

SEMESTER 02
ASSIGNMENT 01
N.B THIS ASSIGNMENT CONTAINS TWO COMPULSORY
QUESTIONS

Submit this assignment only if you are registered for **Semester 2 in 2023**. All submissions **must** be converted to **pdf** files. Check that you have uploaded the file containing your specific assignment.

Please ensure that you also include your plagiarism form, which is on the last page.

IMPORTANT

Please read the following guidelines before attempting to answer this assignment:

Refer to the assessment rubric on page 4 for further information on how this question will be assessed. You will be assessed in terms of content, context, structure, style, register, language accuracy, editing and proofreading. You may need to do some extensive reading in order to answer this question. For instance, you may not be familiar with a memorandum at the workplace; therefore, you may need to acquaint yourself with this context in order to produce the relevant content in a logical and comprehensive answer.

**QUESTION 1: WRITING SKILLS IN WORKPLACE
CORRESPONDENCE**

The purpose of this question is to assess your ability to write a memorandum. This requires you to do the necessary preparatory reading so that you can answer the question convincingly and adequately. You should ask yourself whether the intended reader of this memorandum would grasp the purpose and respond with the expected outcome.

BACKGROUND

Potholes in the municipality, particularly those on the R30 highway, have been the subject of several complaints to the Bodikela municipality. The highway is used by the community to go to and from work. Traffic is a nightmare during the rush hour. Cars are damaged and some motorists are involved in car accidents due to potholes that the municipality has neglected to repair. The community has threatened to go on strike

in two weeks if the municipality does not repair the potholes that are damaging their cars and causing accidents that can be avoided. As the Municipal Manager, you have compiled a memorandum informing the community about repairs and general roadworks to be carried out on the highway.

INSTRUCTIONS

Read the draft memorandum below, which contains some deliberate errors, and improve it by revising, editing, and proofreading it. This means that you should write an improved final version of the memorandum which will be sent to the staff.

In your final version of the memorandum, you should:

- Revise the structure of the memorandum.
- Include additional relevant information and omit irrelevant information.
- Use correct grammar and sentence structure to establish the appropriate style and register.
- Write well-structured paragraphs that are concise, coherent, and logically sequenced.

Draft Memorandum

From: management

to: the communities at large

date: 07 may 2022

subject: we are repairing!!

The Municipal Manager of the Bodikela municipality has heard you the community regarding the state of the R30 highway. I understand that you are all complaining about the poor state of the highway that contributes to the increased number of road accidents and deaths recording daily. The municipality extends condolences to families that lost their loved ones on the R30 and words of comfort to those with injuries and those who suffered emotional trauma from the accidents involving their cars. The relevant authorities within the municipality have been working tirelessly to assist all relevant claims and are still doing so for the benefit of the community. Bear in mind guys, my efficient team are working with the Road Fund Claims and car insurance companies to avoid any delays from our side.

The management council of the Bodikela municipality has approved the R10M budget allocated to repairing the potholes on the R30 highway. The repairs are scheduled to run over a period of four weeks (1 month), starting on 01 June 2023 until 29 June 2023. The road will be partially closed for the repairs and members of the community are advised to use another roads. For those who cant use alternative roads, there will be visibly policing and traffic management by the Bodikela Metropole Department every morning and afternoon four for weeks.

Further communication from the municipality will be communicated on the community radio stations, local newspapers and SMS messages will be sent as well.

Nontsikelelo Sibanyoni

Nontsikelelo Sibanyoni

Manager Bodikela Municipality

sibanyonin@bodikela.co.za

2771340950

Shutter office suite, room 1

Executive suites

Bodikela

1190

SUB-TOTAL: 50 MARKS

	Excellent (75% – 100%)	Meritorious (65% – 74%)	Adequate (50% - 64%)	Low average (40% – 49%)	Inadequate (39% and below)
25 marks	19 - 25	16 – 18	12.5 - 15	10 – 12	9 and below
CONTENT & REVISION OF STRUCTURE - Revision to the structure of the memorandum Addition of relevant information and omission of irrelevant information	The structure of the memorandum is accurately revised. Relevant information has been added to the original memorandum. All irrelevant information has been omitted from the memorandum.	The structure of the memorandum is substantially revised. Relevant information has been added to the original memorandum. Irrelevant information has mostly been omitted memorandum.	The structure of the memorandum is adequately revised. Some relevant information has been added to the original memo. Some irrelevant information has been omitted from the memorandum.	The structure of the memorandum lacks revision. Little information has been added to the original memorandum. Very little irrelevant information has been omitted from the memorandum.	The structure of the original memorandum remains largely unrevised.
25 marks	19 - 25	16 – 18	12.5 - 15	10 – 12	9 and below
LANGUAGE, STYLE & COHERENCE - Appropriateness of grammar, sentence structure, style and register - Conciseness, coherence, and logical sequence of paragraphs	Correct use of grammar and sentence structure to establish the appropriate style and register. All paragraphs are concise, coherent, and logically sequenced.	Mostly correct use of grammar and sentence structure to establish the appropriate style and register. Most paragraphs are concise, coherent, and logically sequenced.	Moderately correct use of grammar and sentence structure to establish the appropriate style and register. Some paragraphs are concise, coherent, and logically sequenced.	Substantial errors in grammar and sentence structure to establish the appropriate style and register. Paragraphs are not concise, coherent, or logically sequenced.	Grammar and paragraphing are full of errors that interfere with meaning.

QUESTION 2: MINUTES OF A MEETING

The purpose of this question is to assess your ability to record minutes accurately and objectively, using formal language. This requires you to do the necessary preparatory reading so that you can answer the question adequately.

Work through Unit 2 in the Study Guide and Learning Unit 2 in the workbook before attempting to answer this question. Please refer to the assessment rubric on page 9 for further information on how this question will be assessed.

BACKGROUND

The advent of the Covid-19 pandemic resulted in new ways of doing things in our lives and particularly in education. Tuition is one area that has been severely affected because of new regulations introduced by governments to minimise the effects of the pandemic. One such an institution that was affected by the pandemic and the new regulations was Sunsplash University in the Southwestern Republic.

The senate of this institution is currently having a meeting to plan on new tuition measures that will be in line with government policy. The meeting is now onto the fourth item, **4.4 new rules and measures to regulate how tuition will be conducted in the next year because of the Covid-19 pandemic.**

INSTRUCTIONS

Below is a transcript (written or printed copy of exact words) of what was said under the agenda item of this meeting presented in a form of a dialogue. As the secretary of the senate, it is your responsibility to take down minutes during meetings. Take heed of the following points as you write the minutes under this item:

- The **complete agenda and format for minutes is not required.**
- Carefully **select** and **summarise** information and make changes to style and grammar.
- Note that you should not record what each person said in turn.
- You should use the **linear format** of minutes (in sentences and paragraphs).
- Your answer should **not exceed 1 page** in length.

TRANSCRIPT

Dr Faden:

I am now going to request Mrs Cheryl to give us a brief background to the next item on our agenda. As we all know this item has to do with the new tuition regulations that the university must come up with and hopefully put in place in the beginning of the 2023 academic year.

Mrs Cheryl: Thank you very much Dr Faden for this opportunity. Colleagues, I hope that this is a matter that none of us is surprised about. This has to do with the pandemic that we are all familiar with at this stage. The fact that the government has put in place regulations and new laws as a way of trying to slow down the deadly effects of the covid-19 pandemic means that all entities in the country must follow suit. What this means for our university is that we must also adjust and adapt our own rules so that they are in line with those of the government.

Prof Shavit: Yes, I agree with Mrs Cheryl that the university must come with a way of making sure that what happens here is *not out of sync* with what the government is saying. As a university, we are a microcosm of society, and we have a much bigger responsibility to lead society.

Ms Sakina: When I listen carefully, I hear that we must adopt the government regulations and implement them as they are here? Or am I wrong colleagues?

Dr Faden: Not at all Ms Sakina, no one will say you are wrong or right here. It is a good thing that you are posing these questions, we really must put our heads together and try to find measures and regulations that will act as protection for our students and the university community at large. The measures that we come up with should focus on how students conduct themselves and how they attend classes. For example, social distancing should also apply among students.

Dr Dumisile: That is a very important point Dr Faden. So, the government has regulated that there should be two metres of social distancing between people. The question now would be how practical would this measure be here on this

campus? The challenge obviously becomes the issue of the big numbers of our student community.

Dr Ken: The two issues that are raised by my good friend, Dr Dumisile, are not mutually exclusive. I want to suggest that we deal with the issue of the big classes as well. This is an untenable situation in the circumstances. We cannot continue to have the same numbers in our classes and manage to have a two metres social distance between students.

Ms Sakina: I want to come with the suggestion of alternating classes, this would mean that the classes could be split in half, and we rope in assistant lecturers to handle some of the teaching responsibilities.

Prof Shavit: We are all in agreement about what needs to be recommended to the office of the vice-chancellor. Are we all in agreement about what is being suggested?

All: Yes, we agree!

Dr Faden: Colleagues, this means we are in support of the two metres social distancing as well as the alternating of classes. It follows that more assistant lecturers be roped in for extra teaching. As to how this will be funded is the responsibility of the university and its top management structures.

Dr Dumisile: Chair, as an afterthought, I also suggest that the university also invests in laptops and iPads for student learning. I am saying this because some of the teaching and learning can be conducted online. I think that this is something that colleagues can support as part of our resolution to be taken to the office of the vice-chancellor.

Dr Faden: Is there any objection to what Dr Dumi has suggested regarding laptops and iPads?

All: We have no objection!

Dr Faden:

Colleagues, I am going to ask Prof Shavit to table our suggestions as discussed in this meeting so that I can take them to the vice-chancellor when I meet with her on 01 July 2023. Thank you very much, colleagues!

SUB-TOTAL: 50

MARKS

TOTAL: 100 MARKS

Criteria	Excellent 75-100	Meritorious 65-74	Pass Average: 50-64	Low average: 40-49	Inadequate 38 and below
	22.5 - 30	19.5 - 20	15 - 17.5	12 - 14.5	6 - 11.5
CONTENT & STRUCTURE Content: Information accuracy and completeness Structure: Paragraphing, subheadings, format conventions Reorganise, revise (and summarise) information 30 MARKS	-Accurate and complete content presented -Highly elaborated and all details support the topic -Extensive knowledge of features of the type of text - Appropriate and accurate format and paragraph structure -Writing maintains focus -Very coherence in content and ideas <i>Where required, ideas are accurately summarized using own words</i>	-Substantial content presented with accuracy -Well elaborated and almost all details support the topic – with minor digressions Very good response demonstrating good knowledge of features of the type of text Appropriate format with minor inaccuracies -Writing maintains focus -Coherent in content and ideas <i>- Where required, ideas are well summarized using own words</i>	-Adequate content presented with accuracy -Adequately elaborated and adequate details support the topic – with some digressions A good response demonstrating good knowledge of features of the type of text Appropriate format with some inaccuracies -Writing maintains focus -Coherent in content and ideas with some inaccuracies <i>- Where required, ideas are summarized but some patchwriting is evident</i> 18 – 19 (Above average) 60 – 64% Slightly above average but not deserving of a first-class grade	-Basic content presented. -Few details support the topic -Basic response demonstrating some knowledge of features of the type of text -Appropriate format with some inaccuracies -Not always coherent in content and ideas <i>- Where required, ideas are not well summarized and there is heavy reliance on some patchwriting</i>	-Very few details support the topic – with major digressions -Response reveals inadequate knowledge of features of the type of text -Not coherent in content and ideas -Has applied limited rules of format <i>Failed to summarise ideas</i> 0 – 5.5 (Weak) -Has written only a few lines and/or shows no understanding of the question. -Largely incoherent -Rehashed ideas from the original text
LANGUAGE, STYLE & EDITING Language accuracy: error-free grammar, spelling, punctuation, typing or handwriting Style: Appropriateness (formality, discourse, register, tone) and sentence structure 20 MARKS	-Grammatically accurate and well-constructed -Virtually error-free -Tone, register, style and vocabulary highly appropriate to purpose, audience and context	Generally grammatically accurate and well-constructed -Very good vocabulary -Mostly free of errors -Tone, register, style and vocabulary very appropriate to purpose, audience and context	-Some grammatical errors -Adequate vocabulary -Errors do not impede meaning -Tone, register, style and vocabulary appropriate to purpose, audience and context	-Substantial grammatical errors but still makes meaning -Limited vocabulary Tone, register, style and vocabulary less appropriate to purpose, audience and context	-Error-ridden and confused -Vocabulary not suitable for purpose -Meaning seriously impaired Tone, register, style and vocabulary do not correspond to purpose, audience and context