



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N180(E)(N16)H
NOVEMBER EXAMINATION
NATIONAL CERTIFICATE
COMMUNICATION N6
(First Paper)
(5140406)

16 November 2016 (X-Paper)
09:00–12:00

OPEN-BOOK EXAMINATION

TWO dictionaries and TWO additional reference works may be used.

This question paper consists of 4 pages and 2 addenda.

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

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read ALL the questions carefully.
 3. Take note of marks allocated per question.
 4. Start each section on a NEW page.
 5. Number the answers according to the numbering system used in this question paper.
 6. Leave a line between answers.
 7. Plan your time carefully.
 8. Write neatly and legibly.
-

BACKGROUND INFORMATION

Human trafficking has become a national concern especially as we are approaching a festive season. A number of children go missing and some are discovered and some not. It is allegedly assumed that they are sold to people living in other countries to be slaves of different kinds.

The office of the Students' Representative Council (SRC) at Kings TVET College is located in Richards Bay. Telephone and fax numbers are 035 795 6652 and 035 795 6653 respectively.

Read the newspaper article entitled '*Upswing in human trafficking reported*' on ADDENDUM A (attached).

QUESTION 1: NOTICE AND AGENDA

The SRC president, Miss Mpatho Mthethwa has requested you to compile a notice and agenda of a special meeting with other SRC members. The meeting will be held on Friday, 11 November 2016 at 10:00 in the SRC boardroom. The purpose of this special meeting is to discuss the launching of an awareness campaign against human trafficking.

Draw up a formal notice and agenda of this special meeting.

Format	5
Content	10
Language	5

[20]

QUESTION 2: MINUTES OF A SPECIAL MEETING

The special meeting was held as scheduled in QUESTION 1. There were three proposals raised at this meeting. Firstly, Miss Q. Mazibuko proposed 16 November as the date of the launch and the venue to be the main hall. Secondly, 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. Lastly, Ms X. Makhunga proposed that posters should be put up around the college for students to be aware of the launch.

Draw up the minutes of this meeting.

Format	5
Content	15
Language	5

[25]

QUESTION 3: LETTER OF INVITATION

As proposed in the meeting in QUESTION 2, you have to write an invitation letter to Ms Nandi Mayathula-Khoza to invite her to be the guest speaker when launching the awareness campaign. In your letter include the following:

- Date, day and venue of the function
- The title: 'PROTECT A CHILD, PROTECT A NATION, SAY NO TO HUMAN TRAFFICKING'
- Her speech should be 45 minutes.

Format	4
Content	7
Language	4

[15]**QUESTION 4: PROGRESS REPORT**

The campus manager has requested you to compile a progress report on the preparations of the launch using a memo format. Use the rough notes attached as ADDENDUM B for detail. Add your own detail where it is not given.

In your report cover the following titles:

1. Background
2. Purpose of the report
3. Tasks completed
4. Tasks currently being attended to
5. Outstanding tasks
6. Recommendations
7. Conclusion

Format	6
Content	15
Language	4

[25]**QUESTION 5: POSTER**

It was discussed during the meeting that posters would be put up around the campus. All the arrangements regarding the launch have been finalised.

Design a poster indicating the date, venue and time of the function, the guest speaker, and an awareness title in bold. Entrance is free. Use the AIDA principles to design the poster.

Format	4
Content	7
Language	4

[15]**TOTAL: 100**