higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE
(Second Paper)
NQF LEVEL 3

(4101113)

11 November 2019 (Y-Paper)
13:00–15:30

This question paper consists of 7 pages and four addenda of 5 pages.

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TIME: 2½ HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions in SECTION A and SECTION B.
2. Answer only TWO questions from SECTION C.
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 only BLUE or BLACK ink.
7. Write neatly and legibly.

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BACKGROUND INFORMATION

The ORCHARDS YOUTH CLUB is a big establishment in Pretoria North. It consists of 500 members, and 20 members form the executive committee. Sello Magogodi is the chairperson of the club. The club joined millions of South Africans to honour Mandela Day on 18 July 2019. The executive committee has the responsibility of making sure that every member participates in all the activities. Activities include: Painting an orphanage in Pretoria North, cleaning the old-age home in Karen Park and feeding the street kids bread and soup. ALL these activities must be planned and organised well in time for the big day.

The contact details are as follows:

The Orchards Youth Club
Private Bag x231
The Orchards
0182
Email address: theorchardsyouthclub.org.za
Tel: 012 8888 333
Fax: 086 6664 444
(You are urged to imagine that you were part of the processes even though you are writing this exam in November 2019!)

SECTION A: REPORT WRITING

QUESTION 1: PROGRESS REPORT

You are Maureen Stone, the general secretary of the Orchards Youth Club. You have been assigned the task of painting the orphanage and you have to look for sponsors to help with the project. You only have three weeks to prepare for the painting. The chairperson of the club, Mr Sello Magogodi, has asked you to give an update on the preparations. Builders Warehouse in Gezina has donated paint, together with all the material needed for painting. Karen Park Burger Palace will supply food for everyone helping with the painting; they will even provide the orphanage residents with lunch on Mandela Day. You also have to decorate the orphanage, and must ask sponsors to donate new beds and linen. New stoves and kitchen utensils have been installed.

List the tasks allocated to different people as well as the completion dates. Report on the tasks completed, tasks that people are currently busy with, as well as tasks that still have to be completed. You will need to mention at least two problems you encountered in the process.

You must present this progress report in memorandum format. Submit your report on 11 July 2019. Your telephone extension number is x101.

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Use the following headings to compile your progress report:

- SUBJECT HEADING – In capital letters
- BACKGROUND – Provide 2 details on what the report is all about. Also mention WHERE and WHEN the event will take place. (4)
- PURPOSE – Why you are writing the report. (4)
- TASKS COMPLETED – Give the date on which each task was completed (name TWO tasks, using the information provided in the instruction above). (2)
- TASKS CURRENTLY BEING ATTENDED TO – Give the date on which you expect the tasks to be completed, the person responsible for the task, as well as any PROBLEMS you experience (name TWO tasks and TWO problems, using the information given in the instruction above). (4)
- TASKS STILL TO BE COMPLETED – Give the date on which you plan to start each task and the person responsible for each task (name TWO tasks, using the information given in the instruction above). (2)
- CONCLUSION – Provide an overview of how the project has progressed so far. (2)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
18	7	5	30

[30]

QUESTION 2: ACCIDENT REPORT

You are Maureen Stone. You have been helping to paint one of the orphanage rooms. One of the male members, Tebogo Ntlamelle, asked you to hand him a twenty-litre paint bucket. He was standing on a ladder, and when he bent down to take the paint bucket from you, he lost his balance and fell two metres from the stepladder to the ground. When you tried to pick him up, you realised that he could not stand on his own. You then called an ambulance from Akasia Hospital. The paramedics attended to Tebogo and rushed him to the hospital. The doctor attended to him immediately and diagnosed him with a broken arm and a twisted kneecap. He gave him a pain injection. The doctor then booked him into hospital and recommended that he stay two weeks to monitor his recovery. This incident happened at 10:15 on 12 July 2019.

The next day, Mr Magogodi asked you to compile an accident report. Use the form attached as ADDENDUM A to complete the accident report. Remember to hand in ADDENDUM A with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
15	5	20

[20]

TOTAL SECTION A: 50

SECTION B: LONG FUNCTIONAL WRITING

QUESTION 3: NOTICE AND AGENDA OF A MONTHLY MEETING

The reconstruction of the orphanage was a success; everything went according to plan.

You are the secretary of the Orchards Youth Club. Mr Sello Magogodi asked you to call a monthly meeting for all staff members of the management committee.

Write a notice and agenda.

The meeting has been scheduled for Sunday, 28 July 2019, in the auditorium of the Youth Centre at 10:00. Use a memorandum format.

The following items should be discussed:

- Feedback on Mandela Day
- Feedback on the orphanage painting project
- Planning for Heritage Day to be held in September

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	4	6	20

[20]

QUESTION 4: MINUTES OF A MONTHLY MEETING

Mr Sello Magogodi has asked you to submit the minutes of the meeting that was held on 28 July 2019 in the auditorium of the Youth Centre at 10:00. Use the core notes provided to write the minutes. Use the attached ADDENDUM B to complete your minutes. Remember to hand ADDENDUM B in with the ANSWER BOOK.

Chairperson Pastor Morule – opened; welcomed all – register circulated for signing – Mr Moloto – apologies – reason – minutes of the previous meeting – read, signed approved. Matters arising – no matters. New business – Mr Jones – feedback on Mandela Day – Ms Mosweu – feedback on painting of the orphanage – Ms Ndlovu – planning for Heritage Day to be held in September – General – none – Date of next meeting – 28 August. Closure – 12:30

CONTENT	GRAMMAR/STYLE	TOTAL
7	3	10

[10]

TOTAL SECTION B: 30

SECTION C: SHORT FUNCTIONAL WRITING

Answer any **TWO** of the following three questions in this section.

QUESTION 5: DISPLAY ADVERTISEMENT

The leadership of the youth club want to raise funds for the club. They therefore decide to organize a FUN RUN, inviting people to come and participate at a fee.
The chairperson has asked you to design a display advertisement, providing information about this fun run.

Design a display advertisement that will be featured in the local newspaper. Provide all the details of the event, for example, fees for the various distances, time, date, venue, refreshments, contacts, etcetera.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
6	**2**	**2**	**10**

[10]

QUESTION 6: FORM

You are one of the members who will be attending a youth seminar in East London on 30 August 2019. The NYDA has sent out forms for the members who will be attending.

Use the form attached as ADDENDUM C to fill in your information. Remember to hand ADDENDUM C in with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
7	3	10

[10]

QUESTION 7: TELEPHONE MESSAGE

The director of the branch of the National Youth Development Agency in Pretoria, Mr Modise, called on 20 August 2019 at 10:15. He wanted to speak to the chairperson of the Orchards Youth Club. Unfortunately, Mr Sello Magogodi, was not in. As the secretary in the office, you have to write a message for Mr Magogodi.

Read the following dialogue that will help you to complete the telephone message form attached as ADDENDUM D. Remember to hand in ADDENDUM D with the ANSWER BOOK.

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DIALOGUE

Ms Stone: Orchards Youth Club office. Ms Stone speaking. How can I help you?

Mr Modise: Good morning Madame. I am Mr Modise from the National Youth Development Agency, Pretoria branch. May I please speak to Mr Magogodi?

Ms Stone: I am sorry, but Mr Magogodi is currently in a meeting. Would you like to leave a message?

Mr Modise: Yes, certainly. Would you please tell him that I am responding to his enquiry about the seminar. Please inform him that the NDY has organised buses to transport all members who have registered for the seminar. Transport and accommodation will be free. Food will not be provided, so every member should come prepared to buy food at the food stalls at the seminar. The pick-up points will be communicated in due course. If he needs more information regarding the seminar, please ask him to call me at: 012 322 1375.
Thank you.

Ms Stone: I will surely pass on the message. Is there anything else I can do for you, Sir?

Mr Modise: No, Madame. That will be all. Thank you once again.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
5	3	2	10

[10]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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ADDENDUM A **EXAMINATION NUMBER:**

QUESTION 2: ACCIDENT REPORT

Name of injured person		**Date of accident**	
Occupation		**Time of accident**	
Department		**Place of accident**	
Description of the accident (6 points)			
Results of the medical examination (4 points)			
Name of compiler		**Position of compiler**	
Signature of compiler		**Date**	

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ADDENDUM B **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 4: MINUTES OF A MEETING

THE ORCHARDS YOUTH CLUB

MINUTES OF A MONTHLY MEETING HELD IN THE AUDITORIUM ON 28 JULY 2019 AT 10:00.

1. OPENING AND WELCOME

2. ATTENDANCE REGISTER
The attendance register was circulated for signing.

3. APOLOGIES
Mr Moloto was sick.

4. MINUTES OF THE PREVIOUS MEETING

5. MATTERS ARISING

6. NEW BUSINESS

6.1 Feedback on Mandela Day

ADDENUM B (continued)

6.2 Feedback on the orphanage painting project

6.3 Planning for Heritage Day

7. GENERAL

8. DATE OF THE NEXT MEETING
The next meeting will be held on Sunday, 28 August 2019.

9. CLOSURE
The meeting closed at 12:30.

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ADDENDUM C **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 6: FORM

nyda
NATIONAL YOUTH DEVELOPMENT AGENCY

YOUTH SEMINAR FORM

Personal information

Surname: ……

Name/s: ……..……

ID number: ……..……

Name of your youth club: ……..

Your residential town: ……..……..

Student's contact information

Telephone no: ……

Email address: ……

Fax number: ……..

Event information

Date of arrival:----------

Date of departure----------

Do you need accommodation? ☐ Yes ☐ No

Do you need any special diet? ☐ Yes ☐ No

Signature: ……

Date: ……..…

[10]

ADDENDUM D **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 7: TELEPHONE MESSAGE

THE ORCHARDS YOUTH CLUB
TELEPHONE MESSAGE

To: _____

From: _____

Tel: _____

Date: _____

MESSAGE:

_____

_____

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Message taken by:

[10]

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