



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N150(E)(J6)H

NATIONAL CERTIFICATE

COMMUNICATION N4

(First Paper)

(5140344)

6 June 2018 (X-Paper)

09:00–12:00

OPEN-BOOK EXAMINATION

This question paper consists of 4 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMMUNICATION N4
(First Paper)
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read ALL the questions carefully.
 3. Number the answers according to the numbering system used in this question paper.
 4. Write neatly and legibly.
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QUESTION 1: RESIGNATION LETTER

You are the SRC president at your college. After a lot of student strikes (toyi-toyi) at your college, you have lost interest in being the leader of the SRC. You lost study time, your performance is dropping and you even failed one subject. You decided to resign from your position as the SRC president.

Compile a letter of resignation to the Student Liaison Officer at Student Support Services. State the reasons for your resignation.

CONTENT	FORMAT	LANGUAGE
10	4	6

[20]**QUESTION 2: SIMPLE DISPLAY ADVERT**

Your campus manager has been promoted to the position of Deputy CEO. The college is in immediate need of a manager. The Human Resource Manager asked you to assist her with the advert.

Design a display advert to advertise the Campus Manager's vacancy in the national newspapers the following week.

CONTENT	FORMAT	LANGUAGE
8	4	3

[15]**QUESTION 3: COVERING LETTER**

SAPS has advertised secretarial/management assistant posts. You went through the requirements and you do qualify. They want you to write a motivational covering letter to accompany your application form.

Write a covering letter of one page and include the following:

- The media where the post was advertised
- The post you are applying for
- The qualification you have
- Your experience related to the post
- Your availability

DO NOT overlap to another page.

CONTENT	FORMAT	LANGUAGE
10	4	6

[20]

QUESTION 4: MINUTES OF A SPECIAL MEETING

On 15 September 2017, there was a meeting where the Department of Agriculture signed a partnership agreement with your college. You were tasked to take the minutes for that meeting.

Compile the minutes of the meeting using the following hints:

- Meeting opened – welcome
- Departmental representatives present
- Apologies
- The following matters were agreed upon:
 1. Funding for top 10 students
 2. Employment contract after completion of studies
 3. Provision of resources (agricultural tools) for practicums
 4. The duration of the contract between the two parties
- Meeting closed at 14:00

CONTENT	FORMAT	LANGUAGE
14	3	3

[20]**QUESTION 5: PROGRESS REPORT**

The students at your college have requested you to enquire at the Student Support Services about the progress made with students whose names do not appear on the list of NSFAS recipients.

Draft a progress report for the students (SRC) providing information under the following headings:

- Background
- Purpose
- Work already done
- Work currently being done
- Work that still must be done
- Challenges experienced

Give the name of the person responsible for each activity and include the date each activity must be completed.

CONTENT	FORMAT	LANGUAGE
18	2	5

[25]**TOTAL: 100**