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)

6 March 2018 (X-Paper)
09:00–12:00

This question paper consists of 6 pages and 2 addenda.

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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. Read the instructions for each question carefully.

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

5. Start each section on a NEW page.

6. Take note of marks allocated per question.

7. Plan your time carefully.

8. Write neatly and legibly.

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SECTION A: SHORTER AND INTERMEDIATE FUNCTIONAL TEXTS

The following 4 advertisements appeared in your local newspaper, *THE OMEGA TIMES* dated 20 January 2018.

CLASSIFIEDS

ETHAN'S KITCHEN Ethan's kitchen is a chain of restaurants spread across the country. We are looking for chefs who are innovative, hard-working, reliable and prepared to work late hours. • **Minimum requirements: NCV Level 4 certificate or N6** Apply to : The Manager: Mr Jay Samuel P.O Box 21 MURRAYHILL 2000	**JOGGERS'S PARADISE** We are a new vibrant store selling fashionable sports brands for people of all ages. We are looking for a sales person, to market our products. **Requirements** • Good communicator • Well groomed • Dedicated and committed • Own transport Forward you application to: Joyce Sims Private Bag x21 Kariba 2001
OFFICE INTERNATIONAL RECEPTIONIST Office International is looking for a receptionist. **Requirements:** • NQF Level 4 in Office Administration • The applicant must be fluent in English and Afrikaans • Demonstrate people skills • Highly efficient • Computer literate Forward your application to : Nobuhle Bam Private Bag 456 Wonderboom 2587	**FOX TROT DANCING CLUB** **Admin Clerk** Fox Trot is a club that offers dancing lessons for the public. We are looking for an administrative assistant to take care of the office and administer accounts. **Requirements:** • Completed NQF Level 4 • Able to work long hours • Friendly • Well groomed • Able to communicate in English and other Languages Forward your application to : Isabela Long, P.O Box 99, PRETORIA 0872

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QUESTION 1: LETTER OF APPLICATION/COVER LETTER

Apply for ONE of the positions advertised above. Write a cover letter applying for your selected position. Use the information sheet provided as ADDENDUM A (attached) to help you write the letter. However, you are expected to adjust the format of the letter provided in the ADDENDUM to suit that of a cover letter. Your letter should be between 120–180 words.

Keep the following guidelines in mind

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

CONTENT	GRAMMAR/STYLE	FORMAT
14	10	6

[30]

QUESTION 2: PERSONAL MOTIVATION

Imagine that your college is hosting a competition and the prize on offer is R10 000. Participants are required to write a motivation indicating why they deserve to win the money.
Entitle your motivation:

'I deserve the money because…

Use the following points as a guide to writing your motivation:

- Introduction: state your position
- Body: supply convincing reasons for your arguments
- Conclusion: provide a summary and restatement of the opening position.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	8	2	20

[20]

TOTAL SECTION A: 50

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SECTION B: LONGER FUNCTIONAL AND REFLECTIVE WRITING

QUESTION 3: CRITICAL WRITING: A FILM REVIEW

Select any film that you recently watched and feel strongly about. You wish to share this viewing with your colleagues. Write a review of the film in approximately 250 – 350 words.

Keep the following guidelines in mind:

- Heading: title of film and genre *(2 marks)*
- Introduction: Background information *(3 marks)*
- Plot *(5 marks)*
- Theme *(4 marks)*
- Direction and acting *(5 marks)*
- Technical elements *(3 marks)*
- Conclusion *(3 marks)*

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	10	5	40

[40]

QUESTION 4: LETTER TO THE PRESS

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

4.1 The conditions at the local public hospital.

4.2 The condition of the roads in your area.

4.3 The behaviour of learners at your local High School.

Address your letter to: The Editor, Omega Times, Private Bag X65 MURRAYHILL 2000.

Your letter should be between 250–350 words in length.

Keep the following guidelines in mind:

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- The format for writing a letter to the press is attached as Addendum B
- Provide an appropriate subject line
- Provide a suitable introduction
- The body of your letter should provide a detailed explanation of your opinion supported by facts where possible
- Conclude on a strong, positive note
- If you use a pseudonym, include your real name as well

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
14	10	6	30

[30]

TOTAL SECTION B: 70
GRAND TOTAL: 120

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ADDENDUM A

QUESTION 1: INFORMATION SHEET FOR A FORMAL LETTER.

Do NOT hand in this addendum with the ANSWER BOOK.

COMPANY NAME (if necessary)

Sender's address
TOWN/CITY IN CAPITALS
Postal code

Contact details (if necessary)

X X X X
Date (on left or right)
X X X X
RECEIVER'S ADDRESS

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: Yours faithfully/sincerely

Signature

FULL NAME WRITTEN IN CAPITALS

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ADDENDUM B

QUESTION 4: INFORMATION SHEET FOR A LETTER TO THE PRESS

Do NOT hand in this addendum with the ANSWER BOOK.

Sender's address
TOWN/CITY IN CAPITALS
Postal code

X X X X
Date (on left or right)
X X X X
Editor's address
TOWN / CITY IN CAPITALS
Postal code
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: Yours faithfully

Signature

FULL NAME WRITTEN IN CAPITALS

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