



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1020(E)(M24)H

NATIONAL CERTIFICATE

MANAGEMENT COMMUNICATION N4

(First Paper)

(5140364)

24 May 2019 (X-Paper)

09:00–12:00

OPEN-BOOK EXAMINATION

TWO references and TWO non-electronic dictionaries may be used.

This question paper consists of 5 pages and 1 addendum.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
MANAGEMENT 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. Start each section on a NEW page.
 5. Read and interpret the questions against the given background and use ALL the available information.
 6. Write neatly and legibly.
-

BACKGROUND INFORMATION

This is Empilweni Youth Club. The main aim of the club is to improve the quality of life of the local youth. In order to achieve some of your objectives, you organise various activities for young people. Imagine that you are the manager of the club.

QUESTION 1: PRÉCIS



You read an article, 'Keeping fit in the festive season.' You decided to share the contents with other staff members. Write a précis of 100 words in the form of a paragraph. Provide a different heading from the one given and write the number of words used in brackets at the end of the paragraph.

CONTENT	COHERENCE	LANGUAGE	HEADING	WORDS	TOTAL
10	4	4	1	1	20

QUESTION 2: LETTER OF ENQUIRY

The month of June has been identified as an important activity month for the youth nationally. Therefore an Activity Day has been planned for 16 June 2019 to mark the youth month's main celebrations.



Write a letter to the local municipality requesting the use of the sports park on 16 June 2019 between 07:00 and 16:00. Various sport events will be scheduled, the most important being the gymnastics to encourage physical activity among the youth. Name TWO benefits of physical exercise and TWO reasons for engaging the youth on this day.

Give the name of a celebrity who would also be invited to this Activity Day as a way of encouraging local youth to participate in the activities of the day.



Do not forget to express goodwill in the opening and closing paragraphs of your letter.

CONTENT	LANGUAGE	FORMAT	TOTAL
10	5	5	20

QUESTION 3: MINUTES OF A FORTNIGHTLY MEETING

Your club holds fortnightly meetings where activities are planned and progress on planned activities are reported to the staff. Members who were tasked with looking into June 16 issues gave feedback on the state of readiness for the day. The matter that was discussed for the first time was the holiday programme for the September holiday.

Staff consists of eight members, one of these is a housekeeper and two are on maintenance. Only the office staff attends these formal meetings.

Use the given format to write the minutes of the meeting held on 07 May 2019 at 07:30. The meeting took 50 minutes.

EMPILWENI YOUTH CLUB

MINUTES OF THE ... GENERAL MEETING HELD IN THE BOARDROOM, ... ON ...
AT ...

1. ATTENDANCE REGISTER
2. APOLOGIES
3. OPENING AND WELCOME
4. MINUTES OF THE PREVIOUS MEETING
5. MATTERS ARISING
6. NEW BUSINESS
7. GENERAL
8. DATE OF NEXT MEETING
9. CLOSURE

CONTENT	LANGUAGE	FORMAT	TOTAL
15	5	5	25

QUESTION 4: FORMAL INVITATION

The club is responsible for generating funds to run most of its projects. For that purpose a formal fundraising dinner is planned for 16 June 2019 at 19:00. The event will be held at the Empilweni Community Centre. Caster Semenya, the Olympiad, will be the guest speaker. Write a formal invitation to the mayor and his partner to attend this event.

CONTENT	DESIGN	TOTAL
15	5	20

QUESTION 5: LETTER OF RESIGNATION

Ms Mary Morris, the club's financial manager has handed in her resignation after obtaining employment with Securex Financial Services. She will be leaving the organisation on 25 June 2019 and has to serve a week's notice.

Write the resignation letter the financial manager submitted.



CONTENT	LANGUAGE	FORMAT	TOTAL
8	4	3	15

TOTAL: 100

ADDENDUM A

HOT TIPS FOR KEEPING FIT IN WINTER AND AFTERWARDS

With the colder weather, people tend to stay at home. But weather should not affect your routine. From a health point of view, exercise helps boost your immune system. During winter people are prone to flu and viral infections but experts advise that staying consistently active helps keep illnesses at bay as exercise boosts your immune system.

Motivate yourself that whether it's done early in the morning or later in the day, exercise has to be done! There's no such thing as perfect weather for running or exercise – it's about discipline and dedication. Also, remember why you are doing it. If you're exercising because it seems to be the trend, chances are that when it's raining you'll find an excuse not to do it. But when there's a bigger purpose and a reason, you will stick to your routine, come rain or sunshine.

These days, everything that is done at the gym can be done at home. You can use your own body weight, to do exercises like lunges, squats, push-ups, star jumps or find some staircases and run the stairs. If you don't have dumbbells, people have become creative. They take two-litre bottles, fill them with water and use those as their weights!

Don't try to do too much too soon, especially beginners. Just allow yourself to ease into things. Rushing things is one thing that stops people from being consistent with their exercise.

Particularly women must make sure they have the right support and are wearing the right bra. Chafing is one of the biggest consequences of incorrect fits. Consult with someone who specialises in bra fitment. There may be a cost involved, but it's important.

Make sure you have the right shoes – whether it's for running or for gym, a proper assessment before purchase is very important. Most sports shops have a person who will assist you in buying the correct shoes according to what you plan to do. Remember that wrong shoes can result in knee injury or back problems. Don't risk that!

Keep walking as this is the simplest strategy for keeping your exercise quota up. Skip taxis where possible and swap slops for trainers and explore your environment on foot. So often we choose convenience over activity. Park further from the shopping entrance and squeeze in extra walks after dinner in new destinations.

Hiking outdoors towards a planned destination is a great group activity for friends – especially in our awesome South African weather. Choose a scenic route, pack a picnic basket and aim for a specific destination.

Explore your environment. When you look around, you'll see that your home town offers a lot of fun and novel ways to entertain yourself! Nothing feels less like exercise while burning a ton of calories, than bouncing like a kid on trampolines!

If you struggle with motivation, sign yourself and your friends up for charity walks and fun runs. Not only are you getting a guaranteed workout and feeling encouraged to exercise in preparation, but you'll enjoy a social experience with your friends whilst supporting a good cause.