higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE
(Second paper)
NQF LEVEL 4

(4101124)

20 November 2020 (X-paper)
09:00–12:00

This question paper consists of 5 pages and 2 addenda.

021Q2N2020

Copyright reserved

TIME: 3 HOURS
MARKS: 120

INSTRUCTIONS AND INFORMATION

1. Questions 1 and 2 are compulsory. In Questions 3 and 4 you have a choice of topics. Choose ONE topic in Question 3 and ONE topic in Question 4.

2. Read all the questions carefully.

3. Section A: Shorter and intermediate functional texts
   Section B: Longer functional and reflective writing

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

5. Start each section on a new page.

6. Use only a black or blue pen.

7. Write neatly and legibly.

Copyright reserved

SECTION A: SHORTER, INTERMEDIATE AND FUNCTIONAL TEXTS

QUESTION 1 : BUSINESS PROPOSAL

Futuristic College is planning to open a Communication Resource Centre which will house resource books and provide on-line services for students to enable them to access the internet. Write a business proposal to **Futuristic College** outlining your plans for the Communication Resource Centre, which can become a centre of learning for students. You need to give as many details as possible.

Your proposal should be approximately 120 – 180 words.

Keep the following guidelines in mind:

- TITLE: Provide an appropriate title. (1)
- INTRODUCTION: Introduce yourself and your business. (2 points) (2)
- DESCRIBE YOUR PLANS/PROJECT AND ITS BENEFITS: Give details of your plans and its benefits. (5 points) (5)
- IMPLEMENTATION PLAN: Provide a detailed time schedule that describes what will happen from the beginning to the end of the project. (2 points) (2)
- COSTING: Provide details of costs. (2)
- DETAILS OF YOUR BUSINESS: Describe your success; experience; testimonials from previous clients. (3 points) (3)
- CONCLUSION: End the proposal with an appropriate goodwill statement. (2 points) (2)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
17	10	3	30

[30]

QUESTION 2: LETTER OF MOTIVATION

Prepare a letter of motivation that you will send to your college in which you motivate students to support the Communication Resource Centre that you are planning.

Your motivation should be approximately 120 – 180 words.

Use the following points as a guide to write your motivation.

- Introduction: a suitable introductory paragraph. (At least 3 points) (3)
- Body: Provide details of what you plan to offer at the Communication Resource Centre and how it will impact on the lives of students. Give details on how it will benefit students to support this facility. (At least 5 points) (5)
- Conclusion: summarise your opening statement and provide a convincing conclusion. (At least 2 points) (2)

Copyright reserved

The format for writing this letter is attached as Addendum A.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	6	4	20

[20]

TOTAL SECTION A: 50

SECTION B: LONGER FUNCTIONAL AND REFLECTIVE WRITING

QUESTION 3: LETTER TO THE PRESS

Read the following topics carefully and write a letter to your local newspaper on **ONE** of the following topics:

3.1 The irresponsible behaviour of young people during the nationwide lockdown.

3.2 The importance of promoting sport at tertiary institutions.

3.3 Social media has both advantages and disadvantages.

Address your letter to: The Editor, Paper for the People, Private Bag 2020, Stafford, 2010.

Your letter should be approximately 250 – 350 words.
Keep the following guidelines in mind:

- The format for writing a letter to the press is attached as Addendum B.
- Provide an appropriate subject line.
- Provide a suitable introduction. (3 points on your reasons for writing this letter) (3)
- The body of your letter should provide details of your point of view supported by facts where possible. Use persuasive language, rhetorical questions, express yourself strongly, be polite. (At least 4 different strong points) (8)
- Conclude on a strong, positive note. (3 points) (3)
- If you use a pseudonym, include your real name as well.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
14	10	6	30

[30]

QUESTION 4: NEWSPAPER ARTICLE

Write an article for publication in your local newspaper on **ONE** of the following topics:

4.1 The impact of Covid 19 on the lives of people.

4.2 Living a healthy lifestyle.

4.3 South Africa – a beautiful holiday destination.

The length of your article should be between 250 – 350 words.

Apply the following criteria to your writing:

- Introduction (At least 3 strong points) (3)
- Body: State your point of view. Provide supporting information. Try to be factual. (At least 10 strong points) (20)
- Write in paragraphs.
- Conclusion: Restate your opening statement and conclude objectively.(At least two strong points) (2)
- Be sure to include the title of your article and your name.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	12	3	40

[40]

TOTAL SECTION B: 70
GRAND TOTAL: 120

Copyright reserved

ADDENDUM A

QUESTION 2: LETTER OF MOTIVATION

Do NOT hand in the ADDENDUM with the ANSWER BOOK.

Sender's address
TOWN/CITY IN CAPITALS
Postal code

Date (on the left or right)

Receiver’s address

Salutation

SUBJECT LINE IN CAPITALS

Introduction

Body

Conclusion

Ending

Signature

NAME WRITTEN IN CAPITALS

Student

Copyright reserved

ADDENDUM B

QUESTION 3: LETTER TO THE PRESS

Do NOT hand in the ADDENDUM with the ANSWER BOOK.

Sender's address
TOWN/CITY IN CAPITALS
Postal code

Date (on the left or right)

Editor’s address
TOWN/CITY IN CAPITALS
Postal code

Salutation

SUBJECT LINE IN CAPITALS

Introduction

Body

Conclusion

Yours faithfully

Signature

FULL NAME WRITTEN IN CAPITALS

Copyright reserved