUESTION 5: NOTICE

The SRC at the college is hosting a WAR ON PLASTIC CAMPAIGN to create awareness of how plastic bags may cause damage to the environment. The venue will be the sports fields of the college. Mr Conrad Isaac, regional manager of SPAR, will be the guest speaker. The event will take place on Friday, 22 November 2019 from 8:30 to 11:30. Students must each collect 10 plastic bags and will in return receive a free paper shopping bag, as well as a SPAR T-shirt.

Design a notice to inform students of this event. Give the notice an appropriate heading. Present it neatly on an A4 page of the ANSWER BOOK.

CHECKLIST FOR THE NOTICE

1) Neat border
2) Different fonts
3) Heading
4) Venue
5) Guest speaker
6) Date
7) Time
8) Free gifts

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 WAR ON PLASTIC CAMPAIGN. Give your name and cellphone number as the contact details. Use the AIDA principle in designing the poster.

CHECKLIST FOR POSTER

1) Neat border
2) Different fonts
3) Heading
4) Striking phrase
5) Reason for function
6) Date, time and venue
7) Guest speaker
8) Free gifts
9) Contact person and contact telephone number
10) AIDA principle:
   (a) Did you attract attention?
   (b) Did you create an interest?
   (c) Did you create a desire?
   (d) 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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EXAMINATION NUMBER:

ADDENDUM A: BLOG

Custom Header

Search Bar

Social Sharing: Facebook & Twitter

Archives

Tags

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EXAMINATION NUMBER: | | | | | | | | | | | | |

ADDENDUM B: LETTER OF COMPLAINT

DO NOT HAND THIS IN. IT 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
X XXXXXXXXXXXXX OPEN LINE XXXXXXXXXXXXXXXXXXXXXXXXXXX
Date (on left or right)
XXXXXXXXXXXXXX OPEN LINE XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Salutation
XXXXXXXXXXXXXX OPEN LINE XXXXXXXXXXXXXXXXXXXXXXXXXXXX
HEADING IN CAPITAL LETTERS
XXXXXXXXXXXXXX OPEN LINE XXXXXXXXXXXXXXXXXXXXXXXXXXXX
INTRODUCTION

XXXXXXXXXXXXXX OPEN LINE XXXXXXXXXXXXXXXXXXXXXXXXXXXX
BODY

XXXXXXXXXXXXXX OPEN LINE XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CONCLUSION

XXXXXXXXXXXXX OPEN LINE XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Yours sincerely

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

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EXAMINATION NUMBER:

ADDENDUM C: EMAIL REQUEST

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

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EXAMINATION NUMBER: | | | | | | | | | | | | |

ADDENDUM D: ACCIDENT REPORT FORM

ACCIDENT REPORT FORM	
Date of accident:	
Time of accident:	
Name of victim:	
Place where the accident took place:	
Description of accident:	
Action taken by witness:	
Diagnosis of injuries:	
Witness:	
Report compiled by:	
Designation:	

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