



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N6

(First Paper)

28 MAY 2019

This marking guideline consists of 7 pages.

QUESTION 1: MINUTES

AMAZIMA AMAHLE TVET COLLEGE
SENIOR MANAGEMENT COMMITTEE

MINUTES OF THE WEEKLY SENIOR MANAGEMENT MEETING OF THE ABOVE COMMITTEE HELD AT (VENUE) AT (TIME) ON (DATE)

1. ATTENDANCE REGISTER
The student must mention the number of people who attended the meeting.
2. APOLOGIES
Either no apologies or the names of the people who submitted their apologies.
3. OPENING AND WELCOME
The Chairperson opened the meeting at (time) and welcomed everyone present.
4. MINUTES OF THE PREVIOUS MEETING
The student must indicate that the minutes were read, accepted and signed.
5. MATTERS ARISING
The student must indicate whether or not there were matters.
6. NEW BUSINESS
 - 6.1 PURCHASING NEW COMPUTERS FOR THE MARKETING DEPARTMENT
The student must indicate the discussion and resolutions.
 - 6.2 DURBAN INTERCOMPANY SPORTS DAY
 - 6.2.1 Ms Zameka proposed that the invitation should be accepted. (Reason for the proposal). The proposal was accepted. (Action).
 - 6.2.2 Ms Lubabalo who proposed that the business should adopt a charity and use the Sports Day to raise funds. (Reason for the proposal). The proposal was accepted. (Action).
 - 6.2.3 Ms Luyanda proposed that the event be opened to management staff only. (Reason for the proposal). The proposal was declined. (Action).
7. GENERAL
The student must indicate items of a general nature or no items.
8. CLOSURE
The meeting was concluded at (time).

APPROVED/NOT APPROVED:

CHAIRPERSON: _____
SECRETARY: _____
DATE: _____

FORMAT	CONTENT	LANGUAGE
5 Includes subheadings and numbering Minus 1 mark for any omission	12 Minus ½ mark per omission	8 Minus ½ mark per error 7–8 Excellent language 5–6 Good language 1–4 Riddled with mistakes

[25]

QUESTION 2: LETTER OF ENQUIRY

AMAZIMA AMAHLE TVET COLLEGE	
Tel:	Address:
Fax:	
	Date:
Ms Bafedile Teffo Chief Executive Officer Taletso's Skills Centre (Address)	
Dear madam	
LETTER OF ENQUIRY ABOUT ADOPTING A CENTRE	
The student must mention the venue, date and time of the Sports Day.	
The student must enquire about the possibility of a partnership between the two organisations related to adopting the charity and raising funds on the Sports Day.	
The student must invite Ms Teffo to a meeting (mention date/time and venue of meeting) and mention the reason for the invitation.	
The student must mention the advertising campaign.	
Goodwill paragraph: Mention anticipation.	
Yours sincerely	
Signature	
Name	
DESIGNATION	

FORMAT	CONTENT	LANGUAGE
6 Minus 1 mark for any omission	5 Minus ½ mark for any omission	4 Minus ½ mark per error 4–5 Excellent language 2–3 Good language 1 Riddled with Mistakes

[15]

QUESTION 3: PRESS RELEASE

AMAZIMA AMAHLE TVET COLLEGE	
Tel:	Address:
Fax:	
ENQUIRIES: Name – Ext.	
PRESS RELEASE	FOR RELEASE: Date
HEADING	
Introductory paragraph: The student must provide a summary of the most important aspects of the Sports Day and the charity fundraising. It must not exceed 30 words.	
The subsequent paragraphs must provide information in descending order of importance. The student must also mention the logistical details: The reason, venue, date and time. (Refer to ADDENDUM A).	
Mention must be made of the fact that sponsors are required for the various athletes and that the members of the public can make donations, as per ADDENDUM A. The telephone number must be provided in the last paragraph.	
ENDS or MORE if it is longer than one page.	

FORMAT	CONTENT	LANGUAGE
6 Above line details, wide margins at top, bottom and sides Minus 1 mark for any omission	12 As per background and ADDENDUM A Minus ½ mark for any omission	7 Minus ½ mark per error 6–7 Excellent language 4–5 Good language 1–3 Riddled with Mistakes

[25]

QUESTION 4: INTERNAL MEMORANDUM

AMAZIMA AMAHLE TVET COLLEGE

INTERNAL MEMORANDUM

TO: Name
DESIGNATION EXT:FROM: Name
DESIGNATION EXT:

SUBJECT:

DATE:

Please be informed that an intercompany Sports Day will be held at (venue) at (time) on (date).

The college has adopted a charity, (name), and will use this event to raise funds.

The staff need to become involved in the following ways:

Codes of sport: Hockey, swimming, cricket, soccer and fun run.

Teams are needed for the codes (the college will give the staff time off for training).

A staff motivational group needs to be formed (the college will purchase uniforms and give the staff time off for training).

Volunteers are needed for the fundraising desk to handle the donations and keep records.

The staff must reply to Ms. Zameka by 1 May.

Initials

FORMAT	CONTENT	LANGUAGE
4 Minus ½ mark per omission	4 Minus ½ mark per omission	2 Informal, first person, conversational style -½ mark per error

[10]

QUESTION 5: PROGRESS REPORT

AMAZIMA AMAHLE TVET COLLEGE

TO: Ms Vivian Bukelwa
RECTOR

EXT:

FROM: Name
DESIGNATION

EXT:

DATE:

SUBJECT: PROGRESS REPORT ON ARRANGEMENTS FOR INTERCOMPANY
SPORTS DAY

1. BACKGROUND

Must contain a brief discussion on whether or not the arrangements are on track.

2. PURPOSE OF THE REPORT

To provide information on the tasks that have been completed, those that are being attended to and those that must still be seen to, and to identify problems.

3. COMPLETED TASKS

The student must mention the individual tasks that have been completed, when and what the arrangements are and, if necessary, who is in charge as per ADDENDUM B.

3.1 Correspondence (invitation disseminated – L van Rooyen)

3.2 Arrangements with charity (agreement reached – Ms Zameka)

3.3 Formation of staff teams (sport codes teams finalised – L Bojosi)

3.4 Company stand (booked and ready to be installed – Ms Zameka)

3.5 Marketing (posters complete – R Tloti)

4. TASKS CURRENTLY BEING ATTENDED TO

The students must mention the individual tasks that are being seen to, the arrangements that are being made, the expected completion date, any problems and who is in charge, as per ADDENDUM B.

4.1 Press release (still working on it – H Snyman)

4.2 Correspondence (letter confirming our attendance must still to be sent – L van Rooyen)

4.3 Marketing (working on brochures – R Tloti)

4.4 Formation of staff teams (still working on volunteers for the fundraising desk – L Bojosi)

5. INCOMPLETE TASKS

The student must indicate the individual tasks that have not been attended to yet, who is in charge, the date on which the task is expected to commence and any problems, as per ADDENDUM B.

5.1 Catering (not done yet).

5.2 Formation of staff teams (have not attended to cheerleading group yet – H Snyman).

6. CONCLUSION

A brief summary of the content of the report with the assurance that future updates will be provided.

Signature

FORMAT	CONTENT	LANGUAGE
8 Letterhead, To, From, Ext, Date, Subheadings, Numbering, Signature Minus ½ mark per omission	10 The student must include all information, as per ADDENDUM B Minus ½ mark per omission	7 Formal -½ mark per error 6–7 Excellent language 4–5 Good language 1–3 Riddled with mistakes

[25]

TOTAL: 100