



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N6
(FIRST PAPER)

14 NOVEMBER 2018

This marking guideline consists of 5 pages.

QUESTION 1: PRECIS/SUMMARY

HEADING **

- Wash the face before applying make-up.
- Choose a product which suits your skin type.
- Use moisturiser which is good for your skin.
- Use primer that matches your skin type before applying make-up.
- Apply foundation on the skin to even and level the skin tone.
- Use the right colour of foundation for your skin type.
- Apply the same shade on the face and neck to avoid two colours.
- Use concealer to erase blemishes.
- Use a brush or stick to apply concealer.
- Foundation should always match with the neck.
- Use concealer to cover the spots on the skin.
- Apply translucent setting powder around your eyes.
- Apply a loose powder for brightening the skin.

(Number of words) ** bullets or numbering **

Content	13
Format/layout	02
Language	05

[20]

QUESTION 2: FORMAL INVITATION

<p>Name of the company*</p> <p>Street address of the company*</p> <p>To : Kathrine Barwise✓</p> <p>It is our pleasure✓ to invite✓ you to be our guest speaker✓ at the launching✓ of our new facial scrub product✓ followed by cocktail party.✓</p> <p>Date:15 September 2017 *</p> <p>Venue: Badplaas, A Forever Resort✓</p> <p>RSVP: 30 August 2017✓</p> <p>Tel no: (any ten numbers)*</p>

Content	09
Format/layout	02
Language	04

[15]

QUESTION 3: MINUTES OF A SPECIAL MEETING

The manager of Sago Beauty Products, Ms Moroka, held a special* meeting with the event stakeholders at Badplaas, A Forever Resort *on 30 August 2017 *at 12:00.*

Attendance register: *

Ms Moroka, ✓ Mr Williams, Mr Cilliers, ✓ Ms Swart ✓

Apologies*
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Mr Mthimunye reported to be attending a workshop (any name or excuse).

OR: No apology received ✓

Opening and Welcome *

The chairperson, Ms Moroka, opened the meeting. ✓

Confirmation of the Agenda

Ms Moroka confirmed the agenda, seconded by Ms Williams. ✓

Matters arising *

Finding a way to make the function more interesting ✓

The cocktail party ✓ / launching of a new facial scrub product ✓

- Mr Cilliers suggested prizes for the best dressed male and female. ✓
- Ms Swart proposed a hamper for both the male and female with the most beautiful and flawless skin. ✓
- Ms Williams proposed a R300 Estee Lauder voucher for well-answered questions. ✓

Closure

The meeting was closed at 13:00. ✓

Signature *

Date *

Content	14
Format	04
Language	07

[25]

QUESTION 4: LETTER OF COMPLAINT

Sender's address *
Date *

Recipient address*

Dear Ms Kroats *

HEADING (capital letters) *

Content

Sentence of goodwill (appreciating their beauty product line)✓✓

I bought your facial product (name)✓ on 10 August 2017,✓ hoping that it would solve my skin problems as was advertised.✓

After using this product for three weeks,✓ there is no improvement.✓ Instead, there is a rash developing on my chin✓ and my skin looks reddish✓ (accept any skin condition).

I would like to be refunded✓ with the R2 000 that I have used to buy this product.✓
(Any amicable solution)

Line of goodwill.✓✓

Yours sincerely*
Ms Katlego Maleka*
Signature*

Content	13
Format/layout	04
Language	08

[25]

QUESTION 5: QUESTIONNAIRE

- Do you support the government's initiative of supplying free sanitary towels to female students? Yes/No✓✓
- Do all female students usually have money to buy these sanitary towels? Yes/No/Sometimes✓✓
- What is your opinion about the government giving female students an allowance for sanitary towels? _____✓✓
- Do you think male students also deserve this allowance? _____✓✓
- How would you rate the services from the Department of Health towards the colleges? 1/ 2/ 3/ 4/ 5/ 6/ 7/ 8/ 9/ 10✓✓
(Accept any relevant question.)

Content	10
Language	05

[15]

TOTAL: 100