



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N6
(First Paper)

15 NOVEMBER 2019

This marking guideline consists of 6 pages.

QUESTION 1: NOTICE AND AGENDA

X KWAZULU- NATAL ALBINISM SOCIETY

X Tel: any 10 digits
X Fax: any 10 digits

X Any address
X City in capital letters
X Code (4digits)
X Any date before 20 May 2019

X NOTICE OF A SPECIAL MEETING

Please note that there will be a special meeting✓ on the 20th of May 2019✓ at 10:00✓ in the boardroom.✓ The meeting is called to plan an awareness match that will take place on the 13th of June 2019.✓

X Yours sincerely
X Signature
X Mr Khulu
X Designation (CHAIRPERSON)

AGENDA

1. Opening and welcome✓
2. Apologies✓
3. Attendance register✓
4. Planning of an awareness match✓
5. Closure✓

Content- 10 (indicated by ✓)
Format -12 ÷ 4 = 3 (indicated by X)
Language-2 (-½ per error)

[15]

QUESTION 2: MINUTES**X Kwa-ZULU NATAL ALBINISM SOCIETY****X MINUTES OF THE SPECIAL MEETING HELD ON THE 20TH OF MAY 2019 AT 10:00 IN THE BOARDROOM****1. X OPENING AND WELCOME**

The chairperson, Mr Sokhulu welcomed the members✓ and opened the meeting✓

2. X APOLOGIES

None/provide any name✓

3. X ATTENDANCE REGISTER

The attendance register was circulated for all members to sign✓

4. X PLANNING OF AN AWARENESS MATCH**4.1 X VENUE**

Mabhida stadium is a sufficient place for this event:✓

Proposer: any name✓

Secunder: any name✓

Proposal accepted✓

4.2 X GUEST SPEAKER

The Minister of Police, Mr Bheki Cele was proposed to act as a guest speaker✓

Proposer: any name✓

Secunder: any name✓

Proposal accepted✓

4.3 X SPONSORS

Letters of requests will be written to Still water CC to sponsor with water as well to the Department of Health for first aid✓

Proposer: any name✓

Secunder: any name✓

Proposal accepted✓

4.4 X PROGRAM DIRECTOR

Miss Selby Mkhize from Ukhozi FM was proposed as the program director of the day✓

Proposer: any name✓

Secunder: any name✓

Proposal accepted✓

4.5 X ENTERTAINMENT

Khuzani, Reality 7 and Destruction boys✓

Proposer: any name✓

Secunder: any name✓

Proposal accepted✓

4.6 X SOUND SYSTEM

Siya Sound and Engineering CC✓

Proposer: any name✓

Secunder: any name✓

Proposal accepted✓

5. X CLOSURE

The meeting adjourned at 12:00✓

X SECRETARY:

X CHAIRPERSON:

X DATE:

Content: $30 \div 2 = 15$ (indicated by ✓)

Format: $16 \div 4 = 4$ (indicated by X)

Language: 6

[25]

QUESTION 3: TELEPHONE MESSAGE

**MABHIDA STADIUM
TELEPHONE MESSAGE**

X To: Miss Pillay

X Telephone: any 10-digit number
number

X Date: any date before 3rd June 2019

X From: Mr Khulu

X Telephone: any 10-digit

Message:

While you were on sick leave,✓ I received a call from Mr Khulu from Albinism society✓ who requested to book the ICC for a match✓ schedule for the 13th of June 2019 from 10:00-14:00.✓ Please return the call by the 3rd of June 2019.✓

X Signature:

CONTENT: 5 (indicated by ✓)

FORMAT: 3 (indicated by X)

LANGUAGE: 2 (-1/2 per error)

Total=10

[10]

QUESTION 4: LETTER OF REQUEST**X KwaZulu-Natal ALBINISM SOCIETY**

X Tel: (any 10 digits)
X Fax: (any 10 digits)

X Any address
X City in capital letters
X Code (4 digits)
X Any date after the 20th of May 2019

X The Manager
X Still water cc
X Any address
X City in capital letters
X Code (4 digits)

X Salutation: Dear Sir/Madam

X LETTER OF REQUEST

Opening remarks

Students to mention the purpose of writing the letter. ✓✓

Body:

- Students to mention that 13th of June is the world albinism awareness day where people are made aware of people with albinism condition. ✓✓
- The purpose of the match is to crush the myths around people with albinism ✓
- Students to mention myths such as: these people do not die they disappear, their skin makes medication that can make you rich (any reasonable myth) ✓
- The date is the 13th of June from 06:00–14:00 ✓
- The match will start at Durban workshop to Mabhida stadium. ✓
- The 2019 theme of the match is 'WE ARE HUMAN BEINGS TOO: STOP KILLING US.' ✓
- The students to mention any number of the people that will participate in the match. ✓

Conclusion:

The students to mention any positive outcome about the request. ✓✓

X Your sincerely

X Signature

X Name in capital letters: Mr N Sokhulu

X Designation: Chairperson KZN Albinism Society

CONTENT: 12 (indicated by ✓)

FORMAT: 18 ÷ 3=6 (indicated by X)

LANGUAGE: 7 (-½ per error)

[25]

QUESTION 5: POSTER

KwaZulu-Natal Albinism Society

Albinism awareness match✓

The date: 13 June 2019✓

Purpose of the match: we want to crush the myths around people with albinism✓✓

Theme: 'WE ARE HUMAN BEINGS TOO: STOP KILLING US.'✓

The match will start from at 06:00✓ from Durban workshop✓ to Mabhida Stadium✓ at 10:00–14:00✓

- The entertainers are: Khuzani, Reality 7, Destruction boys✓

Selby Mkhize will be the program director✓

This event will be sponsored by ✓

Come fight with us/any relevant remark✓✓

CONTENT: 14 (indicated by ✓)

FORMAT: Borders1,

Boldness of words-1

Different fonts or colours-1

Attractiveness-1

Half a page to a full page-1

LANGUAGE: 6 (-½ per error)

[25]

TOTAL: 100