



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

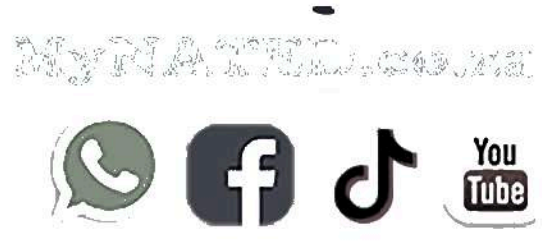
NATIONAL CERTIFICATE

COMMUNICATION N6

(First paper)

15 November 2024

This marking guideline consists of 7 pages.

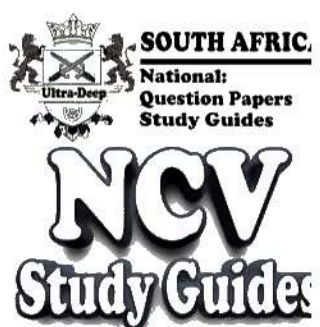
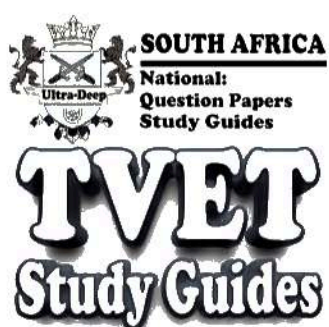


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QUESTION 1

Any Relevant topic in CAPS X

Colder weather tends to keep people in doors.✓
 Exercise is an immune booster.✓
 Maintaining an exercise routine helps to prevent one from getting various illnesses.✓
 Irrespective of existing conditions, just fit in exercise into your daily routine.✓
 Be disciplined and dedicated.✓
 Determine (check) your motive for exercising.✓
 If your motive is weak, it's easy to drop out.✓
 All the exercise's done at gyms can be done at home.✓
 Different(various) exercises can be done.✓
 Use your creativity to make tools that can assist you in exercising.✓
 Take things easy and slow.✓
 Use the correct clothing that will support you.✓
 Consult specialists to assist in your choice.✓
 Though it is expensive it is worth it.✓
 Walking is an excellent way of keeping active.✓
 Acquire the correct shoes for various purposes.✓
 Failure to obtain the correct shoes can have negative physical consequences.✓
 Go on a hike and choose an interesting route.✓
 Organise a get-together with your friends which includes some activities.✓
 Examine your environment and see what it offers in terms of fun ways of staying active.✓
 Enlist your name for a charitable cause by participating in their activities.✓
 If you are having problems organising an exercise routine, you can still use traditional ways of exercising.✓

(Any 12)

(Number of words used) X

CONTENT	FORMAT	LANGUAGE												
12 see √ one mark per tick	3 × = 1 mark (Topic, paragraph form, number of words used.)	<table><tr><td colspan="2">5</td></tr><tr><td>12</td><td>5</td></tr><tr><td>9-11</td><td>4</td></tr><tr><td>6-8</td><td>3</td></tr><tr><td>3-5</td><td>2</td></tr><tr><td>1-2</td><td>1</td></tr></table>	5		12	5	9-11	4	6-8	3	3-5	2	1-2	1
5														
12	5													
9-11	4													
6-8	3													
3-5	2													
1-2	1													

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(First paper)

QUESTION 2

LIFE SAVER YOUTH CLUB X

Tel: 087 786 2033 X any 1
lifesaver@webmail.com X

PO Box 256 X
LADYSMITH X
3370 X



087 786 2032 X

Any date before 16 June 2024 X

The Sports and Recreation Officer/Manager X (any name and surname)
(Any municipality name) Municipality X
Any address X
LADYSMITH X
3370 X

Dear Sir / Madam X / Dear Mr/Ms/Mrs Surname

REQUEST TO USE THE SPORTS PARK X (any relevant topic)

Goodwill ✓✓

Refer to past dealings with the municipality✓

Request to use the sports park to celebrate youth month✓✓

Special activity day; benefits health and crime prevention, improve self-image✓✓

Starting at 07:00 to 16:00, purpose being to encourage physical activity among youth✓

Various sporting events to be undertaken, most significant being gymnastics✓

End with a positive note, express goodwill✓✓

Yours faithfully X/ sincerely

Signature X

INITIALS AND SURNAME X (any) in CAPS

LIFESAVER YOUTH MANAGER (CAPS) X

FORMAT	CONTENT	LANGUAGE	
9 × half mark per X	11 see ✓ one mark per tick	5	
		10-12	5
		7-9	4
		4-6	3
		3-5	2
		1-2	1

(First paper)

QUESTION 3

The manager and staff of Life Saver Youth Club X Cordially invite ✓ X <i>The Mayor and Partner (Mr & Mrs Surname)</i>✓ To attend a fundraising Dinner Party✓ At Lifesaver Youth Club Centre✓ Any street address✓ (Town) on 5 June 2024✓ At 19h00✓ GUEST SPEAKER: Mr Siyabonga Kolisi✓ The Springbok Captain Dress: Smart Casual (any)✓ RSVP by 30 May 2024✓ Name of person✓ Cell phone number/ email address✓ 087 786 2033/ lifesaver@webmail.com (personal email address) X

DESIGN	CONTENT	TOTAL
3 × one mark per tick (company name, border, italics or different font on name)	12 see ✓ one mark per tick	15

[15]

(First paper)

QUESTION 4

Any Physical address X

CITY IN CAPS X

Code number X

Before 18 June 2024 X

The manager (Mr/Ms/Mrs Surname) X
 Life Saver Youth Club X
 PO Box 256 X
 LADYSMITH X
 3370 X

Dear (supply appropriate title and surname) X

RESIGNATION AS FINANCIAL OFFICER / MANAGER X

Goodwill✓✓

State position from which the person resigns – Financial Officer/Manager
 When the resignation takes effect- 25 June 2024✓✓

Reasons for resignation✓
 New employer 3Nkas Financial services✓
 Arrangement for mail/ other correspondence✓
 Express appreciation for experience gained✓

Express goodwill relating to Life Saver Youth Club employer✓✓

Yours sincerely X

Signature X

DIVINE DUNALEY X

CONTENT	FORMAT	LANGUAGE	
10 see ✓ one mark per tick	7 x = ½ mark	3	
		8-10	3
		4-8	2
		1-3	1

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(First paper)

QUESTION 5

LIFE SAVER YOUTH CLUB X

MINUTES OF A FORTNIGHTLY, GENERAL MEETING HELD IN THE BOARDROOM ON 07 MAY 2024 AT 09:00. XX

1. OPENING AND WELCOME X
Chairperson (any name and surname) opened the meeting and welcome everyone present/thanked everyone for attending✓
2. ATTENDANCE REGISTER X
State number –five (5)✓
3. APOLOGIES. X
Two apologies with reasons✓✓
4. MINUTES OF THE PREVIOUS MEETING X
The minutes were read, approved and signed✓
5. MATTERS ARISING X
Feedback on state of readiness for June 16✓
6. NEW BUSINESS X
Holiday Programme for September holiday✓
7. GENERAL X
Any item of a general nature. Do not accept there was no general✓
8. DATE OF THE NEXT MEETING X
Agreed of towards end of May 2024✓
9. CLOSURE X
The meeting was closed at 10:00✓

APPROVED AT: _____ X

CHAIRPERSON: _____ X

SECRETARY: _____ X

DATE: _____ X

FORMAT	CONTENT	LANGUAGE				
8 × = ½ mark	10 see ✓ one mark per tick	2 <table><tr><td>5-10</td><td>2</td></tr><tr><td>1-4</td><td>1</td></tr></table>	5-10	2	1-4	1
5-10	2					
1-4	1					

[20]

TOTAL: