



NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF HUMAN SCIENCES

DEPARTMENT OF EDUCATION AND LANGUAGES

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| COURSE CODE: PWR611S | COURSE NAME: PROFESSIONAL WRITING |
| DATE: JUNE 2023 | MODE: FM, PM & DI |
| DURATION: 3 HOURS | MARKS: 100 |

| FIRST OPPORTUNITY QUESTION PAPER | |
|----------------------------------|--------------------------------|
| EXAMINER: | DR T H N FRANS MR C GWASIRA |
| MODERATOR: | MS K DU PLESSIS |

| INSTRUCTIONS |
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| 1. Answer ALL the questions. 2. Write clearly and neatly. 3. Number the answers clearly. |
| THIS QUESTION CONSISTS OF 7 PAGES INCLUDING. |

PERMISSIBLE MATERIALS

1. Examination paper
2. Examination script

SECTION A: GENERAL QUESTIONS [20]

QUESTION 1

- 1.1 Mention any two methods that are used to select the content of business correspondence. (2)
- 1.2 What is the purpose of the introductory paragraph of a business letter? (2)
- 1.3 What is the purpose of the conclusion paragraph of a business letter? (2)
- 1.4 Discuss what a 'tone' is in business letter writing. (2)
- 1.5 Name three steps of the writing process. (3)
- 1.6 A 'situation' is one of the sections of a Memorandum. Explain its content. (2)
- 1.7 Explain the two terms: solicited and unsolicited proposals. (4)
- 1.8 Name three advantages of email. (3)

SECTION B: PERSUASIVE WRITING [20]

QUESTION 2

Read the following text and answer the question that follows.

The Community Development Committee of Elondo Enterprises decided to donate books to the SOS Children's home in Tsandi. Please bring your book to work by the end of the week, so we can hand the books over next week.

The SOS Children's home does not have an extensive library. Children often have to do assignments and find it hard to find information. Some children would like to read, but there are no books.

Provide the following information based on the text.

- 4.1 Provide a rhetorical question for the text. (2)
- 4.2 Give a brief background of the problem. (3)
- 4.3 Identify and write down the emotional plea sentence in the text. (2)
- 4.4 What action does the writer want the reader to take in the text? (2)
- 4.5 What is Metaphor as an indirect claim? (3)
- 4.5 Explain the following AIDA phases.
 - 4.4.1 ATTENTION (2)
 - 4.4.2 INTEREST (2)

4.4.3 DESIRE (2)

4.4.2 ACTION (2)

SECTION C: REPORT WRITING [30]

Read the following article and answer the question below the article.

QUESTION 3

You are the Director in the Human and Wildlife Department in the Ministry of Environment and Tourism in Namibia and have done research in different conservancies in Namibia on the conflict between humans and wildlife. On the 13 September 2022, you were requested by the Minister of Environment and Tourism to write a short formal report on the effects of human and wildlife conflict in different conservancies in Namibia. Your report should reach the Minister's office on the 13 January 2023 for further action. Your report has to provide the Minister with information on the effects of the conflict between humans and wildlife. You also have to provide recommendations for an action plan to be taken to overcome the conflicts.

HUMAN-WILDLIFE CONFLICT

The Big Issues

Human-Wildlife conflict

Community conservation Namibia

Edited:

African wildlife is one of the remaining assets of the natural world with considerable potential to benefit rural communities. However, one of the greatest threats to this wildlife, particularly the more iconic species such as elephants and lions, arises from human-wildlife conflict (HWC), i.e., retaliation due to loss of livestock to predators, crop damage from elephants and loss of human life or injury.

Both lions and elephants require vast ranges to satisfy social and biological needs. Loss of range caused by anthropogenic changes is the most serious threat to both species. Although the two species are not necessarily responsible for the most HWC, lions and elephants are feared by people due to the potential personal danger these animals may pose.

It is often the poorest and most marginalised people living far from urban centres without job creation opportunities that bear the brunt of living with wildlife. In Namibia, the communal areas that suffer the most HWC also fall within the poorest constituencies of the country, where in some cases 40% of the population lives below recognised poverty lines.

The Government's communal conservancy programme has sought to reduce HWC by empowering communities to manage the wildlife and generate income and benefits for conservancy members. Fees are earned from tourism and conservation hunting and used to meet conservation costs and invested into local development projects. Also, such enterprise creates desperately needed employment and training opportunities that are otherwise extremely scarce. However, the current level of returns and benefits from wildlife do not cover the losses generated from human-wildlife conflict. The problem of HWC is being further compounded by increasing human population, livelihood demands on the land and the impact of climate change. HWC policy leading to action backed by significant resources is therefore required to mitigate the losses and conflict if the future of wildlife, particularly iconic species, is going to be secured in the African landscape.

A POLICY FRAMEWORK

Addressing Human-Wildlife Conflict requires striking a balance between conservation priorities and the needs of people who live with wildlife. Most Namibians depend on the land for their subsistence. But the presence of many species of large mammals and predators, combined with settlement patterns of people, leads to conflict between people and wildlife. It is therefore

necessary that mechanisms are created for rural communities and farmers to manage and benefit from wildlife and other natural resources.

Therefore, in order to provide national guidelines for human-wildlife conflict mitigation, the MET launched a **Human Wildlife Conflict Policy** in 2009, which was revised in 2018. While the policy makes clear that wildlife is just that – wild, and a part of the natural environment - the Government also recognises that living with wildlife carries a cost and that there is an urgent need to find practical approaches and solutions to reduce the impacts of human-wildlife conflict, particularly in areas with the most vulnerable communities in Namibia.

The national policy allows for the management of human-wildlife conflict in a way that recognises the rights and development needs of local communities, recognises the need to promote biodiversity conservation, promotes self-reliance and ensures that decision-making is quick, efficient and based on the best available information. In order to address the impact of human-wildlife conflict, the policy sets out several strategies which include research and monitoring; integrated land use planning; removal of problem causing animals; appropriate technical solutions for mitigating human-wildlife conflict; and application of revenues from problem causing animals to address and prevent the losses of affected persons.

Levels and types of conflict

The level and type of human-wildlife conflict experienced varies throughout Namibia. Conservancies west of Etosha National Park have generally reported more conflict incidents than those in other areas. The species reported to cause the highest number of incidents in this period are shown – note that this is not the amount of damage caused (e.g. livestock killed or crops damaged), but the number of incidents reported. Spotted hyaena, cheetah (north-west) and elephant (primarily northeast) conflict predominates in several conservancies. Crocodile conflict is restricted to the perennial rivers in the north; black-backed jackal conflict is common in the south and central; African wild dog conflict is most frequently reported in two conservancies in the east. The remaining conflict-causing species are either the most frequently reported in only one conservancy each (e.g. hippo, caracal, antelope), or in a few geographically scattered conservancies (e.g. leopard, lion).

OFFSETTING LOSSES

Each year Namibia's communal conservancies collect data on the number of incidents reported by community game guards. While the numbers are not verified, they do give an indication of the level

of conflict that is occurring in many of the 86 conservancies. By far the largest number of incidents reported are attacks on livestock, averaging approximately 6,000 incidents per annum since 2015. To offset losses to farmers from wildlife the MEFT has paid over N\$ 3 million dollars to conservancies from the Game Products Trust Fund since 2015. In addition, a number of conservancies have stated in their financial reports that they have set aside over N\$ 4.3 million for HWC offset payments to their members.

Although it is *not* Government policy to provide compensation for losses due to wild animals, it is recognised that there is a need to find means to offset the losses caused. With this in mind, the policy has introduced the Human Wildlife Self Reliance Scheme that allows for offset payments under strict conditions. For example, loss of livestock must be reported within 24 hours and verified by the MEFT or by a conservancy game guard and payments will not be made if reasonable precautions were not taken.

As reported above, funding for the self-reliance scheme is being provided by the MEFT from the Game Products Trust Fund. Each conservancy is provided with an upfront payment of N\$ 60,000 to which conservancies are expected to add funding of their own. Conservancies with a reasonable income should be able to run their own self-insurance schemes in the future. Otherwise, there is a risk that, unless conservancies at least match the funds provided by the MEFT and rigorously check claims – in other words, move towards self-reliance – then like other compensation schemes in the region, claims will rise and funding will be insufficient to deal with them.

INSTRUCTIONS FOR ANSWERING THIS QUESTION

1. You may use relevant information from the article and **invent any details required** but may not copy whole sentences from the article.
2. Write only the following sections of the report:
 - The identification section (5)
 - The terms of reference (5)
 - The finding section (provide at least 4 findings) (4)
 - The recommendations section (provide at least 4 recommendations) (4)
 - Finish with your signature and the completion date (2)
 - Language and Style (10)

DO NOT WRITE THE **PROCEDURE AND CONCLUSION**.

QUESTION 4

Read the following tender carefully.

Provision of Consultancy Services for Drilling New Boreholes, Cleaning of Existing... Tender

MUNICIPALITY OF OMARURU has floated a tender for Provision of Consultancy Services for Drilling New Boreholes, Cleaning of Existing Boreholes and Carry out a Hydrological Study to Assess Feasibility and the Impact of High Abstraction on the Aquifer System. The project location is Namibia, and the tender is closing on 20 Apr 2023. The tender notice number is -, while the TOT Ref Number is 81184963. Bidders can have further information about the Tender and can request the complete Tender document by Registering on the site.

Procurement Summary

Country: **Namibia**

Summary: **Provision of Consultancy Services for Drilling New Boreholes, Cleaning of Existing Boreholes and Carry out a Hydrological Study to Assess Feasibility and the Impact of High Abstraction on the Aquifer System**

Deadline: **20 Apr 2023**

Other Information

Notice Type: **Tender**

TOT Ref. No.: **81184963**

Document Ref. No.: xxxxxxxxx

Competition: **ICB**

Financier: **Self-Financed**

Purchaser Ownership: **Public**

Tender Value: **Refer Document**

Write the right proposal letter to the Chief Executive Officer at Omaruru Municipality for this tender. Do not write Staffing and Budget for this question but indicate that they are in "Appendix".

THE END