



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N4
(First paper)

11 November 2022

This marking guideline consists of 6 pages.

QUESTION 1: PRECIS

Any acceptable title X

- Bamboo trees are found in the far east of China.
- The tree takes five years to sprout from the ground.
- The tree can grow to 90 feet in height in five weeks.
- Human life is compared to the growth of the bamboo.
- When you work on your dreams you should be persistent/patient.
- After waiting you may be surprised with the success of your dreams.
- All you need for success is faith.
- It may take long but it will be fruitful one day.
- Unfortunately people do not realise the importance of not giving up.
- Henry Ford failed five times and became successful at the end.
- It took seven years for Richard Hooker to be successful.
- Legendary jockey Eddie Arcaro is also one example of a bamboo grower.

120 words X
Bullets X

CONTENT	LANGUAGE	FORMAT
12	5	3

[20]

QUESTION 2: LETTER OF INVITATION**DIKOPE CONSULTING AGENCY X**

Private Bag X1245
Stayloop
1249 X

Tel: 021 978 4593 X
Email: dicopeca@gmail.com X

20 January 2023 X

Henry Ford Motor Company
PO Box 1972
Myngenoegen X
8234
Hford@yahoo.com X

Dear Mr Henry Ford X

INVITATION AS A GUEST SPEAKER X

Par 1.

Line of a good will.✓

Acknowledge his persistence and hard work/success.✓

Invitation to be a guest speaker.✓

The purpose is to share his success story/motivation.✓

Par 2.

Indicate that there is a need for young small-business owners to get information.✓

The workshop will be held on 12 February 2023✓ at Park Lodge✓ Muizenberg, Western Cape.✓ 300 young people will attend the workshop.✓

Par 3.

Let us know your availability✓ before the end of the week.✓

Line of a good will.✓

Yours sincerely X

Signature X

Initial and surname X

Human resource manager XX

CONTENT	LANGUAGE	FORMAT
12	6	7 ½ for any X

[25]

QUESTION 3: NOTICE AND AGENDA**FORD MOTOR COMPANY X****NOTICE OF A MEETING X**

To: Lekwa Municipalities X
From: Public relation officer X
Date: Any date at least one month before the event X
Tel: Any 10 digits X

SUBJECT: YOUTH MEETING ON SMALL-BUSINESS DEVELOPMENT X

Please take note that there will be a workshop√ for the youth at Keitumetse Relaxing Resort√ from 15 to 16 June 2023 starting from 08:30 to 16:00 each day.√ You are reminded to send this notice to all municipalities operating under Lekwa.√

During day 1 the youth will be discussing issues around starting their own businesses and day 2 will be for different activities.√

The name X
PRO X

AGENDA

1. Attendance register√
2. Apologies√
3. Opening and welcome√
4. Minutes of the previous meeting√
5. Matter arising
 - 5.1 Starting your own business√
6. New business
 - 6.1 How to draw up business plan – Henry Ford√
 - 6.2 Where to get funds/capital – Eddie Arcaro√
 - 6.3 The pupil that you should connect with – Caster Semenya√
7. General√
8. Closure√

CONTENT	LANGUAGE	FORMAT
10	4	6

[20]

QUESTION 4: INVESTIGATION REPORT**KULA MOTOR COMPANY XX****REPORT ON THE ABSETEEISM OF EMPLOYEES X****TERMS OF REFERENCE: X**

The CEO, Mr Maponya,✓ gave instruction✓ on 7 February 2023✓ that the absenteeism of the employees at Kula Motors should be investigated. The purpose is to determine the reason behind the absenteeism of employees on Mondays and Fridays.✓

The report should be completed by 12 February 2023.✓

PROCEDURE: X

- Questionnaires were issued to every employee.
- Interviews were conducted on 8 and 9 February.
- The HR was also interviewed.

(Any THREE)

FINDINGS: X

- Workers not satisfied with working conditions
- Unfair treatment
- No compensation or incentives for workers who go the extra mile
- Young workers who are not committed to their work

(Any FOUR)

CONCLUSION: X

The company has recently hired 50% of young people and some do not have the responsibility or are just not committed to their work.

(Any TWO)

RECOMMENDATIONS: X

It should be the solutions related to the findings.

Compiled by

Signature: X

Surname and initials: Student's name X

Designation: Production manager X

Date: 7 February 2023 X

CONTENT	LANGUAGE	FORMAT
8	6	6 ½ for each X

[20]

QUESTION 5: DISPLAY JOB ADVERT**Format**

- Border X
- Letterhead X
- Interesting font type X
- Full sentence used X

Content

- Title of the vacancy✓
- Any three relevant requirements (including SiSwati)✓✓✓
- Stipend of R5 800,00 or length✓
- Closing date✓
- Email address or postal address✓

Recipient of the applications✓

CONTENT	LANGUAGE	FORMAT
8	3	4

[15]**TOTAL: 100**