



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
FACULTY OF HUMAN SCIENCES**

DEPARTMENT OF EDUCATION AND LANGUAGES

COURSE CODE: PWR611S	COURSE NAME: PROFESSIONAL WRITING
DATE: NOVEMBER 2019	MODE: FM, PM & DI
DURATION: 3 HOURS	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINERS:	Mr C Gwasira Ms J Brandt Dr K lipinge Ms E Limwena Ms A Smith
MODERATOR:	Mr T. Chunga

INSTRUCTIONS
1. Answer ALL the questions. 2. Write clearly and neatly. 3. Number the answers correctly.

PERMISSIBLE MATERIALS

1. Examination paper.
2. Examination script.

THIS QUESTION PAPER CONSISTS OF 6 PAGES (INCLUDING THIS FRONT PAGE)

SECTION A: LETTER WRITING: BUSINESS LETTER

[30 marks]

Read the telephone conversation below and then do the task that follows.

A: Hello, is that Havana Building Supplies?

B: Yes it is.

A: Can I talk to the Manager?

B: Manager speaking. How can I help you?

A: My name is Eben Daniels. I ordered 5 cubic metres of sand from Havana Building Supplies last week on October 8. The sand was delivered the same day at house number 35 in Ottawa street. However, when the delivery truck was being reversed into my yard, it hit the boundary brick wall and the wall fell down. I talked to the driver but he appeared shocked.

B Okay. Did he deliver the sand?

A: Yes he did.

B: How extensive is the damage to the wall?

A: The damage is quite bad. About three metres of the wall is flat on the ground; and the gate was affected as well.

B: Right. I'm going to talk to the driver. After that I'll come to your place and assess the damaged wall and gate that you have reported. Thereafter, I shall meet with management and decide on what we shall do.

A: Thank you.

B: Okay. Good-bye.

You are the Manager of Havana Building Supplies. After speaking to the customer on the phone you investigated the matter. Write a letter of adjustment of about 250 words to the customer. Your letter should be EITHER positive adjustment OR negative adjustment. Invent the addresses and any other necessary information.

SECTION B: REPORT WRITING

[30 marks]

The Director of Child welfare in the Ministry of health and social services in Namibia is concerned about the general upkeep of children in the country. In particular, he would like to find out the extent of malnutrition, the causes and the effects. The Director on 25 October 2019, instructed you as District Health Officer to carry out an investigation and prepare a Short formal Report. The report with recommendations on how to tackle the problem of malnutrition should reach his office on or before 15 November 2019.

Read the newspaper article below and use some information from it to answer the question that follows.

Namibia: Government to Probe Undernourishment

The study promises to generate data and information that will guide policy makers in finding alternative interventions to tackling malnutrition in the country.

WITH one in four Namibian children experiencing stunted growth as a result of malnutrition, Namibia is undertaking a study to establish the long-term economic and social effects of malnutrition in an effort to cut this figure by half, and ultimately eliminate it, by 2030.

Executive director of the National Planning Commission (NPC) Annelly Haiphene revealed this at the launch of the Cost of Hunger in Africa (Coha) study last week. The study, which has been undertaken in 17 other African countries, promises to generate data and information that will guide policy makers in finding alternative interventions to tackling malnutrition in the country. "Measuring the cost of hunger in Namibia will help us understand the cause and consequences of malnutrition [and] understand the socio-economic impact," Haiphene stated.

UN resident coordinator to Namibia Rachel Odede said malnutrition is a multi-faceted problem which is responsible for millions of deaths globally, and as a result, causes economic loss and slows down economic growth. She added that malnutrition hinders the continent's efforts towards achieving the 2030 agenda for sustainable development. Odede cited the 2013 Namibia Demographic Health Survey (NDHS) statistics, which show that 24% of Namibian children under the age of five experience stunted growth – meaning they are too short for their age – as a result of malnutrition, and added that this affects their health, school performance, and ability to contribute to social and economic development later on in life.

"The 2030 agenda for sustainable development that promises to leave no one behind promotes sustainable solutions for many challenges, but many of the goals and targets are not achievable unless hunger and food and nutrition insecurity are eliminated," she said. The 'Crop Prospects, Food Security and Drought Situation Report' compiled by the ministry of agriculture in July detailed that Namibia currently produces only 43% of its total national food needs. Furthermore, the Namibian Vulnerability Assessment Committee report

(NAMVAC 2019) stated that about 289 644 people are experiencing food insecurity and need immediate food assistance. This number is expected to rise during the course of the 2019/20 consumption period, the report indicated.

“An additional 15% of the population is moderately food insecure, meaning they would not meet their daily food requirements of 2100 kilocalories even if they allocated all their consumptions to food,” said minister of economic planning and director general of the NPC Obeth Kandjoze, in a speech read on his behalf. Kandjoze noted that nutrition is an important pillar of Namibia's development agenda, and that the study will provide the country with scenario-based analysis that projects savings gained from reducing under-nutrition; recommendations that will contribute to human capital gains in Namibia, and an evidence base to justify an increased investment in nutrition.

The minister highlighted that the most common and immediate causes of malnutrition in children are inadequate breastfeeding and poor complementary feeding, poor care-taking practices, frequent infections from diseases such as diarrhoea because of poor hygiene, malaria, pneumonia and poor maternal nutrition. “This is premised on the fact that sound nutrition is the foundation for child survival, growth and development. Good nutrition is recognised by the Convention on the Rights of the Child as one of the child's rights to the enjoyment of the highest attainable standard of health.”

Angelline Rudakubana, WFP director and representative to the African Union and United Nations Economic Commission for Africa, said referenced findings from other countries which show that undernourished children have a higher risk of sickness, higher risk of dying at an early age, repeating grades and dropping out of school. “They are less productive both in manual and non-manual activities. All these are additional costs to health, education and the economy in general,” she said. “The truth is that ending hunger is not only about investing in people, but about investing in long-term economic and social development.”

[The Namibian 20.09.2019. Adapted]

Glossary of terms:

Undernourishment : poor health resulting from lack of food

Malnutrition: a poor condition of health caused by lack of food or the right type of food

Write only the following sections of your Short Formal Report:

- Title (2)
- Identification section (4)
- Terms of reference (4)
- Findings: 3 causes of malnutrition (6)
3 effects of malnutrition

- Recommendations (at least 2) (4)
- Signature and completion date (2)
- [Format (2)]
- [language and style (6)]

DO NOT WRITE THE PROCEDURES AND CONCLUSIONS SECTIONS

SECTION C: PERSUASIVE WRITING

[30 marks]

You are the Director of a health and fitness club called SUPER HEALTH. You wish to introduce sports activities in selected primary schools in Namibia for the benefit of the school children. Write a persuasive letter to the school principal of one school in which you present the idea of your club's super sport activities for primary school children. Bear in mind the AIDA organisational plan. Invent the addresses and any other necessary information.

You may use some ideas from the following excerpt from the handbook 'A guide for physical Education in Namibia' by the Ministry of Education Arts and Culture. Do not copy whole sentences from the article.

Namibia and its young people face many challenges in achieving the Vision 2030 goals. The Ministry of Education, Arts and Culture (MEAC) strongly believes that in order to support learners to attain optimal learning and teaching outcomes, holistic development of learners and MEAC workforce has to form the centrepiece of the Ministry's strategy to improve the education sector. Physical activity is vital to the holistic development of young people, fostering their physical, social and emotional health. Effective learning and engaged participation in school activities depends on the good health of every school-going learner. Research generally supports the suggestion that academic performance is enhanced by increased habitual physical activity; moreover, learners who take part in sports-related educational programmes have greater knowledge of life skills and higher self-belief about their abilities to set goals, solve problems and think positively. Life skills are not learned through text books alone, but through practice, implementation and learning by doing. MEAC has realised the potential of integrated physical education as a vehicle not only to a healthy nation, but also to improve the life skills of our learners. By using Physical Education (PE) to strengthen our life skills curriculum, we are not only ensuring that our learners are physically active, but that they are engaging with life skills in a practical manner. PE as a subject contributes to Health and Wellness Education. PE focuses on developing psycho-motor skills, developing self-esteem through an appreciation and enjoyment of one's body; the relationship between mind and body; learning how to maintain fitness throughout life; developing social skills through cooperation, positive competition with others and motivation for continued lifelong physical activity. Similarly, sport has been part of Namibian life for centuries. Sport is very popular in Namibia, from school level into communities. Sport thus offers an ideal opportunity for learners to acquire good values, life skills and a healthy lifestyle. The sport for development programmes introduced by the GIZ and other stakeholders over the last few years have combined sport skills with life skills and healthy lifestyle themes in an innovative way.

[A Guide for PE Teachers in Namibia, MEAC 2016. Adapted]

SECTION D: PROPOSAL WRITING

[10 MARKS]

- 1 Explain difference between a solicited and an unsolicited business proposal. (2)
- 2 What information does one present under the following sections of a proposal? (6)
 - (a) Staffing
 - (b) Budget
 - (c) Appendix
- 3 Explain how a writer of a business proposal can ensure that the proposal is customer oriented. (2)

END