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)

6 March 2018 (Y-Paper)
13:00–15:30

This question paper consists of 8 pages and 4 addenda.

NC(V)

TIME: 2½ HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. This question paper consists of THREE sections:

   SECTION A: REPORT WRITING [50]
   SECTION B: LONG FUNCTIONAL WRITING [30]
   SECTION C: SHORT FUNCTIONAL WRITING [20]

2. Answer ALL the questions in SECTION A and SECTION B.

3. Answer any TWO questions in SECTION C.

4. Read 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 following background information before answering the questions.

Northwest TVET College offers NC(V) programmes which include Engineering and Related Designs, Hospitality, Office Administration and Tourism. Thuto Molefe is an engineering student, doing his final year at this college. He is the chairperson of the SRC committee. The committee's first task of 2018 is to organise a fresher's ball for the new students.

Contact details of Northwest TVET College:	20 Molale Road TAUNG 2580 Telephone number: 018 423 4879 Fax number: 018 423 4660

SECTION A: REPORT WRITING

Answer ALL the questions in this section.

QUESTION 1: FEEDBACK REPORT

The fresher's ball was held on Friday, 27 January 2018 at 18:00 in the college hall. About 150 students were in attendance. Activities held included the election of Miss Northwest TVET College 2018, poetry by a famous local poet, Zikhona Jacobs, a motivational speech by the student top achiever of 2016, Patrick Masondo, and music by the local DJ Toppazz. However, problems were encountered including a small group of students who tried to disrupt the event with a strike action, a thunderstorm that made it almost impossible for people to hear what was being said (there is no ceiling in the hall) and a shortage of refreshments.

Mr Malebogo Sompane, the Campus Manager, has requested Thuto Molefe to write a feedback report of the event (do not forget to give details about the event), so that they can get some idea of what went wrong and how to improve on future events. Provide three recommendations that will ensure the success of future events. The report must be in the form of an internal memorandum. Use the information box below to design your report.

SUBJECT HEADINGS:

- BACKGROUND
- PURPOSE
- PROBLEMS
- CONCLUSION
- RECOMMENDATIONS

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
16	7	7	30

[30]

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QUESTION 2: EYEWITNESS REPORT

Your classmate, Denver Du Plooy, has always been an active student in your vocational fitting and turning classes. On Thursday, 16 February 2018, at 11:30, you were doing a practical task in your class. Denver was operating the milling machine, cutting metal squares for the project. Mr Motolo, the lecturer, was busy arranging the students' files in the cabinet. Denver's overall top got caught on the spinning machine and his left side was dragged towards the cutting blade. Realising that he could not turn the machine off himself, Denver called for help. Mr Molobo rushed to switch of the machine. Denver was cut on his shoulder which bled a great deal. You rushed to the safety officer of the college for help. The officer checked Denver and called the paramedics. He was taken to the local hospital. Fortunately the cut was not too deep. The doctor closed the wound with a few stitches, and he was discharged the same day.

The following day the campus manager, Mr Sompane, requested you to give an account of what had happened, as you were the one who had seen the whole incident. Use the form on ADDENDUM A (attached). Remember to hand in the ADDENDUM with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
15	5	20

[20]

TOTAL SECTION A: 50

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SECTION B: LONG FUNCTIONAL WRITING

Answer ALL the questions in this section.

QUESTION 3: NOTICE AND AGENDA OF A SPECIAL MEETING

Mr Sompane, the Campus Manager, was very concerned about the incidents at the fresher's ball.

You are Ms Pamela Brown, Mr Sompane's secretary. He has requested you to send a notice and agenda to all staff, notifying them of a special staff meeting that will be taking place on Monday, 20 February 2018 in the staff room at 10:00.

Write the notice and agenda in a letter format.

Points to be discussed under new business are as follows:

- Security at the gate
- Admission policy of students
- Addressing the sound problem in the hall

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	4	6	20

[20]

QUESTION 4: MINUTES OF A SPECIAL MEETING

Write the minutes of the special staff meeting, using the information of the notice and agenda in QUESTION 3.

The notes in the information box below will also help you compile the minutes. The notes are not written in complete sentences. You will need to write full, grammatically correct sentences. Use the form on ADDENDUM B (attached) to complete the minutes.

Remember to hand in the ADDENDUM with the ANSWER BOOK.

Mr Sompane opened – welcomed all present – attendance register circulated – signed – Mr Goliath sick – Mrs Tau gone for a workshop. New business: 4.1 Sompane - security guards to search students. 4.2 Peters - admission policy of students to be reviewed. 4.3 Moses – busy fitting ceiling in the hall. Closure – 11:30.

CONTENT	GRAMMAR/STYLE	TOTAL
7	3	10

[10]

TOTAL SECTION B: 30

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SECTION C: SHORT FUNCTIONAL WRITING

Answer any TWO of the questions in this section.

QUESTION 5: MEMORANDUM

Mr Sompane wants to emphasise the need for the engineering lecturers to be there at all times when students are using the machinery. He therefore decides to write an internal memorandum to staff members on 3 March 2018.

Write an internal memorandum on behalf of Mr Sompane, in which you remind the engineering staff members that the running of the workshops is the full responsibility of the lecturers concerned; and that students should never be left unattended when working with the machines in the workshops. Lecturers must also make sure that these machines are serviced regularly.

The lecturers must keep the workshops clean, and all the cords lying loose on the floors must be tied together neatly. The lecturers should also note that they are not allowed to leave students with other support staff members, as they are not professionally trained to handle the machines.

Write this memorandum in 80–100 words. Use ADDENDUM C (attached) to complete the internal memorandum. Remember to hand in the ADDENDUM with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
7	3	10

[10]

NCV

QUESTION 6: FAX MESSAGE

You are Joseph Jack, the food and beverage manager of the Carlton Hotel in Potchefstroom. You have four vacancies for interns in your department. The type of job you have available requires students who have just completed NC(V) Level 4 in the hospitality faculty. You decide to invite students from Northwest TVET College, as you were one of the top students of that college five years ago.

On Monday 27 November 2018, you send a fax message to the Campus Manager at the Northwest TVET College to inform him about the vacancies available. Use the information provided below to write your fax message:

- Four top achievers in the hospitality faculty should be identified by the college (two males, two females).
- They will receive in-service training for the first 12 months.
- Boarding and lodging will be free.
- They will receive a very good stipend which is market-related.
- A contract will be signed, in which all the terms and conditions are clearly stated.
- They are expected to report at the hotel offices on Monday 15 January 2019 at 08:00.

Write this fax in 80–100 words. Use ADDENDUM D (attached) to complete the fax message. Remember to hand in the ADDENDUM with the ANSWER BOOK.

CONTENT	GRAMMAR/STYLE	TOTAL
7	3	10

[10]

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QUESTION 7: FLYER

The library committee of Northwest TVET College has noticed that every year, students struggle to get their stationery in time. This is mostly due to the fact that they cannot afford to buy new stationery from the bookshops. They therefore invited final-year students to sell their textbooks and learning material that they no longer need to them. These books will then be sold to other students who are still at the college, at second-hand prices.

Books and learning material have been successfully collected. You are a member of this committee, and you have been asked to design a flyer to inform the students about the books and learning material that are available at second-hand prices. The books and learning material will be sold in the library.

By using the AIDA formula, design this flyer in your answer book.

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: EYEWITNESS REPORT

NORTHWEST TVET COLLEGE	
Name of injured person	
Date of incident	
Time the incident happened	
Place of incident	
Description of the incident	
Action taken	
Name of compiler	
Signature of compiler	
Date	

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ADDENDUM B **EXAMINATION NUMBER:**

QUESTION 4: MINUTES OF A SPECIAL MEETING

NORTHWEST TVET COLLEGE

MINUTES OF A SPECIAL STAFF MEETING HELD IN THE STAFFROOM ON MONDAY, 20 FEBRUARY 2018 AT 10:00

1. OPENING AND WELCOME

…….… …….. the meeting and welcomed everybody present.

3. ATTENDANCE REGISTER

……

3. APOLOGIES

……

……

4. NEW BUSINESS

4.1 ……

……

4.2 ……

……

4.3 ……

……

5. CLOSURE

……

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ADDENDUM C **EXAMINATION NUMBER:**

QUESTION 5: MEMORANDUM

NORTHWEST TVET COLLEGE

MEMORANDUM

To: ..... Date: .....

From: ..... Ext. .....

SUBJECT: .....

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NC(V)

ADDENDUM D **EXAMINATION NUMBER:**

QUESTION 6: FAX MESSAGE

CARLTON HOTEL, POTCHEFSTROOM

FAX MESSAGE

To: ..... From: .....

Date: ..... Tel: .....

SUBJECT HEADING: .....

MESSAGE: .....

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