

**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL CERTIFICATE (VOCATIONAL)**

**ENGLISH FIRST ADDITIONAL LANGUAGE**  
**(Second Paper)**  
**NQF LEVEL 2**

**NOVEMBER 2011**

**(4101102)**

**28 October (X-Paper)**  
**09:00 – 12:00**

**This question paper consists of 8 pages and 3 addenda.**

|   |
|---|
| <p><b>TIME: 3 HOURS</b><br/><b>MARKS: 100</b></p> |
|---|

## **INSTRUCTIONS AND INFORMATION**

1. Answer ALL the questions.
  2. This paper consists of FIVE sections  
  
SECTION A: LETTER WRITING  
SECTION B: WRITING FOR LEARNING  
SECTION C: REPORT  
SECTION D: FUNCTIONAL WRITING  
SECTION E: EDITING
  3. Read the instructions for each question carefully.
  4. Number the answers according to the numbering system used in this question paper.
  5. Start each section on a new page.
  6. Leave a line between answers.
  7. Take note of the number of marks allocated per question.
  8. Plan your time carefully.
  9. Write neatly and legibly.
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**SECTION A: LETTER WRITING**

**QUESTION 1: LETTER OF GOODWILL**



Your friend, who lives in a town far from you, was recently married. Although you were invited to the wedding, you could not attend owing to unforeseen circumstances.

Write a letter of congratulations to your friend.

**GUIDELINES:**

Wish your friend all of the best for the future.

Mention why you could not attend.

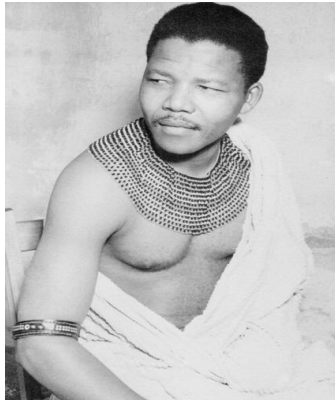
Mention that you would like to visit him/her and his/her husband/wife at a later date

Your letter must be approximately 120 - 150 words.

Indicate the number of words at the end of your letter.

| Content | Grammar/Style | Format | Total |
|---------|---------------|--------|-------|
| 8       | 5             | 7      | 20    |

**TOTAL SECTION A: 20**

**SECTION B: WRITING FOR LEARNING****QUESTION 2: FAMILY TREE**

A family tree is a chart or diagram showing the relationship between the people in a family. Refer to the diagram attached as ADDENDUM A and then complete then the complete the paragraph below. Write only the question number and your answer .

Evelyn Mase is (2.1) \_\_\_\_\_ (2.2) \_\_\_\_\_ wife of (2.3) \_\_\_\_\_ (2.4) \_\_\_\_\_ (2.5) \_\_\_\_\_.  
 Nelson Mandela's second (2.6) \_\_\_\_\_ is (2.7) \_\_\_\_\_ (2.8) \_\_\_\_\_. He has (2.9)  
 \_\_\_\_\_ children and (2.8) \_\_\_\_\_ grandchildren. The eldest of his children are  
 (2.10) \_\_\_\_\_, (2.11) and (2.12) \_\_\_\_\_. Zaziwe is the daughter of (2.13) \_\_\_\_\_.  
 Gaddafi's mother is 2.14 \_\_\_\_\_. Makhgatho's children are (2.15) \_\_\_\_\_  
 children, they are: (2.16) \_\_\_\_\_, (2.17) \_\_\_\_\_ and (2.18) \_\_\_\_\_. Ndileka is  
 Dumani's (2.19) \_\_\_\_\_. Zoleka (a girl) is Zenani's (2.20) \_\_\_\_\_.

**TOTAL SECTION B: 20**

**SECTION C: REPORT****QUESTION 3: FEEDBACK REPORT****The Sabi Sands Private Game Reserve**

You won a prize in a competition for wedding of the year. Your prize included two nights' accommodation at the Sabi Private Game Reserve in the Kruger National Park. You travelled to Nelspruit on South African Airways flight, SAA-1345. Louise Scott, Events Manager at Lux Beauty, main sponsor of this competition, asked you to write a report and give feedback on various aspects.

During your stay you were pampered with the following:

- En suite bedroom with Jacuzzi.
- Continental breakfast daily.
- Spa treatments
- Sunset tour of the Kruger National Park.
- A safari dinner with African cuisine.
- You received a Lux Beauty hamper pack and gift vouchers from Edgars and American Swiss.

Use the form attached as ADDENDUM B to complete the report. Remember to put your examination number on ADDENDUM B and to hand it in with your answer book.

| Content | Grammar/Style | Total |
|---------|---------------|-------|
| 17      | 3             | 20    |

**TOTAL SECTION C: 20**

**SECTION D: FUNCTIONAL WRITING****QUESTION 4: TELEPHONE MESSAGE**

On 1 October 2011, at 14:00, while staying at the Sabi Private Game Reserve in the Kruger National Park, you decided to call Ms Louise Scott, Events Manager at Lux Beauty to tell her how much you are enjoying your stay at the reserve. Ms Scott, however, was out of her office and her secretary, Lynette, took the call. The conversation between you and Lynette went as follows:

|          |   |
|----------|---|
| Lynette: | Good morning. Lux Beauty, you are speaking to Lynette. How can I help you?  |
| You:     | Hello, may I speak to Louise Scott?   |
| Lynette: | I am sorry, but she won't be available for the rest of the week. May I take a message?  |
| You:     | Yes. This is (any name) speaking. I won the wedding competition this year and would like to tell Ms Scott how wonderful our stay at the reserve is.   |
| Lynette: | I am so happy to hear that.   |
| You:     | This is such a wonderful opportunity! The service is superb. We are being treated like royalty! The food is excellent and the service that we are getting from the staff is exceeding our expectations. |
| Lynette: | That's wonderful.   |
| You:     | We are more than pleased. Please convey my message of appreciation to Louise.   |
| Lynette: | I will. Enjoy the rest of your stay   |
| You:     | Thank you. Good bye.  |

Use the above information to complete the telephone message form attached as ADDENDUM C. Remember to put your examination number on ADDENDUM C and to hand it in with your answer book.

**TOTAL SECTION D: 20**

**SECTION E: EDITING****QUESTION 5**

Read the extracts in the blocks below and then answer the questions below each block. Write only the question number and the correct answer.

One afternun I drove a friend from Orlando to the medical school at the University of the Witwatersrand. I go past Baragwanath Hospital in Johannesburg. As I passed a nearby bus stop, I noticed out of the corner of my eye a love young women waiting for the bus.

- 5.1 Correct the spelling error in the first sentence. (1)
- 5.2 Give the correct tense of the verb in brackets in the second sentence. (1)
- 5.3 Give the correct form of the verb in brackets in the last sentence. (1)
- 5.4 Give the singular form of the noun in brackets in the last sentence. (1)

I were struck by her beauty and terned my head to get a better look at \_\_\_\_ This womans face stayed with me.

- 5.5 Correct the concord error in the first sentence. (1)
- 5.6 Correct the spelling error in the first sentence. (1)
- 5.7 Fill in the missing pronoun in the first sentence. (1)
- 5.8 Correct the punctuation error in the second sentence. (1)

Some weaks afterwards, something interesting happened. I popped in \_\_\_\_ see Oliver and their was this same young woman with her brother, sit in front of Oliver's desk.

- 5.9 Correct the spelling error in the first sentence. (1)
- 5.10 Fill in the missing preposition in the second sentence. (1)
- 5.11 Correct the spelling error in the second sentence. (1)
- 5.12 Give the correct form of the word in brackets in the second sentence. (1)

I was taken back / aback and do my best not to show how surprised I was. Oliver introduced me to them and explianed that they were visiting him to discuss a legal matter. she name was Nomzamo Winifred Madikizela.

- 5.13 Choose the correct word in brackets in the first sentence. (1)
- 5.14 Give the correct tense of the verb in brackets in the first sentence. (1)

- 5.15 Correct the spelling error in the second sentence. (1)
- 5.16 Correct the pronoun in brackets in the last sentence. (1)

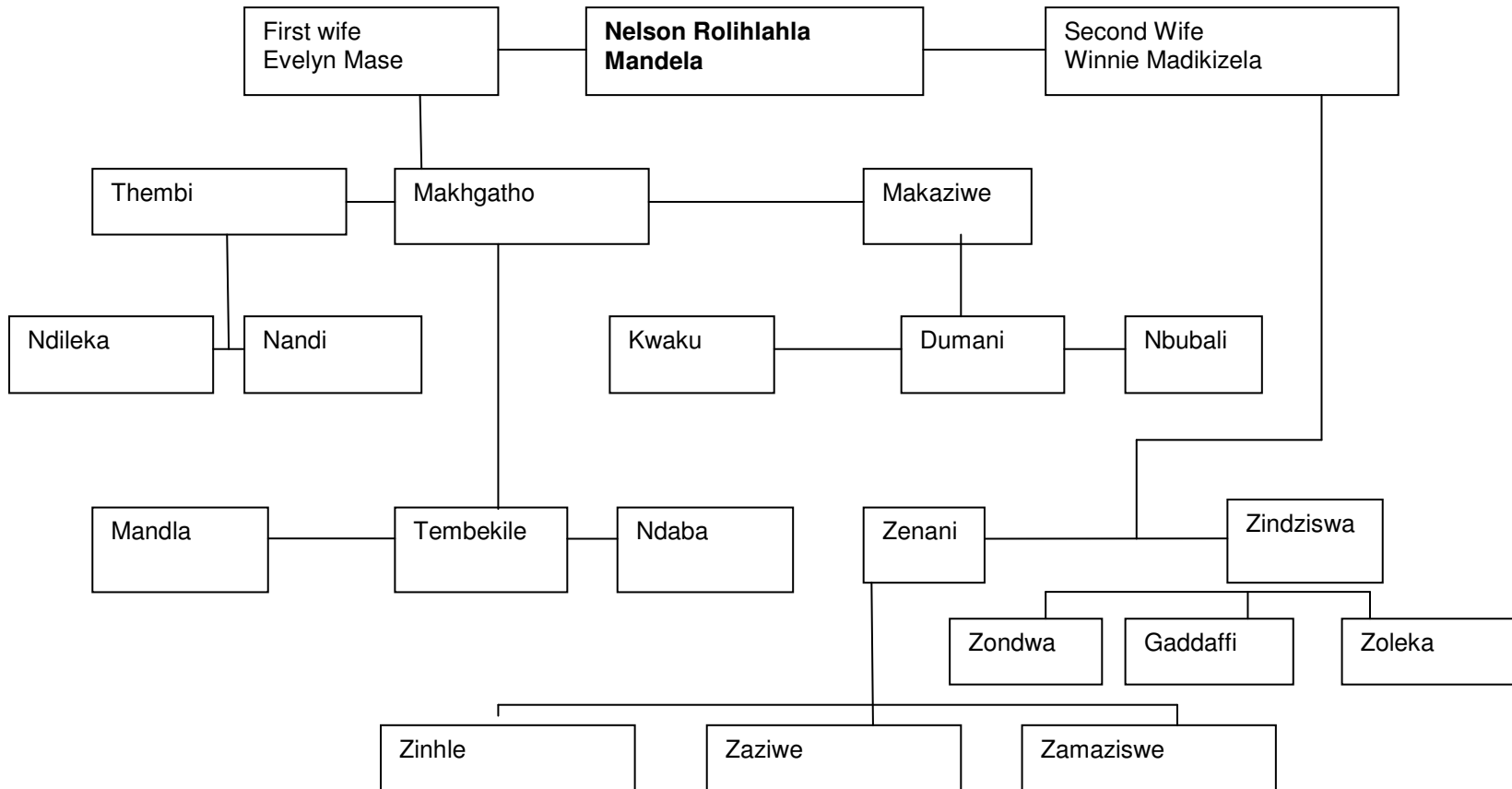
She had recently completed her studys as a social worker and was working at the baragwanath Hospital. I cannot say for certain that there is such a thing as love \_\_\_ first sight, but I do know that the moment I glanced at Winnie Nomzamo, I know I wanted to have her as my wife.

- 5.17 Correct the spelling error in the first sentence (1)
- 5.18 Correct the punctuation error in the first sentence. (1)
- 5.19 Fill in the missing preposition in the last sentence. (1)
- 5.20 Correct the grammar error in the last sentence. (1)
- [20]**

**TOTAL SECTION E: 20**  
**GRAND TOTAL: 100**



**ADDENDUM A QUESTION 2**



**ADDENDUM B**

**Examination Number:**

**QUESTION 3: FEEDBACK REPORT**



**FEEDBACK REPORT**

|   |  |
|---|--|
| Date of visit   |  |
| Transport to destination  |  |
| Name of hotel /Location   |  |
| Number of people:   |  |
| Comment on: <ul style="list-style-type: none"><li>• Catering</li><li>• Accommodation</li><li>• Excursions (day trips)</li></ul> |  |
| Additional Prizes   |  |
| Report requested by   |  |
| Report compiled by:   |  |
| Telephone number:   |  |
| Signature:  |  |

**ADDENDUM C**

**EXAMINATION NUMBER:**

**QUESTION 4: TELEPHONE MESSAGE**



**TELEPHONE MESSAGE**

|                  |  |
|------------------|--|
| <b>TO:</b>       |  |
| <b>POSITION:</b> |  |
| <b>DATE:</b>     |  |
| <b>FROM:</b>     |  |
| <b>TEL:</b>      |  |
| <b>TIME:</b>     |  |

**MESSAGE :**

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|--------------------------|--|
| <b>Message taken by:</b> |  |
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