



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

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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 Fax:

X Address
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**