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)

6 March 2018 (X-Paper)
09:00–11:00

This question paper consists of 7 pages and 4 addenda.

NCEV

TIME: 2 HOURS
MARKS: 60

NOTE: If you answer more than the required number of questions only the required number will be marked. All work you do not want to be marked must be clearly crossed out.

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. Choose 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. The ADDENDA you have answered on must be handed in with your ANSWER BOOK.

6. Start each question on a NEW page.

7. Write neatly and legibly.

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BACKGROUND INFORMATION:

The following interesting article about the safety of motorists and seat belts appeared in the *HERALD*, an Eastern Cape weekly newspaper, dated 15 February 2017.

WHY ARE YOU STILL NOT WEARING SEAT BELTS?

'I am only going to the shopping centre.' Actually, this is the best time to wear a safety belt, since most accidents occur shortly after departure and close to home. I will not be involved in an accident: 'I am a good driver.' Consider that even if you are a good driver, a bad driver may still hit you. 'I will brace myself.' Even if you had split-second timing to do this, the force of the impact would shatter the arm or leg you used to brace yourself.
'I am afraid the belt will trap me in the car.' Statistically, the best place to be during an accident is in your car. If you are thrown out of the car, you are 25 times more likely to die. 'They are uncomfortable.' Modern seatbelts are allowing some movement and is still more comfortable than a hospital bed!

[Adapted from: *Herald,* 15 February 2017]

SECTION A: LONG FUNCTIONAL WRITING

Answer either QUESTION 1 or QUESTION 2.

QUESTION 1: BLOG WRITING

Answer the question on ADDENDUM A (attached).

Write an INFORMATIVE BLOG in which you **encourage young people to wear seat belts**. Remember that this blog is aimed at your peers, so you may use informal language but DO NOT use SLANG. The blog should be between 120–150 words.

Mention the following in your blog:

- Most accidents occur immediately after your departure from home.
- Being a good driver does not mean you will not be involved in an accident.
- There are always bad drivers on the roads.
- Air bags are designed to lessen the impact on the body but do not prevent you from being injured.
- Seat belts are uncomfortable but will prevent you from being flung out of the car.

Remember the following:

- Use the correct FORMAT for a blog.
- Provide a suitable HEADING for your blog.
- Include your NAME and the DATE.
- Include the aspects set out above as well as 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 COMPLAINT

You are the secretary of the Student Representative Council (SRC) at Vantage College.
Vaal Road, a road adjacent to the college, is a main road that normally carries a high traffic volume. In recent months there has been frequent accidents involving pedestrians. Many students cross this road in order to enter the main gate of the college.

Write a LETTER OF COMPLAINT to your local traffic department using the information set out below. Use ADDENDUM B (attached) as a GUIDE for the layout of your letter. Your letter should be 120–150 words in length and be written in the ANSWER BOOK. The contact person at the traffic department is:

Mr Arnold Bandezi
Senior Traffic Officer
Bisho Traffic Department
Allan Drive
BISHO
6800

USE THE FOLLOWING INFORMATION:

1. INTRODUCTION:

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

2. BODY:

   (a) Share your concern about the accidents which occurred in recent months, involving pedestrians.

   (b) State that this road is used frequently by many students to gain access to the college.

   (c) Express disappointment that the traffic department has not made any effort to make this road safer for pedestrians.

   (d) Appeal to the Mr Bandezi to ensure pedestrian road safety and also request the following:

      (i) A pedestrian crossing

      (ii) Pedestrian traffic signs

      (iii) The presence of a traffic officer between 07:30–08:00 every week day. (9)

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3. CONCLUSION:

(a) Politely request a response and provide a time frame for feedback from Mr Bandezi.

(b) End your letter with goodwill. (2)

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
6	14	10	30

[30]

TOTAL SECTION A: 30

SECTION B: SHORT FUNCTIONAL WRITING

Answer either QUESTION 3 or QUESTION 4.

QUESTION 3: EMAIL REQUEST

Answer the question on ADDENDUM C (attached).

The SRC at your college will host a ROAD SAFETY AWARENESS DAY. The reason for this event is to create awareness of road safety before the college closes for the short recess period on 23 March 2018. Miss Rose Ranaka from the Road Accident Fund (RAF) will be the guest speaker. There will be cash prizes to be won.

As the secretary of the SRC you would like to inform your Campus Manager, Mrs Ellen Smith of the function that will be held in the Great Hall on Thursday, 22 March 2018 from 08:30–11:30. Her email address is smith.ellen@gmail.com.

Supply the following information in your email:

1. Provide an appropriate SUBJECT HEADING in CAPITAL LETTERS.

2. Give the REASON for the event.

3. Provide the DATE of the event in full.

4. Write down the TIME that the event will start and end.

5. Provide the GUEST SPEAKER information.

6. Conclude your email with a sentence of goodwill.

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
6	10	4	20

[20]

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OR

QUESTION 4: ACCIDENT REPORT

Answer the question on ADDENDUM D (attached).

On Friday, 2 March 2018 at 7:45 you witnessed an accident in which a fellow student, Angela Mabalane, was involved. The accident took place in Vaal Road. On the day of the accident you saw a taxi driver disregard the rules of the road by failing to stop at a red traffic light. He was travelling at a very high speed and crashed into a lamp post.

You contacted the emergency services and ran across the road to assist some of the victims. Angela was taken to the nearest hospital where she was admitted with serious head injuries. Your Campus Manager requests you to complete an ACCIDENT REPORT FORM because you witnessed the accident.

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

Use the information provided in Question 3 to design a notice to inform the students and staff at your college about the ROAD SAFETY AWARENESS DAY. Provide an appropriate HEADING for the notice. Present it on an A4 page of your ANSWER BOOK.

CHECKLIST FOR THE NOTICE:

1. A NEAT BORDER
2. DIFFERENT FONTS
3. A HEADING
4. VENUE
5. GUEST SPEAKER
6. DATE

7. TIME

8. PRIZES

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
2	5	3	10

[10]

OR

QUESTION 6: POSTER

Use the information provided in QUESTION 3 to design a poster for the ROAD SAFETY AWARENESS DAY. Remember to make use of the AIDA PRINCIPLE in designing your poster.

CHECKLIST FOR THE POSTER:

1. a neat border
2. different fonts
3. a heading
4. a catchy phrase
5. reason for the event
6. date, time and venue
7. guest speaker
8. prizes
9. contact person and contact telephone number

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: THE BLOG

Date:

Social Sharing: Facebook & Twitter

Heading:

Archives

Name:

Number of words:

[30]

ADDENDUM B: LETTER OF COMPLAINT

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

COMPANY NAME (if necessary)
Contact details Sender's address
TOWN/CITY IN CAPITAL LETTERS
Postal code
X XXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXXX
Date (on left or right)
XXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXXX
Salutation
XXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXXX
HEADING IN CAPITAL LETTERS
XXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXXX
INTRODUCTION

XXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXXX
BODY

XXXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXXX
CONCLUSION

XXXXXXXXXXXXX LEAVE LINE OPEN XXXXXXXXXXXXXXXXXXXXXXXXXXX
Yours sincerely

Signature
FULL NAME IN CAPITAL LETTERS
DESIGNATION/YOUR POSITION IN CAPITAL LETTERS **[30]**

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

ADDENDUM C: EMAIL REQUEST

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

[20]

NCV

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

ADDENDUM D: ACCIDENT REPORT FORM

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

[20]

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