



# higher education & training

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Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL CERTIFICATE**

**COMMUNICATION N6**

(First Paper)

(5140406)

**15 November 2019 (X-Paper)**

**09:00–12:00**

**OPEN BOOK EXAMINATION**

**This question paper consists of 4 pages and 1 addendum.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
NATIONAL CERTIFICATE  
COMMUNICATION N6  
(First Paper)  
TIME: 3 HOURS  
MARKS: 100

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**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 section on a NEW page.
  5. Use only BLUE or BLACK ink.
  6. Write neatly and legibly.
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## BACKGROUND INFORMATION

People with Albinism live in fear of their lives. There are lot of myths said about these people, such as they do not die, they disappear, their body parts make medicine that can make a person rich and many more. The 13<sup>th</sup> of June is declared, as the world albinism awareness day to make people aware that people with albinism are as human as any of us. Imagine that you are, Mr TS Khulu, the chairperson of KwaZulu-Natal Albinism Society.



### QUESTION 1: NOTICE AND AGENDA

You are planning an awareness march from Durban workshop to Mabhida stadium where you will submit your memorandum to the Provincial Premier, Mzweli Mkhize on the 13<sup>th</sup> of June 2019. This awareness march is aimed at crushing these myths against people with albinism and to alert the public about albinism and your rights to live and to be protected. You asked your secretary to draft a notice and agenda of a special meeting that will take place on the 20<sup>th</sup> of May 2019 at 10:00 in the boardroom with the executive members. The meeting will discuss the plan of the upcoming march.

CONTENT	FORMAT	LANGUAGE
10	3	2

[15]

### QUESTION 2: MINUTES



The meeting took place as the agenda above. Write the minutes of this meeting, using the rough notes you took during the meeting attached as ADDENDUM. There were six proposals discussed in preparation for the match, all the proposals were accepted.

CONTENT	FORMAT	LANGUAGE
15	4	6

[25]



### QUESTION 3: TELEPHONE MESSAGE

In preparation for the match, you called the booking department of Mabhida stadium, to speak to Miss Pillay, the Head of booking Department. The aim of your call was to book the stadium for the 13<sup>th</sup> of June 2019 from 10:00-14:00. Your call was received by Miss Mdletshe, the receptionist who informed you that Miss Pillay is on sick leave. Request her to return your call by 3<sup>rd</sup> of June 2019.

Record the telephone message for Miss Pillay on the telephone message book attached as ADDENDUM.



CONTENT	FORMAT	LANGUAGE
5	3	2

[10]

**QUESTION 4: LETTER OF REQUEST**

During your planning meeting, you agreed to approach Still waters CC to sponsor this event with water. Write a letter to the Manager of Still waters CC wherein you request them to sponsor you with 300 bottles of 500 ml of water. Your letter should include the following: \*

- Provide the background about the world albinism awareness day
- The purpose or aim of the match
- Provide any myth being said about people with albinism
- Date and times of the match
- The start point and destination of the match
- The 2019 theme of the match: 'WE ARE HUMAN BEINGS TOO: STOP KILLING US.'
- The expected number of people to participate in the match

Do NOT forget to state your wishes about the request. \*

**[25]****QUESTION 5: POSTER**

Draw up a poster wherein you alert the public about the awareness match. Your poster should include the following:

- Name of the organisation
- The name of match
- The date of the awareness match
- Purpose of the awareness match
- The theme of the match 'WE ARE HUMAN BEINGS TOO: STOP KILLING US.'
- The guest speaker
- The commencement venue and the destination venue and times
- The entertainers
- The program director \*
- The sponsors

Any other persuasive remarks to the public

**[25]****TOTAL: 100**

