



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

**COMMUNICATION N6
(First Paper)**

16 NOVEMBER 2016

This marking guideline consists of 6 pages.

QUESTION 1: NOTICE AND AGENDA**X KINGS TVET COLLEGE
X STUDENTS' REPRESENTATIVE COUNCIL
X SRC MEMBERS****X NOTICE OF A SPECIAL MEETING**

Notice is hereby given of a special meeting✓ to be held in the SRC boardroom✓ on 11 November✓ at 10:00✓.

The purpose of the meeting is to discuss the launching of an awareness campaign against human trafficking✓✓.

X Signature

X Any name

X Secretary

X Any postal address/physical address

X Richards Bay

X Any code

X Date (on or before 11 November 2016)

X AGENDA

1. Attendance register ✓
2. Apologies✓
3. Opening and welcome✓
4. Awareness campaign against human trafficking✓
5. Closure✓

NOTE: The first three items can be in any order and candidates should not be discredited if items were given in a different order.

If candidates have written in an informal format, give only 2 marks.

Format	5
Content	10
Language	5

[20]

QUESTION 2: MINUTES OF A SPECIAL MEETING

**X KINGS TVET COLLEGE
X STUDENTS REPRESENTATIVE COUNCIL**

**X MINUTES OF A SPECIAL MEETING HELD IN THE SRC BOARDROOM ON
11 NOVEMBER 2016 AT 10:00**

1. X ATTENDANCE REGISTER

Candidates should mention number of people/the register was circulated for members to sign. ✓

2. X APOLOGIES

Either no apologies or names of people ✓

3. X OPENING AND WELCOME

The chairperson opened the meeting and welcomed all the members. ✓

4. X AWARENESS CAMPAIGN AGAINST HUMAN TRAFFICKING

4.1 Miss Q. Mazibuko proposed that 26 November should be the date of the launch and the venue to be main hall. ✓ The proposal was accepted. ✓

4.2 Mr N. Mpanza proposed that an invitation be sent to the MEC for Social Development, Nandi Mayathula-Khoza to be the guest speaker of the day ✓. The proposal was accepted. Action to be taken. ✓

4.3 Ms X. Makhunga proposed that posters should be put up around the college for students to be aware of the launch ✓. The proposal was accepted. Action to be taken. ✓

5. X CLOSURE

The meeting was closed at (time). ✓

X APPROVED

X CHAIRPERSON

X SECRETARY

X DATE

Format	5
Content	15
Language	5

[25]

QUESTION 3: LETTER OF INVITATION**X KINGS TVET COLLEGE**

X Tel: **X Address**
X Fax: **X Richards Bay**
X Code

X Dear Miss Mayathula-Khoza
X Address
X Code

X INVITATION TO BE A GUEST SPEAKER

Opening remarks - Candidates should mention what they read in the newspaper article. ✓✓

Candidates should indicate the venue, day and time of the launch and the reason for the invitation. ✓

Topic should be mentioned: 'PROTECT A CHILD, PROTECT A NATION, SAY NO TO HUMAN TRAFFICKING'. ✓

The speech should be 45 minutes. ✓

Date by which to reply should be given. ✓

Goodwill paragraph - Mention anticipation. ✓

X Signature

X Name

X DESIGNATION

Format	4
Content	7
Language	4

[15]

QUESTION 4: PROGRESS REPORT**X KINGS TVET COLLEGE****X TO:** Name (Campus manager)**X FROM:** Name (SRC president)**X Date:** (Before 16 November 2016)**PROGRESS REPORT ON AWARENESS CAMPAIGN AGAINST HUMAN TRAFFICKING**

1. **X BACKGROUND**
The campus manager requested me to compile a progress report on the preparations for the awareness campaign. ✓
2. **X PURPOSE OF THE REPORT**
The purpose of this report is to highlight tasks completed, those currently being attended to and those outstanding. It is also to point to problems or challenges. ✓
3. **X TASKS COMPLETED**
The guest speaker has confirmed in writing that she will be available ✓. The letter was received (date) by Lerato. ✓
The venue has also been secured ✓ by Bonga on 13 November. ✓
4. **X TASKS CURRENTLY BEING ATTENDED TO**
For a sound system quotations were requested from companies. ✓ This will be completed by 14 November. ✓ Letho is responsible for it. ✓
Catering - still waiting for a quotation from suppliers. ✓ Estimated date of completion 14 November. ✓ Person responsible Lelo. ✓
5. **X OUTSTANDING TASKS**
The program will be printed on 15 November ✓. Person responsible is Zandi. ✓
6. **X RECOMMENDATIONS**
Any valid recommendation ✓
7. **X CONCLUSION**
A brief concluding remark ✓

X Signature

Format	6
Content	15
Language	4

[25]

QUESTION 5: POSTER

The poster must meet the AIDA principles and should fit on an A4 page.

Content of the poster:

- Date: 16 November✓
- Venue: Main hall✓
- Any time e.g. 11:00✓
- The guest speaker: Nandi Mayathula-Khoza✓
- **PROTECT A CHILD, PROTECT A NATION, SAY NO TO HUMAN TRAFFICKING**✓
- Entrance free✓

Format	4
Content	7
Language	4

[15]

TOTAL: 100