



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N5
(First paper)

10 June 2025

This marking guideline consists of 6 pages.

(First paper)

QUESTION 1: PRECIS

HEADINGS (IN CAPS) X

- In India, flowers are used as an ornament of worship.✓
- We also use flowers for special occasions like weddings.✓
- Couples wear garlands of flowers to signify their marriage,✓
- They bring a good smell.✓
- They use them for making medicines.✓
- Some insects use them as food.✓
- People gift their partners beautiful flowers as a symbol of love during valentines and anniversaries.✓
- They are used to brighten the days for those who are sick..✓
- They serve as a token of condolence during funerals.✓
- They are responsible for bringing happiness into our lives✓
- and making our surrounding environment a prettier place to live✓
- Reduce stress levels at our home or workplace by making us feel happy✓
- They also help us feel relaxed and secure.✓

Total number of words = X

Bullets/numbering=X

Heading = X

CONTENT: 12 (indicated by✓)
FORMAT: 3
LANGUAGE: 5

[20]

(First paper)

QUESTION 2: DISPLAY ADVERT

JONGA FLORIST & ACCESORIES X

Content:

- The name of the post (shop assistant/ the delivery man)✓✓
- His own car✓
- Age 25-40✓
- Male person✓
- Living around Florida.✓
- His own car✓
- Working flexible hours/ weekends✓
- The post is urgent✓
- Salary/month✓
- The closing date✓
- Any additional requirements suitable for the post✓

Format:

- on A4 page X
- Borders X
- Any related picture (logo) X
- Forwarding address X
- Email address X
- Telephone numbers X
- The contact person X

CONTENT: 11 (indicated by✓)
FORMAT: 4 (½ a mark for each X)
LANGUAGE: 5

[20]

(First paper)

QUESTION 3: LETTER OF APPLICATION

Box
X Postal Name (In Caps)
Postal Code

Date (accept any date within December) X

The Manager
JONGA FLORIST & ACCESSORIES X
7272 Windy Avenue
FLORIDA X
1709

Dear Ms Jonga X (do not accept Sir/Madam)

APPLICATION FOR THE POST X (NAME OF THE POST) X

Par 1

Line of goodwill/greetings✓

The purpose for writing this letter (Applying for the post)✓

The post name is mentioned✓

The name of the local newspaper/ or the sentence about seeing the advert on the newspaper. ✓ The date (December)✓

Par 2

The indication that he is meeting the requirements✓

Age 25-40 (accept the ID number as a proof)✓

Male person✓

Living around Florida✓

His own car✓

I am able to work flexible hours/ weekends✓

Driver's licence✓

I am looking forward to hear from you soon

I hope you or (any closing line of goodwill).✓✓

Yours faithfully (do not accept Sincerely) X

Signature X

Name and surname of the student (in caps) X

CONTENT: 14 (indicated by✓)

FORMAT: 5 (½ a mark for each X)

LANGUAGE: 6

[25]

(First paper)

QUESTION 4: EMAIL

From: sales@jongaflo.net **X**

To: studentname@gmail.com (any domain address) **X**

Subject: Invitation for the interview **X**

Message:

- Dear applicant✓
- Greetings✓
- You are invited for the interview✓
- The date of the interview is 17 November 2023 (strictly two days away from the invitation)✓
- Please bring the following with you: your original ID,✓
- Prove of residence,✓
- Fingerprints for vetting and✓
- should you impress us, you can start immediately.✓
- Line of a good will✓

Regards: Jonga MD **X**

CONTENT: 9 (indicated by✓)
FORMAT: 4 (½ a mark for each X)
LANGUAGE: 2

[15]

(First paper)

QUESTION 5: PROGRESS REPORT

JONGA FLORIST & ACCESORIES X

To: Ms Jonga X

Date: 30th November 2023X

From: The HOD X

Tel: +27 (any landline number) X

SUBJECT: FARM BUSINESS FUNDING PROGRESS REPORT (in CAPS) X

X BACKGROUND: the HOD requested me✓ to write a report to Ms Jonga✓ about the progress of her business proposal.✓ The report should be done by 30th November 2023✓

X PURPOSE: The purpose of this report is to provide a breakdown of information on the tasks completed,✓ tasks people are currently involved in,✓ as well as tasks still to be completed.✓ To update Ms Jonga on how far the process of funding her business is.

X TASKS COMPLETED: Her proposal has been approved, and the title deed for the farm has been secured✓

X TASKS CURRENTLY BEING ATTENDED TO: (Mr Choma is still trying to find out the feasibility check✓ with the competitors around about the sustainability of the type of farming✓ and the seeds for proteas and roses are not available during summer✓ (accept the ate after the 30th November 2023)✓

X TASKS STILL TO BE COMPLETED: Ms Lenao has to do the final allocation of funds at the end of the month,✓ Ms Jonga has to submit the declaration of her business turnover per year as the collateral/ security.✓

X CONCLUSION: the progress is there, despite the waiting for protea and roses seeds.✓

Signature✓

CONTENT: 10 (indicated by✓)
FORMAT: 6 (½ a mark for each X)
LANGUAGE: 4

[20]

TOTAL: 100