



# NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF HUMAN SCIENCES

DEPARTMENT OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (DTVET)

COURSE CODE: PWR611S	COURSE NAME: PROFESSIONAL WRITING
DATE: JUNE 2022	MODE: FM & PM
DURATION: 3 HOURS	MARKS: 100

SUPPLEMENTARY EXAMINATION QUESTION PAPER	
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INSTRUCTIONS
<ol style="list-style-type: none"><li>1. Answer ALL the questions.</li><li>2. Write clearly and neatly.</li><li>3. Number the answers clearly.</li></ol>

## PERMISSIBLE MATERIALS

1. Examination paper
2. Examination script

## SECTION A

[20]

### QUESTION 1

#### MEMORANDUM

1. Read the following article and do the task that follows.

#### **Some Angolan refugees reluctant to return home**

Migration, Reportage, 16 February 2004

Edited

#### **RUNDU**

While many Angolan refugees in Namibia are said to be eager to return to their country of origin, some based outside the border town of Rundu are not entirely convinced that this would be in their best interests.

They fled the civil war which ravaged Angola for 27 years and are now reluctant to swap a relatively stable life for the uncertainties of repatriation to Angola.

IRIN (Integrated Regional Information Networks News) visited the Kasava refugee transit centre, where asylum seekers are housed before being transported to the main Namibian settlement for refugees at Osire. Next to the transit centre in Kasava is a small village of traditional mud and straw huts populated by 409 Angolan refugees.

Over the years, the refugees at Kasava have settled into a lifestyle very similar to that of rural Namibians in the Kavango region. They farm cattle, grow maize and other crops, their children attend local primary and secondary schools, and NGOs run a kindergarten and adult education classes in their village.

Aid workers told IRIN that the Kasava refugees may be reluctant to return to Angola because of the uncertainty of what awaited them there. "When we ask, they say they don't want to go back to Angola - they fear war is still there, or is still possible," an aid worker explained.

Refugees in the main camp at Osire, 250 km north of the capital, Windhoek, live in a much more restricted environment. Their movements in and out of the camp are controlled, and they have to have permission from the camp administrator to exit the camp.

None of the refugees in Osire own cattle, as there's simply no grazing land. "And it's close to commercial farms - refugee cattle could move into commercial farms and create problems," said UN refugee agency (UNHCR) spokesman Eseguel Xamseb.

He noted that the "only difference is these in Kasava are cattle farmers, and the ones in Osire are mostly surviving on support from UNHCR and implementing partners."

IRIN was unfortunately denied access by the Namibian authorities to the Osire camp, where some 14,000 refugees are housed.

The Angolans at Kasava have been almost fully integrated into rural Namibian society. Apart from their cattle, which provide an income, they also run tuckshops where locals can buy cakes, soft drinks and beer. Many have also given birth to children, and are very aware that the new additions are Namibians.

### **NOT READY TO RETURN**

IRIN spoke to refugee Abel Kambinda, who said he was in his mid-30s. He had been in Kasava for four years with his wife and three children, the youngest of which was born in the settlement. He also has seven head of cattle and a goat. "There are quite a few Namibian babies here," he said.

#### **A number of children have been born to Angolan refugees in Namibia**

He was adamant that he was not prepared to return to Angola. "It's okay here [in Kasava]. I want to remain here in Namibia, I don't want to go back to Angola. When the war started, our families ran [to an area near] Menongue [in the southeastern Kuando Kubango province] to escape the fighting." From there they had made their way across the border.

"At this time I'm not thinking about going to Angola. If the war has stopped - we'll see later, not now," he added.

When told that the war was over and peace was a reality in Angola, Kambinda remained sceptical. He argued that a resumption of hostilities in Angola was still possible. "I don't want to go back because there could still be war there."

Another refugee, Natalia Daniel, said she wanted to go back to Angola some day, "but not now, maybe later". She was concerned about her safety and that of her husband and eight children, should they return to Angola - where landmines remain a major threat. "The war is still there," she said.

Despite the peace accord between the former rebel group, UNITA, and the government, signed in April 2002, which brought the cessation of hostilities, Daniel remained unconvinced that peace had finally come to Angola.

She also expressed satisfaction with life in Kasava, where she had given birth to her youngest child.

Apart from monthly rations from the World Food Programme, refugees in Kasava and Osire are also given basic provisions such as soap, cooking oil and blankets.

### **10,000 TO BE REPATRIATED**

Some 4,500 refugees were voluntarily repatriated to Angola by UNHCR last year in vehicle convoys and by raft across the Kavango river. The programme was interrupted by the onset of rains, but will resume in March.

UNHCR told IRIN that it hoped to repatriate about 10,000 refugees from Namibia to Angola this year. "If the issue of airlifting [refugees] is resolved by the tripartite commission [comprising representatives from Angola, Namibia and UNHCR], which is meeting in March," said Xamseb.

Airlifting would increase the number of refugees that could be returned.

"What we are looking at doing is intensifying our mass information campaign - the uncertainty [in Kasava] might be because they really do not know what to expect on the other side. We are looking



at giving them the necessary information and, if possible, we'll see if we can organise go-and-see visits for them, so they can see the areas they are going to be repatriated to are safe and there's at least basic infrastructure there," explained Xamseb.

The go-and-see visits are a critical component of the voluntary repatriation programme, because they allow refugee representatives to observe conditions on the ground and report back to their colleagues in the camps.

"Maybe then we can see whether the government of Angola cannot assist them with, maybe, seeds and animals to proceed with their farming activities," Xamseb added.

As one aid worker, who wished to remain anonymous, explained "it would be nice if their reception in Angola is upgraded, if there can be more done for them".

"In Angola they should be better taken care of, as that will increase the repatriation [numbers]. If they are well received in Angola, it will trigger more people to go back," the aid worker added.

## **INTEGRATION**

A Rundu resident told IRIN that "Angolans cross over [the Kavango river] regularly, each and every day".

"They normally come here for shopping; some come for treatment at the hospital. Even when they were fighting [during the war], they would come here for treatment. When the water level is low they come and sell firewood and reeds - most of the people in Kavango use reeds to fence off their homes, so they [Angolans] sell that to buy some maize here," she said.

Namibians along the border were used to seeing Angolans in their towns, she explained. Likewise, the Namibians living around Kasava were used to their Angolan guests - IRIN found several of them enjoying the beer available at one of the huts in Kasava.

Xamseb concluded that UNHCR would have to do a lot more to convince the Kasava refugees of the benefits of repatriating to Angola.

He said: "We can do a video show, and we can have talks with the community to explain the political and economic situation to them. They [Kasava refugees] live a life not much different from the local [Namibian] community. [So] we have to intensify our mass information campaign, telling them they will be needed for the infrastructural development of the country [Angola], that they are the ones who will have to help develop the country."

## **INSTRUCTIONS:**

Osire refugee camp is mostly the responsibility of the United Nations High Commissioner for Refugees world-wide. Imagine that you are the Director of UNHCR in Namibia, write a MEMORANDUM using the headings below to the United Nations High Commission for Refugees. You need to urge to urge the commissioner to resume some of the UNHC's technical and social operations in Namibia because the country is finding it difficult to cope with the up-keeping of the refugees due to the financial crisis. Invent all the information needed in the MEMO.

- a) standard headings (3)
- b) situation (3)

- c) problem (3)
- d) solution (3)
- e) Marks for language and style (6)
- f) Mention any four purposes of MEMORANDUM (2)

**SECTION B [20]**

**Report Writing**

**QUESTION 2**

- 2.1 In your own words, define what a report is. (1)
- 2.2 Mention at least two differences between Short Formal Report and Long/Extended Formal Report. (2)
- 2.3 The Terms of Reference (TOR) section describes the instructions details. Identify at least 8 Elements of information required for this section. (4)
- 2.4 Are the following statements true or false? Write down the number with the word True or False next to it. (3)
  - a. Businesses use reports to explore solutions to problems.
  - b. Every company may develop their own special format and style for reports.
  - c. The purpose of reports is to present information in a subjective manner.
- 2.5 Read the text below and provide at least 5 conclusions based on the text. (5)

**UNFPA – NAMIBIA**

**Gender-Based Violence**

In 2015, the Global Gender Gap Index ranked Namibia at the 16th place out of 145 countries globally. Namibia is the second country in Africa making progress towards closing the gender inequality gap. The highest possible rank is one, indicating equality and the lowest zero for inequality. Namibia has ratified and adopted key international and regional agreements for promoting the empowerment of women, girls and gender equality. These agreements are domesticated into exemplary legal and policy frameworks towards achieving gender equality and women’s empowerment.

Namibia has made good progress towards the achievement of the Millennium Development Goals. This is notable with more women in decision making positions, and narrowing gender parity in school enrolments. Despite progress made, real gender equality is yet to be realized.

Women and girls and in particular adolescent girls continue to experience gender-based violence, teenage pregnancy, and restrictive socio-cultural norms limiting full exercise of human and women’s



rights. Of particular concern is the sexual and gender-based violence (SGBV), especially intimate partner violence against women and girls, and sexual violence by non-partners and femicide. The Namibia Demographic Health Survey (2013) indicates that 33 per cent of ever married women aged 15-49 years have experienced physical, sexual, and/or emotional violence from their partner. Thirty-two per cent (32%) of adolescent girls aged 15-19 and 35% of young girls aged 20-24 have experienced physical violence from a partner. During 2012-2016, the Namibian Police identified five (5) top prevalent types of violence reported in the country as assault grievous bodily harm (22,174 reported cases); assault common (18,054); rape (2,839); attempted murder (1,138) and murder (734).

This is exacerbated by condoning society's attitude towards SGBV. Twenty-eight per cent (28%) of women and 22 per cent (22%) of men aged 15-49 justified beating as an acceptable way for a husband to discipline his wife (NDHS: 2013). SGBV is deeply entrenched in the socio-cultural norms, which in turn undermines women's decision-making power, contribute to women and girl's poor health outcomes, such as maternal mortality and HIV infection. Six percent (6%) of women reported experiencing physical violence during pregnancy, predominantly among younger women (age 15-24).

#### UNFPA's response

As part of the 5th Country Programme (2014-2018), UNFPA supports the implementation of international agreements, national and sub-sector policies and programmes, multi-sectoral response, data and research on Gender based violence including sexual violence. The support is provided through partnership with Government, Civil Society Organizations and other partners based on national development priorities. Interventions include advocacy, policy dialogue/advice, knowledge management and institutional capacity strengthening for the prevention and response of Sexual and Gender based Violence.

Investment in SGBV prevention and response is imperative for eradication of poverty in Namibia as per the Harambee Prosperity Plan and also a requirement for the realization of gender equality and women's empowerment for the achievement of the Sustainable Development goals (SDGs).

2.6 Read the text below and write five recommendations based on the text (5)

THE Zambezi farmers hit by armyworm outbreak  
News - National | 2022-04-07  
by [Lugeretzia Kooper](#)

#### **Ministry of Agriculture, Water and Land Reform has confirmed an outbreak of Fall Army Worm (FAW) in Kongola constituency of the Zambezi region.**

The ministry's spokesperson, Chrispin Matongela during an interview with The Namibian on Thursday said a total of 100 households reported the presence of FAW in the Choi area since January.

“However, the number of households increases as the reports are received daily. An estimated area of 40 hectares has been sporadically affected by the FAW,” he said. He advised farmers to use integrated pest management options, as well as natural control methods such as applying soil and ashes to suffocate the pest. “Farmers trained in the safe handling of pesticides and controls are provided with pesticides and knapsack sprayers to manage the pest. More than 13 knapsack sprayers and pesticides have been distributed to farmers who approached our offices. These farmers are assisted by technical staff at the nearest agricultural development centres,” he said. Matongela said the FAW outbreak is under control and urged farmers experiencing FAW infestation to report to their nearest agriculture development centre for immediate action to be taken. “Fall Army Worm is an invasive species that causes damage to crops, resulting in yield losses. Therefore, we continue with surveillance, using pheromone traps in areas which are not yet affected by the pest to timeously control the FAW,” he said. The Zambezi region is regarded to be susceptible to the pest, as it was first hit by FAW during the 2016/2017 crop season, and then again in 2019 when more than 100 hectares of farmland was affected by FAW.

## SECTION C

### QUESTION 3

#### PERSUASIVE LETTER WRITING

[30]

Read the scenario below and write a persuasive letter based on it.

#### **Notebooks Taking Over**

Ripped and missing pages, broken spines, dirty covers, and out of date material, these are just a few downfalls of school textbooks. Since the beginning of education, textbooks have been the backbone of education. A several-hundred-page book divided into chapters and sprinkled with review questions has been the reference of choice for teachers around the world. But is there a better way? In today’s digital age, students are less willing to carry around and crack open textbooks, when there are faster and lighter ways to access information. Specifically, school textbooks should be replaced by notebook computers. Laptops are more efficient for learning, students, and budgets.

Keith Eberhardt – [keithberhardt.weebly.com/persuasive-essay.html](http://keithberhardt.weebly.com/persuasive-essay.html)

**INSTRUCTIONS:**

**You have noticed a problem regarding the use of textbooks in Namibian schools. As a Chairperson of Namibia Education Forum, write a persuasive letter to the Minister of Education to replace school textbooks with notebook computers. Using an Indirect AIDA pattern, your persuasive letter should be about 250 words in a fully blocked format. Do not lift a sentence or part of the above text.**

**SECTION D**

**QUESTION 4**

**[30]**

**BUSINESS PROPOSAL**

There are two types of proposal (solicited and unsolicited) in business correspondence. Read the scenario below, choose one of the proposals and follow the instructions.

- a. You are a businessman in your area and have noticed that a primary school in this area **needs three extra classrooms and that learners are taught under trees; they do not have desks and chairs, there are no toilet facilities.** You want to help. Choose one of the items that are lacking at this school and write an unsolicited proposal to the Director of Education in this region outlining your proposal to solve this problem. Do not write the Staffing and Budget sections of the proposal. Note: indicate that Staffing and Budget sections are provided in the appendix. You also need to indicate the kind of proposal you have chosen.
  
- b. The Namibian Development Corporation (NDC) is a state-owned corporation established by the Namibian Development Corporation Act, Act 18 of 1993. The Corporation requires the services of a reputable professional individual or firm valuers to conduct a Valuation of the quality of Namibia Grapes production. You are the Managing Director of a Valuation company, and your company has been providing evaluation service to a number of entities. Write a solicited proposal to the Managing Director of The Namibian Development Corporation (NDC) outlining your proposal for Grapes evaluating. Do not write the Staffing and Budget sections of the proposal. Note: indicate that Staffing and Budget sections are provided in the appendix. You also need to indicate the kind of proposal you have chosen.

END OF EXAMINATION PAPER