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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)

30 November 2020 (X-paper)
09:00–11:00

This question paper consists of 7 pages and 4 addenda.

130Q2N2030

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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 that 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. Use the ADDENDA provided as indicated and submit them together with the ANSWER BOOK.

7. Write neatly and legibly.

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BACKGROUND INFORMATION

Read the background information below before answering the questions.

DIABETES

Diabetes is now the world's fastest growing health condition.
Here is what you need to know.

Diabetes is exploding globally. In South Africa it affects nearly a million people, including a frightening number of young people. The most recent figures from Statistics South Africa show that it is the second leading cause of death, right behind TB, and it is the leading cause of death in women, says Michael Brown, clinical consultant at the Centre for Diabetes and Endocrinology in Johannesburg.

There is no cure for diabetes, but it can be managed. Type 1 Diabetes occurs when the pancreas produces little or no insulin because the immune system attacks or destroys the pancreatic cells responsible for making it. Type 1 Diabetes can occur at any age, but mostly in children and adolescents. The reason is unclear, but it can be linked to genes and lifestyle.

When you have Type 2 diabetes, the body produces insulin but not enough to meet the needs of the body and the cells are unable to respond as they should. This kind of diabetes is more common amongst middle-aged and older adults. It is thought to be linked to lifestyle factors and obesity. The good news is that eating sensibly and keeping an eye on weight can prevent people from being another diabetes statistic.

[Adapted from: *Clicks Magazine Issue 3/2018*]

SECTION A: LONG FUNCTIONAL WRITING

Answer only ONE question in SECTION A – either QUESTION 1 **OR** QUESTION 2.

QUESTION 1: BLOG

Answer QUESTION 1 on ADDENDUM A (attached) and hand it in with the ANSWER BOOK.

After reading the magazine article (see BACKGROUND INFORMATION) on diabetes, you decided to share the information with your friends.

Write an informative blog in which you tell your friends about diabetes. You may use informal language, but do not use slang. Make sure that your blog has an introduction and a conclusion. The length of the blog should be 120–150 words.

Mention the following in your blog:

- Diabetes is exploding globally and in South Africa.
- It affects nearly a million people including many young people.
- Recent statistics show that after TB diabetes is a leading cause of death.
- There is no cure for diabetes, but it can be managed.
- Type 1 diabetes mainly affects children and adolescents. It is genetic which means it is passed on by family members.
- Type 2 diabetes is more common in middle-aged and older adults and mainly caused by lifestyle and obesity.
- Mention one of you own thoughts about diabetes.

Keep the following guidelines in mind:

- Use the correct format for a blog.
- Give your blog a suitable heading.
- Include your name and the date.
- Give one of your own ideas regarding diabetes.
- End the blog appropriately.
- Indicate the number of words used.

Use ADDENDUM A (attached) to answer this question.

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

[30]

OR

QUESTION 2: LETTER OF ENQUIRY

Write a letter of enquiry to the Health and Safety Officer at your college, Mr Matthew Baliwe, to inform him about what you have read about diabetes. Ask him if he could assist you in planning and hosting a Diabetes Awareness Day at your campus. The Health and Safety Officer's address is as follows:

Fairview TVET College
P O Box 5152
KIMBERLEY
8300

Use your own postal address as the sender. Use ADDENDUM B (attached) only as a guide to write the letter. The letter should be 120–150 words in length and written in your ANSWER BOOK. Indicate the number of words used.

INFORMATION

Your letter must have:

1) AN INTRODUCTION
   - Introduce yourself by giving your NC(V) programme and level of study.
   - Mention the Diabetes Awareness Day that you would like to plan and host. (3)

2) A BODY
   - Mention that you recently read an informative magazine article on diabetes.
   - Explain that diabetes is one of the leading causes of death in South Africa.
   - Provide statistics from the magazine article.
   - Explain that there is no cure, but that lives can be saved if the disease is managed properly.
   - Share your concern that students should be informed about this disease.
   - Include one of your own ideas/thoughts about diabetes. (9)

3) A CONCLUSION
   - Politely request a response within the next seven days.
   - End your letter in an appropriate manner on a note of goodwill. (2)

Remember, to indicate the number of words used.

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 – either QUESTION 3 **OR** QUESTION 4.

QUESTION 3: EMAIL

Answer QUESTION 3 on ADDENDUM C (attached).

Mr Matthew Baliwe, the Health and Safety Officer at Fairview TVET College is delighted with your idea of hosting a Diabetes Awareness Day for the students.

He asked you to write him an email to confirm all details.
In your email, thank Mr Baliwe for his support of the plan to host the Diabetes Awareness Day. Confirm that the college hall is available on Friday, 4 December 2020 from 8:30 to 11:30 for the event. Suggest that Dr Michelle Baleni, a clinical consultant at the Centre for Diabetes, be invited as the guest speaker. Request a follow-up meeting with Mr Baliwe on 18 November 2020 at 10:00 in his office to make further arrangements. End off your email on a note of goodwill.

Mr Baliwe's email address is: matthewB@fairview.edu.za.
The email should be between 80–100 words. Indicate the number of words used in brackets.

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

[20]

OR

QUESTION 4: ACCIDENT REPORT

Answer QUESTION 4 on ADDENDUM D (attached).

On Friday, 4 December 2020 at 08:20 some students were walking to the hall to attend the Diabetes Awareness Day. You witnessed a student, Likhona Pienaar, collapse and fall down the stairs. You ran to assist and noticed he was wearing a medical bracelet which indicated that he is diabetic. You phoned the paramedics immediately. Likhona was taken to the nearest hospital. He was diagnosed with having low blood-sugar levels which caused him to faint. He is being kept overnight for observation.

As the witness, use ADDENDUM D to fill in the accident report form.

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

[20]

TOTAL SECTION B: 20

SECTION C: VISUAL WRITING

Answer only ONE question in SECTION C – either QUESTION 5 or QUESTION 6.

QUESTION 5: CLASSIFIED ADVERTISEMENT

At your meeting with Mr Baliwe, he suggested that you hire a qualified admin assistant for two weeks to help finalise the arrangements for the Diabetes Awareness Day.

Compile a CLASSIFIED ADVERTISEMENT for the position of Temporary Admin Assistant. The advertisement will be placed in newspaper column number '925' under 'Vacancies'. Prospective candidates must have studied Office Administration. They will be paid R44 per hour. All CVs are to be submitted via email to matthewB@fairview.edu.za.

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

[10]

OR

QUESTION 6: POSTER

Use an A4 page to design a poster to inform the students of the upcoming Diabetes Awareness Day. The event will be held on Friday, 4 December 2020 from 8:30 to 11:30 in the college hall. Dr Michelle Baleni, a clinical consultant at the Centre for Diabetes will be the guest speaker. A healthy snack will be provided for all students who attend.

The following topics will be covered:

- What is diabetes?
- How does it affect my body?
- How do I live with diabetes?

CHECKLIST FOR POSTER

1) AIDA principle: attention, interest, desire, action
2) Neat border
3) Different fonts
4) Appropriate heading
5) Catchy phrase
6) Date, time, venue
7) Guest speaker
8) Topics that will be covered

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

[10]

TOTAL SECTION C: 10
GRAND TOTAL: 60

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ADDENDUM A: BLOG

EXAMINATION NUMBER:

Custom header

Search bar

Social sharing: Facebook & Twitter

Archives

ADDENDUM B: LETTER OF ENQUIRY

Do not submit this ADDENDUM. Use it as a guide to assist you in writing the letter.

Sender's street address
Suburb
CITY/TOWN
Postal code
Date

Date **OR**

XXX LEAVE LINE OPEN XXX
Receiver's name
Receiver's designation
Receiver's organisation
Receiver's address
CITY/TOWN
Postal code
XXX LEAVE LINE OPEN XXX
Salutation/Greeting
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

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ADDENDUM C: EMAIL

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

File Edit View Insert Formal Tools Table Window Help	
[SEND]	
To:	
Cc:	
Subject:	

ADDENDUM D: ACCIDENT REPORT

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

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

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