



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N6
(First paper)

24 May 2024

This marking guideline consists of 6 pages.

(First paper)

QUESTION 1: PRÉCIS

Any relevant topic in CAPS X

1. A former drug addict gave up his home to accommodate and assist drug addicts.✓
2. He wanted to give hope to those who are addicted.
3. Muvhoni Magoma is the founder of Ncotshane Recovery Centre.
4. Ncotshane Recovery Centre caters for both young and old patients.
5. Most of the patients are unemployed.
6. The centre provides free accommodation and treatment.
7. They are helped by volunteers who recovered from drug addiction.
8. Addicts tell stories of stealing from family to feed the habit.
9. It is difficult to stop taking drugs on your own.
10. Patients are taught values of life.
11. Patients are taught to believe in God and His higher power.
12. Recovered patients visit the centre to give talks and help with the chores.
13. Everybody helps with the cooking and cleaning.
14. Patients come from all over the country/different parts of South Africa.
15. The centre relies on the public for funding. (Any relevant 12 points)

(Point form) X

(Number of words used) X

CONTENT - 12	FORMAT - 3	LANGUAGE - 5	
See✓ 1 mark per tick (12 × 1)	See X	12	5
	1 mark per X (3 × 1)	9-11	4
	Topic	6-8	3
	Point form	3-5	2
	Number of words used	1-2	1

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(First paper)

QUESTION 2: NOTICE AND AGENDA OF A SPECIAL MEETING

NCOTSHANE TVET COLLEGE X

Tel: 013 786 2032 X



087 786 2031 X

25 Dlokovu Street X
PONGOLA X
3310 X

(Any date before 1 June 2024, in full) X

Dear member X

NOTICE OF A SPECIAL MEETING X

Please note✓ that the special meeting of SRC members ✓ will be held at the SRC office on Saturday✓ 1 June 2024 at 11:00.✓

The reason for the meeting is to discuss ways of assisting students to stop using drugs.✓✓

Yours sincerely X

Signature X

ROXY WELCOME X
SRC SECRETARY X

AGENDA X

1. Opening and welcome✓
2. Attendance register✓
3. Apologies✓
4.
 - 4.1 Referring students to Ncotshane Recovery Centre✓
 - 4.2 Inform SSS for assistance✓
 - 4.3 SRC members volunteering at Ncotshane Recovery Centre✓
5. Closure✓

CONTENT - 13	FORMAT - 7	LANGUAGE - 5	
See✓ 1 mark per tick (13 × 1)	See X ½ mark per X (14 × ½)	12-13	5
		9-11	4
		6-8	3
		3-5	2
		1-2	1

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(First paper)

QUESTION 3: EMAIL

SEND	TO	<u>uzzibakiri@gmail.com</u> X
	CC	SRC president X (any name/email address)
	SUBJECT	RECOMMENDATION OF MR PHAH HLUBY XX

Dear Mr Bakiri X

Thank you for your email which came in our time of need, recommending Mr Phah Hluby to speak to the students at the college and motivate them to overcome drug abuse.✓✓✓
(any goodwill sentence)

Thank you for notifying us that he does not request any fee.✓
We will undertake to pay for his transport and accommodation and will ensure that meals are included.✓✓✓
Our available dates for his visit and motivational talks are 11-15 June 2024.✓

Thank you again for your help. (any goodwill sentence) ✓

Kind regards

Roxy Welcome (accept surname and initial) X

CONTENT - 9	FORMAT - 3	LANGUAGE - 3	
See✓ 1 mark per tick (9 × 1)	See X ½ mark per X (6 × ½)	9	3
		5-8	2
		1-4	1

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(First paper)

QUESTION 4: MINUTES OF A MEETING

NCOTSHANE TVET COLLEGE X	
MINUTES OF THE MEETING HELD AT THE SRC OFFICE ON SATURDAY, 1 JUNE 2024 AT 11H00. X XX	
1.	OPENING AND WELCOME X Chairperson (any name and surname) opened the meeting and welcomed everyone present/thanked everyone for attending.✓
2.	ATTENDANCE REGISTER X Seven members attended the meeting. ✓
3.	APOLOGIES X Any THREE names and surnames and reasons for absentia.✓✓✓
4.	4.1 Agreed to refer students who are addicted to Ncotshane Recovery Centre.✓ 4.2 Agreed to invite Mr Phah Hluby who was recommended by Mr Bakiri.✓ 4.3 Agreed to take turns volunteering at Ncotshane Recovery Centre. Each indicated duties they would perform.✓ 4.4 Agreed to notify the SSS office about students who are struggling so that they would be available to assist when needed.✓
5.	CLOSURE X Meeting closed at 13h00 (any time) by the SRC president/(any name) ✓
APPROVED AT: _____ X CHAIRPERSON: _____ X SECRETARY: _____ X DATE: _____ X	

CONTENT - 10	FORMAT - 6	LANGUAGE - 4	
See✓ 1 mark per tick (10 × 1)	See X ½ mark per X (12 × ½)	10	4
		7-9	3
		3-6	2
		1-2	1

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(First paper)

QUESTION 5: INVITATION LETTER

NCOTSHANE TVET COLLEGE X	
Tel: 013 786 2032 X 087 786 2031 X	25 Dlokovu Street X PONGOLA X 3310 X
Any date in full between 1 June 2024 and 14 June 2024 X	
Mr Phah Hluby X 36 Dlokovu Street X (Any address) PONGOLA X 3310 X	
Dear Mr Hluby X	
INVITATION TO BE A MOTIVATIONAL SPEAKER X (any relevant topic)	
Goodwill ✓ Reason for writing a letter ✓ Detailed explanation (venue, day, date and time) ✓✓ Facts (Any TWO related facts) or purpose of invitation ✓✓ Subjective words You will take care of his transport ✓ You will provide accommodation and meals at Linglela Lodge ✓	
End with a positive remark. ✓	
Yours sincerely X	
Signature X ROXY WELCOME X (do not accept any name) SRC SECRETARY (CAPS) X	

CONTENT - 9	FORMAT - 8	LANGUAGE - 3	
See✓ 1 mark per tick (9 × 1)	See X ½ mark per X (16 × ½)	8-9	3
		4-7	2
		1-3	1

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TOTAL: 100