



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N190(E)(M28)H

NATIONAL CERTIFICATE

COMMUNICATION N6

(First Paper)

(5140406)

28 May 2019 (X-Paper)

09:00–12:00

OPEN-BOOK EXAMINATION

TWO dictionaries (bilingual and/or explanatory) and TWO additional reference works may be used.


NO electronic dictionaries are allowed.

This question paper consists of 4 pages and 2 addenda.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
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(First Paper)
TIME: 3 HOURS
MARKS: 100

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. Start each question on a NEW page.
 5. Write neatly and legibly.
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Read the passage below and answer the questions: 

BACKGROUND

Amazima Amahle TVET College is located in Welverdiend. The college has received an invitation to participate in the Rustenburg Intercompany Sports Day as part of its relationship with the Rustenburg Business Chamber. You are the rector's personal assistant.

QUESTION 1: MINUTES

The invitation was discussed at the weekly meeting of the College Senior Management Committee. Another item for new business was the purchase of new computers for the Marketing Department. Three proposals were given at the meeting regarding the invitation. Ms Zameka proposed that the invitation be accepted, because it was a valuable marketing opportunity. Ms Lubabalo proposed that the college should adopt a charity and use the Sports Day to raise funds. Ms Luyanda proposed that the event should be opened to members of the Institutional Management Team only. Ms Luyanda's proposal was declined and the other two were accepted. Write the minutes of this meeting.




Marks will be awarded for format, content and the correct use of language.

FORMAT	CONTENT	LANGUAGE
5	12	8

[25]

QUESTION 2: LETTER OF ENQUIRY

The college has decided to adopt the Taletso Skills Centre as the charity for the Sports Day. Write a letter to Ms Bafedile Teffo, the chief executive officer of the Taletso Skills Centre, in which you enquire about the possibility of the college adopting the skills centre as a charity. State that a meeting could be held to discuss the implications of the partnership and to discuss the following:

- The sports day
- Developing a plan of action 
- Discussing the use of the branding of the Taletso Skills Centre to advertise the fundraising initiative.

Provide ALL the necessary information. (Refer to ADDENDUM A).

Marks will be awarded for correct format, content and use of language.

FORMAT	CONTENT	LANGUAGE
6	5	4

[15]

QUESTION 3: PRESS RELEASE

Ms Zameka, the marketing manager, is responsible for the marketing of the Rustenburg Intercompany Sports Day. She has decided to hold a press release to inform the media and the public about the event and the fundraising. During your informal meeting with her, you made core notes. (Refer to ADDENDUM A).




Write the press release using these core notes.

Marks will be awarded for correct format, content and use of language.

FORMAT	CONTENT	LANGUAGE
6	12	7

[25]**QUESTION 4: INTERNAL MEMORANDUM**

Ms Zameka also requested that an internal memorandum be compiled, notifying ALL staff of the event. Furthermore, this memorandum must also request the following:


- Participants from various sporting codes 
- Staff motivational group
- Volunteers for the fundraising desk

The staff must submit their arrangements to Ms Zameka by 1 May. Refer to ADDENDUM A for information regarding this question and compile the memorandum.

Marks will be awarded for correct format, content and use of language.

FORMAT	CONTENT	LANGUAGE
4	4	2

[10]**QUESTION 5: PROGRESS REPORT**

The rector of the college, Ms Vivian Bukelwa, wants feedback on the preparation for the function. On receipt of her memorandum (ADDENDUM B), you conducted research and made core notes. Draft an informal report using your core notes made from ADDENDUM A. 

Marks will be awarded for correct format, content and use of language.

FORMAT	CONTENT	LANGUAGE
8	10	7

[25]**TOTAL: 100**

ADDENDUM A

PERSONAL ASSISTANT'S ROUGH NOTES TAKEN DURING THE MEETING

SPORTS DAY – 1 day – Saturday, 20 May, at 08:00.

FIVE CODES OF SPORT – hockey, swimming, cricket, soccer and fun run.
This event is held – networking opportunities for businesses and friendly competition.

College wants to incorporate a social responsibility aspect – adopt charity that staff will raise funds for through their sporting efforts.

Require sponsors for the teams. R100,00 per team – money to go to the charity.

Also require donations from public – adopt a team and donate money to support them – go to charity.

The college stand at the event – will also include charity's logo and marketing pamphlets – enable the charity to advertise and take advantage of the opportunity.

College teams will be participating on behalf of the charity.
Staff participation – critical!!! Need teams for the codes – college will allow time off for training. Also need to form a company staff motivational group – college will purchase uniforms and allow time off for training. Volunteers for the fundraising desk – to handle the donations and keep records.

Staff to reply to Ms Zameka by 1 May.

ADDENDUM B

CEO'S MEMORANDUM WITH RESEARCH NOTES

AMAZIMA AMAHLE FET COLLEGE

TO:

FROM:

DATE:

RE: PREPARATION FOR THE INTERCOMPANY SPORTS DAY

Prepare a progress report on the following areas:

1. Correspondence: The invitations have been disseminated, but the letter confirming our entry must still be sent – L van Rooyen.
2. Arrangements with charity: A meeting was held and an agreement was reached. The contract must still be signed – Ms Zameka.
3. Press release: Working on it – H Snyman.
4. Catering: Not arranged yet.
5. Formation of staff teams: Sports code teams have been finalised, still finalising the volunteers for the fundraising desk and have not attended to the staff motivational group yet – L Bojosi.
6. Company stand: It has been booked and is ready to be installed – Ms Zameka.
7. Marketing: Working on the brochures, but the posters are complete – R Tloti.

M. M.