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)

16 November 2018 (X-Paper)
09:00–12:00

This question paper consists of 6 pages and 1 addendum.

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TIME: 3 HOURS
MARKS: 120

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.

2. Read ALL the questions carefully.

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

4. This question paper comprises TWO sections:

   SECTION A: 50 marks
   SECTION B: 70 marks
   GRAND TOTAL: 120 marks

5. Start each question on a NEW page.

6. Write neatly and legibly.

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SECTION A (SHORTER AND INTERMEDIATE FUNCTIONAL TEXTS)

QUESTION 1: LETTER OF APPLICATION

The following advertisements appeared in the *Selbourne Times*, dated 18 October 2018.

CLASSIFIEDS

BAYSIDE RESORT

Resort Manager
Bayside is currently seeking a manager to oversee the daily operation of the resort and ensure that all guests fulfil their holiday dreams.

Requirements

- Strong communication and negotiation skills
- Solid leadership and organisational skills
- Relevant qualifications; certificates and CV
- Excellent knowledge of tourist attractions in and around the resort

Forward your applications before 25 January 2019 to:
Noty Gerald
Private bag x 213
Durban
4000

Toyota: Workshop manager

We are looking for a qualified person to lead and manage the workshop daily.

Requirements

- Relevant qualifications; certificates and CV
- Able to visit customers and assist technicians in fault-finding and provide technical assistance
- Manage staff and stock
- Maintain and develop both supplier and customer relations

Apply before 25 January 2019 to:

The CEO
Mr Sam Maharaj
P.O Box 34
Middleburg
1041

BLOEM FAMILY HEALTH CLINIC

RECEPTIONIST

We are seeking a personable and cheerful individual to join our team.

Requirements

- Good communication skills
- Computer Literate
- Fluent in English
- Able to work under pressure
- Relevant qualifications; certificates and CV

Forward your application before 25 January 2019 to: Tim Fozer
bloemcareappli@yahoo.com

GLORIOUS HAIR BOUTIQUE

HAIR STYLIST: MALE OR FEMALE REQUIRED
An upmarket salon in Rivonia requires an experienced, professional hairdresser**.**

Requirements

- Full hairdressing capability, cutting, colouring, styling, permanent wave, blow dry, weaving
- Must be creative, have strong sales abilities and good business acumen
- Full hairdressing qualifications and portfolio required

Forward your application before 25 January 2019 to : Les David
ghair@yahoo.co.za

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QUESTION 1: LETTER OF APPLICATION

Write a letter of application for ONE of the positions advertised above. Use the information sheet provided as **ADDENDUM A** (attached) to help you write the letter. You are expected to adjust the format of the letter provided in the ADDENDUM to suit that of a letter of application. Your letter should be between 120-180 words.

Remember to mention the following in your letter:

- A suitable introduction *(2 marks)*
- Qualifications and experience (*4 marks*)
- Suitability for the position *(3 marks)*
- Curriculum vitae *(1 mark)*
- Certified copies of qualifications *(1 mark)*
- Testimonial and contactable references *(1 mark)*
- A suitable conclusion *(2 marks)*

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
14	**10**	**6**	**30**

[30]

QUESTION 2: BUSINESS PROPOSAL

You are concerned about the cases of abuse and homelessness in your community. It is your intention to set up a centre for these individuals.

Write a business proposal to the Mayor outlining your plans for the centre and requesting funding for the project. Your proposal should be approximately 120-180 words.

Use the following headings to write your proposal:

- **Title**: provide a suitable title (1)
- **Introduction:** Introduce yourself and your intended business (2)
- **Key issues**: Indicate your need (1)
- **Description of the project and its benefits:** Describe the project and how it will benefit the community (4)
- **Implementation plan and costs** : Provide a timeframe and cost (2)
- **Conclusion**: End the proposal with an appropriate goodwill statement (2)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
12	**5**	**3**	**20**

[20]

TOTAL SECTION A: 50

SECTION B (LONGER FUNCTIONAL AND REFLECTIVE WRITING)

QUESTION 3: CRITICAL WRITING : BOOK REVIEW

You have for the first time in your life read a book set in South Africa and written by a South African author. Write a book review of approximately 250-350 words.

Keep the following in mind:

- Indicate the title and author of the book
- Use appropriate sub-headings as indicated below
- Your content must be well-structured

NOTE: Write under the following sub-headings and pay attention to the mark allocation:

- Title of the book (1)
- Author (1)
- Publisher (1)
- Genre (1)
- Setting (1)
- Characters (2)
- Theme (2)
- Plot (5)
- Conclusion (1)
- Recommendation: evidence to support your point of view on the entire novel. (2)

CONTENT	GRAMMAR/STYLE	FORMAT	**TOTAL**
17	8	5	**30**

[30]

QUESTION 4: EDITORIAL

You have been requested to write an editorial in which you are expected to provide your point of view on your selected topic. You may express your opinion and use facts/statistics/examples to support your point of view.

Write an editorial of approximately 250-350 words on ONE of the following topics:

4.1 Young people have become slaves to fashion.

4.2 We are the 'want now' generation.

4.3 Sport has lost its element of fun and enjoyment.

Apply the following criteria to your editorial:

- Provide a suitable title (2)
- Introduction of topic and state your point of view (3)
- Use facts, statistics, examples to support your point of view (8)
- Use descriptive and emotional language in the above (4)
- Use rhetorical questions to support your point of view (2)
- Provide a suitable conclusion (3)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
22	15	3	40

[40]

TOTAL SECTION B: 70
GRAND TOTAL: 120

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INFORMATION SHEET: ADDENDUM A

Do NOT hand in this INFORMATION SHEET with the ANSWER BOOK.

COMPANY NAME (if necessary)

Contact details

Sender's address
TOWN/CITY IN CAPITALS
Postal code

X X X X
Date (on left or right)
X X X X
Salutation
X X X X
HEADING IN CAPITALS
X X X X
Introduction
X X X X
Body
X X X X
Conclusion
X X X X

Ending

Signature
NAME IN CAPITALS
Designation

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