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)

11 November 2019 (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. This paper consists of TWO sections:

SECTION A:	SHORTER AND INTERMEDIATE FUNCTIONAL TEXTS	50 marks
SECTION B:	LONGER FUNCTIONAL AND REFLECTIVE WRITING	70 marks

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

4. Start each section on a NEW page.

5. Use only blue or black ink.

6. Write neatly and legibly.

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SECTION A: SHORTER, INTERMEDIATE AND FUNCTIONAL TEXTS

QUESTION 1: BUSINESS PROPOSAL

Your local Municipality has made available a property for youth development facilities. Write a business proposal to the Municipality outlining your plans for the development of this facility for young people. 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 what you are actually going to do and how it will benefit the youth. (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: JOB ADVERTISEMENT

Design a job advertisement for the post of General Manager of your youth development facility. This advertisement will be published in the local newspaper. Request potential candidates to submit their applications to livethedream@yahoo.com by 15 January 2020.

Keep the following guidelines in mind:

- Provide the name of your company. (1)
- Provide the job title/position. (1)
- Provide a detailed job description. (3 points) (3)
- Indicate the job type. (permanent/temporary/contract) (1)
- State the requirements. (4 points) (4)
- Indicate the benefits. (2 points) (2)
- Provide the contact details. (1)

Your advertisement should be approximately 120 – 180 words.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
13	4	3	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 illegal dumping of garbage in your area is creating a health hazard.

3.2 Unemployed youth are engaging in criminal activities that is causing problems of safety.

3.2 The youth of today are becoming disrespectful.

Address your letter to: The Editor, South African Times, Private Bag X100, DELPHI 2000.

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

- The format for writing a letter to the press is attached as an addendum.
- 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: REFLECTIVE WRITING

Write a reflective, entertaining article that will be published in your college magazine.

Choose **ONE** of the following topics:

4.1 Your college is only using computers, phones and the internet for all teaching and learning.

Write an article on the advantages and disadvantages of electronic learning.

4.2 Your college hosted a special evening to honour the academic performance of its final year students and say good bye to them.

Write an entertaining account of the evening.

4.3 Your college was opened 20 years ago. You gained information about what the college was like from your research.

Write an article comparing life at the college then to what it is like now.

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

Apply the following criteria to your writing:

- Interesting introduction. (At least 2 strong points) (4)
- Personal experience. (At least 2 strong points) (4)
- Interesting details/content .(At least 5 different points) (10)
- Descriptive verbs, nouns, adjectives and figurative language. (3)
- Any lesson/experience that you learnt/Conclusion. (At least 2 strong points) (4)

Be sure to provide your article with a title and an author.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	12	3	40

[40]

TOTAL SECTION B: 70
GRAND TOTAL: 120

ADDENDUM

QUESTION 3: LETTER TO THE PRESS

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

Do not hand in this addendum with the ANSWER BOOK.

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