



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMMUNICATION N6
(First paper)

21 May 2026

This marking guideline consists of 6 pages.

(First paper)

QUESTION 1: NOTICE AND AGENDA OF A SPECIAL MEETING

MARIANHILL TVET COLLEGE X

Tel: 031 786 2031 X

25 Phoenix Avenue X



088 786 2031 X

MARIANHILL X
3610 X

(any date before 12th February 2025) X

Dear member X

NOTICE OF A SPECIAL MEETING X

Please note✓ that the special meeting of the Student Support Service committee members✓ will be held at the campus SSS office ✓ on 12th February 2025 at 11:00.✓ The reason for the meeting is to discuss the missing student✓ and the ways of helping those affected.✓

Yours sincerely X

Signature X

SURNAME AND INITIALS IN CAPS X

THE SSS CHAIRPERSON X

AGENDA X

1. Opening and welcome
2. Attendance register
3. Apologies
4.
 - 4.1 Missing student ✓
 - 4.2 Ways of supporting affected students ✓
 - 4.3 Strategies to navigate the risks associated with social media? ✓
5. Closure✓

CONTENT	FORMAT	LANGUAGE		
10, see✓ ONE mark per tick	7, half mark per X	3		
		8-10	3	
		4-7	2	
		1-3	1	

(First paper)

QUESTION 2: INVESTIGATION REPORT

X 031 786 2031
MARIANHILL TVET COLLEGE X
25 Phoenix Avenue X
MARIANHILL X
3610 X

15 April 2025X

X Subject: REPORT ON VICTIMS OF SOCIAL MEDIA AT THE COLLEGE
(any relevant subject in all caps)

X TERMS OF REFERENCE: Date on which instruction was given: 10 April 2025,
Who gave the instruction: the campus manager/ name and surname✓
To whom was the report given: SSS officer/any name and surname✓
Reason for the report: To determine whether college students are victims of social media✓✓✓
When the report must be completed: 24 April 2025✓

X PROCEDURE:

Questionnaires,
Interviews,
Meetings or any other relevant method✓✓ (any 2 tools)

X FINDINGS: State the information obtained through each method used✓✓

X CONCLUSION: any related summary of the findings✓

X RECOMMENDATIONS: any recommendation that correlates with the findings✓✓

Compiled by X (Any Name)

Signature X

NAME AND SURNAME/ INITIAL AND SURNAME X (Any)

SSS OFFICER X

CONTENT	CONTENT	LANGUAGE		
8, half mark per X	13, see✓ ONE mark per tick	4		
		10-13	4	
		6-9	3	
		3-5	2	
		1-2	1	

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(First paper)

QUESTION 3: MINUTES OF A MEETING

MARIANHILL TVET COLLEGE X

MINUTES OF THE MEETING HELD AT THE SSS OFFICE ON (any day), 12 (any month) 2025 AT 11H00. X

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
All present✓
3. APOLOGIES. X
None✓
4. 4.1 Agreed to invite the psychologist✓
4.2 Agreed to arrange an office for one-on-one consultations✓
4.3 Agreed to having the psychologist every Wednesday✓
5. CLOSURE X
Meeting closed at 12h00 by (any name)✓

APPROVED AT: _____ X

CHAIRPERSON: _____ X

SECRETARY: _____ X

DATE: _____ X

CONTENT	FORMAT	LANGUAGE		
7, see✓ONE mark per tick	5, half mark per X	3		
		6-7	3	
		3-5	2	
		1-2	1	

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(First paper)

QUESTION 4: INVITATION LETTER

MARIANHILL TVET COLLEGE X

X Tel: or
WhatsApp

25 Phoenix Avenue X
MARIANHILL X (CAPS)
3610 X

DATE BEFORE 9 JULY 2024 X

Ms A. Sukazi X
The Psychologist
PO Box 53 X (any address)
CHARTSWORTH X (any town)
3100 X (any FOUR numbers)

Dear Ms Sukazi X

INVITATION AS A GUEST SPEAKER X

Goodwill✓

Reason for writing a letter✓
Detailed explanation✓✓ (Do not forget to mention the occasion and how many days)

Facts:
Any TWO-related facts✓✓

Subjective words:
The college will cover her travel expenses and meals✓
The college will arrange accommodation at the Tropicana Hotel✓
Parking, a phone and free Wi-Fi will be available
She'll be allocated 45 minutes for the presentation and an hour for a Q&A session
She may invite a friend or colleague (Any relevant)

Goodwill✓

Yours sincerely X
Signature X
Name and surname/initial and surname in CAPS X
DESIGNATION X

CONTENT	FORMAT	LANGUAGE		
9, see✓ONE mark per tick	8, half mark per X	3		
		8-9	3	
		3-7	2	
		1-2	1	

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(First paper)

QUESTION 5: EMAIL

SENDX	TO	daisy@tropicanahotel.co.za X
	CC	xolanimariannahilltvetc@gmail.com X
	SUBJECT	RESERVATION FOR TWO CANDIDATES FROM 8-10 July 2025 X (Any relevant subject)

Dear Daisy X

Goodwill✓

- reservation for two of our guests✓
- from 8-10 July 2025✓
- guests will be attending ...✓
- which will be at Marianhill TVET college✓ from 8:00 to 16:00✓
- Their names are as follows: Ms Sukazi and (any other name)✓✓
- Could the hotel please ensure that our guests receive breakfast✓ in bed✓ by 7:30✓
- free Wi-Fi and phone✓

Thank you, and hope for your response soon. (Any goodwill sentence).✓

Any surname and initial X

CONTENT	FORMAT	LANGUAGE		
13, see✓ONE mark per tick	3, half mark per X	4		
		12-13	4	
		9-11	3	
		5-8	2	
		1-4	1	

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TOTAL: 100