



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N4

(First paper)

5 June 2023

This marking guideline consists of 6 pages.

QUESTION 1: SUMMARY**THE EFFECTS OF THE COVID-19 CORONAVIRUS**✓✓ (Any relevant heading)

- It is expected to peak nationally.✓
- A number of people are infected.✓
- The pandemic is attacking people globally.✓
- People have lost their jobs and businesses.✓
- Other people might not bury their families and their loved ones.✓
- It attacks everybody irrespective of their race, gender and social class. ✓
- It is expected to cause other people lifetime scars.✓
- Some other provinces are classified as 'vigilance' and 'hotspots'.✓
- Hospital bed capacity is still expected to be breached.✓
- A different approach is used for the prevention of new infections. ✓

Contents: 12 Own heading related to the article✓✓
 Ten points from the above example (✓ each)

Layout: 3 Heading in capital letters✓
 Bullets or numbers to list sentences✓
 Sentences two lines or shorter✓

Language: 5 Spelling and grammar
 Sentences make sense
 Punctuation marks observed

[20]

QUESTION 2: MEMORANDUM

To: All students✓ From: Name and surname or SRC secretary✓

Date: Any date before 12 June 2020✓

Subject: INFORMATION ABOUT COVID-19 **OR** ANY RELEVANT✓

Read the article about Covid-19.✓

Name of guest speaker✓

Reason for invitation✓

Date✓

Venue✓

Time✓

Contents: 10 (see ticks)

Layout: 3 (-1 if not written in a paragraph form)

Language: 2 (1 = poor, 2 = average, 3 = good)

[15]

QUESTION 3: FACSIMILE/FAX

To: Any name✓

Fax no: Ten digits✓

From: Any name✓

X Date: Any date before 12 June 2020 (in full)

X Subject: INFORMATION ABOUT MY COLLEGE OR ANY RELATED HEADING

Province✓

College✓

Principal✓

Campus✓

Location✓

Campus manager✓

Contact details✓

Contents: 10 (see ticks)

Layout: 2 - (see X) (minus ½ per error) (-1 if not in paragraph form)

Language: 3 (1 = poor, 2 = average, 3 = good)

[15]

QUESTION 4: INVITATION LETTER

X Name of college
X Private bag/PO box/Street name
X Town/City
Postal code

Skip a line

X Date in full

Skip a line

X Dr Zweli Mkhize
X Minister
Department of Health
Private bag X (Any digits)
Town/City
Postal code (four digits)

X Dear sir (name) (Depends on what was written in the receiver's address)
X ANY RELEVANT SUBJECT LINE (IN CAPITAL LETTERS)

Paragraph 1:

- Reason for invitation: To be a guest speaker, ✓ health awareness campaign ✓

Paragraph 2:

- Date of the function. ✓
- Topic of the day: fight against coronavirus ✓
- Concerns:
- Students using clocking device at the gate, ✓ the number of students in classes ✓
and no sanitisers at the college for students. ✓
- Any two pieces of advice ✓ ✓

Paragraph 3:

Goodwill ✓

X Yours sincerely/Faithfully

X Signature
X NAME IN CAPITAL LETTERS

X SRC SECRETARY IN CAPITAL LETTERS

Contents: 10 (see ticks)
Layout: 5 (see X) (minus ½ per error)
Language: 5 (1–3 = poor, 4–5 = good)

[20]

QUESTION 5: PROGRESS REPORT

X TO: Campus manager/Name and surname **X FROM:** Any name and surname

X DATE: Any date before 12 June 2023

XSUBJECT: PROGRESS REPORT ABOUT THE ARRANGEMENT OF THE HEALTH AWARENESS CAMPAIGN

X Background

- Name of instructor✓
- Date of instruction✓
- What the report is all about✓

X Purpose

To report back on tasks that have been completed,✓ tasks being attended to✓ and tasks still to be completed✓

X Tasks completed

- Dr Zweli Mkhize's response to the invitation to be a guest speaker✓
- Securing a venue✓

X Tasks being attended to

- Formal invitation sent out to surrounding schools, businesses and the mayor✓✓
- Sound system✓

X Tasks still to be completed

- Printing of programmes✓
- Cleaning of the hall✓

X Conclusion

All arrangements are running smoothly.✓✓

Contents: 10 (see ticks)

Language: 10 (1–4 = poor, 5–7 = average, 8–10 = good)

Layout: 10 (see X minus ½ per error)

[30]

TOTAL: 100