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)

1 December 2020 (Y-paper)
13:00–15:30

This question paper consists of 7 pages and 4 addenda.

149Q2N2001

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TIME: 2½ HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.

2. This paper consists of THREE sections:

   SECTION A: REPORT WRITING (50)
   SECTION B: LONG FUNCTIONAL WRITING (30)
   SECTION C: SHORT FUNCTIONAL WRITING (20)

3. Answer ALL the questions in SECTION A and SECTION B.
   Only answer TWO questions in SECTION C.

4. Read the background information and all the questions carefully.

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

6. Start each section on a new page.

7. Take note of the number of marks allocated for each question.

8. Plan your time carefully.

9. Write neatly and legibly.

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BACKGROUND INFORMATION

Read the background information below before answering the questions.

NOTE: All the questions in this paper are based on the background information.

TIGERS DANCE CLUB is a small establishment which was founded in January 2020 in the small town of Hammanskraal. Mr Theo Dibeco is the founder and manager of the club. Since the establishment of the club, people of different ages have joined; twenty adult couples and thirty young couples. It is run by funds made from affiliation fees. Mr Dibeco is running the club in the garage of his home. He wants to target youngsters who aspire to become professional dancers.

Sometimes, small companies donate funds to the club. Two coaches, Mr Sipho Mokone and Ms Lydia Lentowane are employed as dance instructors to help beginners master their skills. They are not always paid because of the lack of funding.

Mr Dibeco's dream is to see this club grow and produce renowned professional dancers. All he needs is financial support from big business.

The contact details of the club are as follows:

1202 Kobedi Street
HAMMANSKRAAL
0400
Tel: 012 2052 423
Fax: 086 555 3333
Email: info@tigersdance.co.za

SECTION A: REPORT WRITING

Answer BOTH questions in this section.

QUESTION 1: ACCIDENT REPORT

You are Mr Sipho Mokone, the dance instructor. On the Friday, 6 November 2020, at 17:30, the roof of the garage fell under pressure from a hailstorm. Most of the people managed to escape unscathed, but unfortunately a young lady, Mpho Hlongwane, was injured when a section of the roof fell on her. There was an open bleeding wound on her left foot. Ms Lydia Lentowane, who saw everything, called the ambulance,

Ms Hlongwane was rushed to hospital, where the doctor diagnosed her with a torn vein in her foot. She had lost a lot of blood, and the foot had to be stitched. The doctor booked her in to hospital for at least two weeks, so that the doctor could monitor her healing progress.

The next day you wrote the Accident Report which Mr Dibeco asked you to compile for him to keep on record.

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]

QUESTION 2: PROGRESS REPORT

After the hailstorm, the garage roof was so badly damaged that Mr Dibeco could no longer offer dance classes there. Tigers Dance Club needed to raise funds to repair the roof as well as buy a new sound system because Mr Dibeco's sound system was stolen during the storm. Everyone agreed upon holding a dance concert as it would also be an opportunity to showcase what the club does. The concert would take place on 16 December 2020 at the Civic Centre from 14:00 to 16:00. Local DJs would perform, and food would be on sale. Members of Tigers Dance Club volunteered their services to prepare for the dance concert.

The manager, Mr Dibeco, asked you, Sipho Mokone, to report on how the dance concert preparations were progressing. You reported on the following:

- Lydia Lentowane must still recruit reliable people to set up the food tables. She has not started yet. You asked her to have her list ready by 20 November 2020.
- Lisabeth Fortune had invited the municipal councillor to open the concert and the councillor had accepted on 12 November 2020.
- You have finalised the posters with the printers and collected them on 15 November 2020.
- Mr Dibeco was busy organising security for the event, but he was struggling to find a suitable security company. He hoped to finalise by 20 November 2020.
- Zweli Petersen was busy negotiating with the DJs. Zweli was having problems with three popular DJs, who were not willing to perform for free. He would get back to you on 17 November 2020.

Write a Progress Report on the tasks completed, tasks that people are currently busy with, and tasks still to be completed.

Your progress report must be presented to Mr Dibeco in memorandum format. Submit your report on 16 November 2020. Your telephone extension number is x230.

Use ADDENDUM B to compile the progress report under the following headings:

- SUBJECT HEADING
- BACKGROUND: WHAT the report is about and WHO instructed you. Mention WHEN and WHERE the event will take place.
- PURPOSE: WHY you are writing the report.
- TASKS COMPLETED: Mention TWO tasks that have been completed, with the person responsible and the date.
- TASKS CURRENTLY BEING ATTENDED TO: Say who is responsible for the task, as well as a due date. Mention TWO tasks and TWO problems.
- TASKS STILL TO BE COMPLETED: Mention ONE task, the person responsible and the date on which they must start.
- CONCLUSION: Give an overview of how the project has progressed so far.

Remember to hand in ADDENDUM B (attached) with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
18	7	5	30

[30]

TOTAL SECTION A: 50

SECTION B: LONG FUNCTIONAL WRITING

Answer BOTH questions in this section.

QUESTION 3: NOTICE AND AGENDA OF A SPECIAL MEETING

The preparations for the dance concert are nearing completion. However, some of the club members have raised concerns about safety and security on the day of the event.

You are Lisabeth Fortune, the secretary of Tigers Dance Club. On 1 December 2020, Mr Dibeco requested you to call a meeting for all members of the club and to send out a formal notice and agenda for the special meeting on Tigers Dance Club's letterhead.

The reason for this special meeting is to discuss the concerns of club members about security at the upcoming dance concert.

The meeting is scheduled for Tuesday, 8 December 2020 at 18:00 in the Civic Centre Minor Hall.

The following items will be discussed:
- Concerns of club members about the security at the upcoming dance concert
- The reputation of the security company that Mr Dibeco has hired
- Alternative proposals for security from club members

CONTENT	FORMAT	GRAMMAR/STYLE	TOTAL
10	7	3	20

[20]

QUESTION 4: MINUTES OF A SPECIAL MEETING

Mr Dibeco asked you to submit the minutes of the special meeting mentioned in QUESTION 3. Use the core notes below to draw up the minutes for the special items on the Agenda. Do not write the minutes of the whole meeting, only write the headings that the core notes refer to and the minutes for those headings.

Lisabeth Fortune raised issue of security – dance concert – civic centre in a dodgy area. Sipho Mokone – Mr Dibeco's security company – not a good name –in cahoots with bad elements in neighbourhood. Lydia Lentowane – proposal – bring in neighbourhood watch – seconded by Lisabeth Fortune – accepted.

CONTENT	FORMAT	GRAMMAR/STYLE	TOTAL
5	3	2	10

[10]

TOTAL SECTION B: 30

SECTION C: SHORT FUNCTIONAL WRITING

Answer any TWO questions in this section.

QUESTION 5: FORM

Applications for new memberships and renewals of Tigers Dance Club have been opened. You are interested to join as a new member. Use your own details and ADDENDUM C (attached) to complete an application form that you obtained from the club office.

Remember to hand in ADDENDUM C with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
8	2	10

[10]

QUESTION 6: MAGAZINE ADVERTISEMENT

To attract new memberships, Mr Dibeco decided to place an advertisement in the quality magazine called *Beat It* Prospective members must contact Ms Lydia Lentowane using Tigers Dance Club contact details (see Background Information). Dance classes are offered every Thursday evening from 18:00 to 19:30 in the Civic Centre Minor Hall. A membership fee of R100 per annum is applicable.

Use half an A-4 page and the guidelines below to draw up an attractive magazine advertisement for Tigers Dance Club.

GUIDELINES

- Clear heading
- Eye-catching layout
- Interesting and varied fonts
- Visual element
- Slogan or logo
- Border
- Persuasive language

CONTENT	FORMAT	GRAMMAR/STYLE	TOTAL
5	3	2	10

[10]

QUESTION 7: TELEPHONE MESSAGE

Mr Soyinga Malete, The Chief Director of the quality magazine called *Beat It* is interested in developing Tigers Dance Club. He called Mr Dibeco at the office on 1 December 2020, at 09:00. Mr Dibeco was not in the office; but Sipho Mokone was there to take a message.

Read the dialogue below before you complete the telephone message attached as ADDENDUM D.

Remember to hand ADDENDUM D with the ANSWER BOOK.

DIALOGUE	
Sipho:	Tigers Dance Club, Sipho speaking. How may I help you?
Mr Malete:	Good morning, Sipho. My name is Soyinka Malete from *Beat It* music magazine. May I please speak to Mr Dibeco?
Sipho:	I am sorry, Sir, but Mr Dibeco is in a meeting at the moment. I am one of his dance instructors. Would you like to leave a message and I will convey it to him as soon as he is available.
Mr Malete:	Certainly, thank you. Would you please tell him that I am very interested in Tigers Dance Club. I would like to contribute to the club in an effort to help the club grow. I need to know if he would accept my offer to donate a music system and a loud speaker. He just needs to tell us which brand he would prefer, and when it can be delivered. I will be on leave from next week 8 December until 8 January 2021. We therefore need to conclude this matter by the end of this week. I am in the magazine's office from 08:00 to 18:00 during the week, but we are closed on weekends. My contact number is 012 7124 333. Thank you.
Sipho:	I will convey the message, Sir. Is there anything else that I can do for you?
Mr Malete:	No, that is all. Thank you once more.

CONTENT	GRAMMAR/STYLE	TOTAL
8	2	10

[10]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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ADDENDUM A **EXAMINATION NUMBER:**

QUESTION 1: ACCIDENT REPORT

TIGERS DANCE CLUB ACCIDENT REPORT	
Name of injured person	
Designation	
Date of accident	
Time of accident	
Place of accident	
Description of accident	
Results of the medical report	
Compiler of report	
Position of compiler	
Contact number	
Signature of compiler	
Date	

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

QUESTION 2: PROGRESS REPORT

TIGERS DANCE CLUB

INTERNAL MEMORANDUM

TO: _____ **DATE:** _____

FROM: _____ **EXT:** _____

SUBJECT: _____

BACKGROUND:

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PURPOSE:

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TASKS COMPLETED:

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TASKS CURRENTLY BUSY WITH:

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TASKS STILL TO BE COMPLETED:

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CONCLUSION:

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ADDENDUM C **EXAMINATION NUMBER:**

QUESTION 5: FORM

TIGERS DANCE CLUB

MEMBERSHIP APPLICATION

SURNAME AND NAMES:

DATE OF BIRTH:

D	D	M	M	Y	Y	Y	Y

MEMBERSHIP CATEGORY – PLEASE TICK (✓) APPLICABLE BOX

New member:		Renewal:	

GENDER: **……**

FULL RESIDENTIAL ADDRESS:

CELL PHONE**: ……**

E-MAIL**: ……**

MEMBERSHIP FEE:
R100 per annum

PAYMENT METHOD – PLEASE TICK (✓) APPLICABLE BOX

Cash:		EFT:	

SIGNATURE:

……..

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

QUESTION 7: TELEPHONE MESSAGE

TIGERS DANCE CLUB

TELEPHONE MESSAGE

To: ……

From: ……..

Date: ……

Time: ……...

Message:

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Message taken by: …….

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