higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MANAGEMENT COMMUNICATION N4
(First Paper)

24 MAY 2019

This marking guideline consists of 7 pages.

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QUESTION 1: PRÉCIS

- Colder weather tends to keep people indoors.
- 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 exercises 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 choices.
- Though it may be 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 (effects).
- Go on a hike and choose an interesting route.
- Organise get-togethers with your friends which include 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. **[20]**

CONTENT	10	Any ten from the points given below	10
COHERENCE	4	Flow of ideas One paragraph	2 2
LANGUAGE	4	Impression • No errors found in grammar, punctuation and spelling • Good language with one or two errors • Average language with a few errors • Weak in language	 4 3 2 1
HEADING	1	Heading suitable for content	1
WORDS	1	Number indicated below	1

QUESTION 2: LETTER OF ENQUIRY

EMPILWENI YOUTH CLUB

Telephone: 10 digits, no cell phone numbers* Any address*
Fax : 10 digits * CITY IN CAPS*
Email: Any email address* Any code*

Date in June any year *

The Sport and Recreation Officer*
Empilweni Municipality*
Any address*
CITY IN CAPS*
Any code*

Dear Sir/Madam*

REQUEST TO USE THE EMPILWENI SPORTS PARK*

Paragraph 1

Goodwill paragraph
Refer to past dealings with the municipality./Refer to the request to use the sports park to celebrate youth month✓

Other paragraphs

Special Activity Day on 16 June 2019.✓

Starting at 07:00 to 16:00.✓

Various sporting events will be undertaken.✓

The most significant/important being gymnastics.✓

The purpose being to encourage physical activity among youth✓

Two benefits:
For health purposes✓
For crime prevention/Improve self-image✓

Mention the name of a celebrity✓

Closing paragraph

Express goodwill e.g I hope …✓

Yours faithfully*

Signature*

INITIAL AND SURNAME*
MANAGER* **[20]**

CONTENT	10	Determined by number of ticks
LANGUAGE	5	Impression • Very good – no errors found on grammar, punctuation and spelling 5 • Good – minimal errors 3 • Average and fair language 3 • Candidate extremely weak in language 1
FORMAT	5	(-1 for every error in areas marked *)

QUESTION 3: MINUTES OF A FORTNIGHTLY GENERAL MEETING

EMPILWENI YOUTH CLUB*

*CAPS MINUTES OF A FORTNIGHTLY✓ GENERAL MEETING HELD IN THE BOARDROOM ANY ADDRESS, EMPILWENI,✓ ON 07 MAY 2019✓ AT 07:30✓

1. *ATTENDANCE REGISTER

State number – five (5)✓

2. *APOLOGIES

None /name (number to tally with attendance register to give a total of 5✓

3. *OPENING AND WELCOME

The chairperson opened/welcomed✓ everyone to the meeting.

4.*MINUTES OF THE PREVIOUS MEETING OF 24 APRIL 2019✓

The minutes were read,✓ approved and signed.✓

5. *MATTERS ARISING FROM THE MINUTES

5.1 Feedback on readiness for June 16.✓

6. *NEW BUSINESS

Holiday Programme for September 2019✓

7. *GENERAL

Any item of a general nature. DO NOT ACCEPT: there was no general item✓

8.*DATE OF NEXT MEETING

21 May 2019✓

9. *CLOSURE

The meeting was closed at 08:20✓

*APPROVED

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*MANAGER SECRETARY

DATE **[25]**

CONTENT	15	Determined by number of ticks
LANGUAGE	5	Impression • Perfect – no errors found on grammar, punctuation and spelling 5 • Very good – one or two errors 4 • Fair, minimal errors that do not affect the flow 3 • Many errors, flow affected 2 • Candidate very weak in language 1
FORMAT	5	(-1 for every error in areas marked *)

QUESTION 4: FORMAL INVITATION AND REPLY

The Manager✓ and Staff of Empilweni Youth Club✓

Cordially invite
The Mayor✓ and Partner✓
to attend a fundraising Dinner Party✓
at Empilweni Community Centre✓
Any street address,✓ Empilweni
on 16 June 2019✓ at 19:00✓

GUEST SPEAKER: Ms Caster Semenya✓
The Olympiad✓

Dress: School Uniform✓

RSVP by 12 June 2019✓
Name of person✓
Cell phone number✓

[20]

CONTENT	15	Determined by number of ticks
DESIGN	5	Artistic use of space and varying fonts

QUESTION 5: LETTER OF RESIGNATION

Any physical address*
CITY IN CAPS*
Code number*

Before 18 June 2019*

Dear (supply appropriate title and surname)*

RESIGNATION AS FINANCIAL OFFICER*

State position from which the person resigns – Financial Officer✓
When the resignation takes effect – 25 June 2019✓

Reasons for resignation
New employer – Securex Financial Services.✓✓

Arrangements for mail/other correspondence✓

Express appreciation✓ for experience gained✓

Express goodwill✓ relating to current employer (Empilweni Youth Club).

Yours sincerely *

Signature*

NAME AND SURNAME*

[15]

CONTENT	8	Determined by number of ticks
LANGUAGE	4	Impression • No errors 4 • few errors 3 • Average 2 • weak 1
FORMAT	3	(-1 for every error in areas marked *)

TOTAL: 100

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