



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF HUMAN SCIENCES  
DEPARTMENT OF EDUCATION AND LANGUAGES**

<b>QUALIFICATION:</b> VARIOUS	
<b>QUALIFICATION CODE:</b> VARIOUS	<b>LEVEL:</b> 6
<b>COURSE CODE:</b> 611S	<b>COURSE NAME:</b> PROFESSIONAL WRITING
<b>SESSION:</b> JUNE 2019	<b>PAPER:</b> THEORY
<b>DURATION:</b> 3 HOURS	<b>MARKS:</b> 100

<b>FIRST OPPORTUNITY EXAMINATION QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	Dr T. FRANS MR A. BREWIS MS A .SMITH
<b>MODERATOR:</b>	MR T. CHUNGA

<b>INSTRUCTIONS</b>
1. Answer ALL the questions. 2. Write clearly and neatly. 3. Number the answers clearly.

**THIS QUESTION PAPER CONSISTS OF 8 PAGES INCLUDING (THIS FRONT PAGE)**

## QUESTION 1

Read the information below and answer the question that follow.

Rural youths assisted with income generation

Business | 2019-03-28

Taking it upon himself to assist the youth in rural areas to take on economically viable projects to help them generate an income, young entrepreneur Jerry Shitenga (27) says this would aid in reducing poverty in those communities. Shitenga is the sole owner and founder of Tangi Manufacturing and Consulting Services, a small and medium enterprise (SME), which aims to process local indigenous natural products. The Namibian entrepreneur said the youth in rural communities are more vulnerable to activities such as theft and alcohol abuse because of the high unemployment rate and poor living conditions. His business specialises in collecting kernels and seeds of natural products such as marula, ximenia and melon. These are products mostly used for hair growth, dry skin, acne treatment and preventing cholesterol. As a way to help deal with high unemployment in rural Namibia, his business employs young Namibians to process oil through collecting the kernels and seeds of natural products. Mr Shitenga has written a business proposal letter to the SME Bank to fund his project.

**You are the Small and Medium Enterprise (SME) Bank Manager, due to the financial constraints in Namibia write a tactful letter in reply to Shitenga's business proposal letter. Invent names and addresses, and use a fully blocked letter format. Your letter should be between 200 and 300 words.**

## QUESTION 2

You are the Deputy's Permanent Secretary in the Ministry of Health and Social Services and have done research in Namibia on the challenges the ministry is facing.

On the 13 May 2019, you were requested by the Minister of Health and Social Services to write a short formal report about the challenges the ministry is facing. Your report with recommendations should be not more than 250 words and should reach the Minister's office on the 13 June 2019 for further action.

Read the articles below and then follow the instructions for answering the question.

**1. Nangombe reflects on health challenges**

News - National | 2018-11-07Page no: 6

DESPITE having limited financial and human resources, the health ministry has the mammoth task of ensuring that Namibians enjoy the highest quality healthcare possible, permanent secretary Ben Nangombe says. He said this in response to questions by Nampa on the sidelines of the joint meeting of Southern African Development Community health ministers in Windhoek on Monday. "Finances are a problem. We are challenged (but) we are happy that (during) the mid-term budget review, the ministry was allocated some resources, which will go towards recruiting professionals," Nangombe stated. Furthermore, the ministry is expected to get additional funds transferred from its capital projects, also to recruit professionals. "What we need to know is that it is not all about money. It is really about how we maximise the utilisation, and in how we make sure that what we have, we maximise the use thereof to achieve the results that we want." For the 2018/19 financial year, the ministry received N\$6,5 billion from treasury, a 10% decrease from the preceding year. However, during the mid-year budget review, this figure was revised upwards by N\$175 million for the purchase of pharmaceuticals and for personnel expenditure. As for human capacity, Nangombe said the ministry needs to train nurses, doctors and other medical practitioners. "If our human resources are not where we need them, we will not be able to provide healthcare," he added.

To this end, about 230 medical graduates (doctors) are expected to join the public health sector as interns, and the ministry is upgrading its facilities to accommodate them. "So that we train them and equip them with the necessary skills, and can deploy them to the areas where they are needed," he noted. To achieve its mandate, the ministry has prioritised taking good care of its existing infrastructure and equipment, the PS added. The ministry is currently in the process of procuring equipment, such as anaesthetic machines and X-ray machines. "If we do not have the necessary equipment, our doctors will not be able to carry out certain functions." – Nampa

## **2. The Ministry of Health is crippled by major challenges impeding service delivery to the Namibian public.**

The assessment of the health ministry's performance in the 2016/17 financial year lists these challenges that it still endures in delivering health care services to the public.

The ministry's budget for this financial year is 6.51 billion with a budget cut of 6.34%.

According to the ministry it is experiencing a shortage of critically skilled frontline health workers and technical staff.

The ministry says that there is also a lack of essential infrastructure and equipment which is resulting in referral hospitals being persistently overcrowded with bed occupancies of above 100%.

Another challenge identified by the ministry is the shortage of medical equipment and ambulances which it says leads to deaths and other injuries.

There is also a challenge with poor maintenance and ageing infrastructure and a lack of basic and life-saving equipment at health centres and district hospitals.

According to the ministry's assessment there has been an increased demand for services in both communicable and non-communicable diseases and other social ills.

It says that there is also a lack of a proper supply chain system to obtain required pharmaceuticals, clinical supplies and other related commodities.

In spite of these damning challenges, the ministry also elaborated on some of its successes during the past financial year and it said the procurement and distribution of pharmaceuticals and related supplies to all public health facilities were done according to their demands.

The overall service level has improved from 70.5% in the first quarter to 75% in the second quarter. The 75% is made up of ARVs (87.6%), pharmaceutical (63.9%) and clinical supplies (83.3%).

A total of 11 139 babies born from HIV-positive mothers of which 7 146 were tested for HIV and a total of 245 infants tested positive which translates into about 3% transmission rate, lower than the national elimination target of under 4% by 2015.

The ministry has managed to maintain 87% ART coverage as per National Strategic Framework set targets of 84%.

Furthermore the ministry embarked on national medical outreach services since May 2015. The programme aimed at bringing medical services closer to people by mobilising health professionals to make their services available on a voluntary basis to the communities. During the reporting period, a total of 502 operations were carried out, of which 114 was performed by the health minister.

ELLANIE SMIT

#### INSTRUCTIONS FOR ANSWERING THIS QUESTION

1. You may use relevant information from the articles and invent any details required, but may not copy whole sentences from the articles.
2. Write only the following sections of the report:

- The identification section (5)
- The terms of reference (5)
- The procedures section (give at least 2 methods and to whom they were used) (4)
- The conclusion section (provide at least 4 conclusions) (4)
- The recommendations section (provide at least 3 recommendations) (3)
- Finish with your signature and the completion date (2)
- Language and Style (7)
- DO NOT WRITE THE FINDINGS SECTION

## QUESTION 3

**69 arrested for drunk driving**

News - National | 2016-10-03Page no: 1

by Ndapewoshali Shapwanale

THE Namibian Police arrested 69 people in Windhoek and at Rehoboth for driving under the influence of alcohol during the Opotuli road safety campaign over the weekend. Police arrested 46 people and impounded 46 vehicles in Windhoek, while 23 people were arrested at Rehoboth. The Motor Vehicle Accident Fund partnered with the Namibian Police and the traffic division of the City Police on the road safety campaign that is expected to run until April next year. Head of the City Police traffic division Adam Eiseb said they are not taking pride in arresting so many people as it only shows that drunken driving is a serious concern in Namibia. "Our focus was mainly aimed at those driving under the influence of alcohol, at executing warrants of arrest and checking the roadworthiness of vehicles," Eiseb explained. Out of the 46 arrested in Windhoek, 26 were nabbed on Friday evening, and 20 more by 12h00 yesterday. A further 11 outstanding warrants of arrest were executed, of which seven were for driving under the influence of alcohol. One person was arrested for driving with a false driver's licence, while another was arrested for failing to produce a driver's licence. Eiseb said they impounded the vehicles for safekeeping as the police have a duty and mandate to ensure that the property of an arrested person is kept safe. "Sometimes, the drivers are not even the owners of the vehicles, and sometimes the owner did not even give consent for the vehicle to be used. We are mandated by law to take care of these vehicles," he stressed. Chief inspector Amalia Gawanas of the police's traffic law enforcement division said the Opotuli campaign is not only meant for Windhoek and Rehoboth, but that all other towns' units will follow suit.

Gawanas said about 781 vehicles were tested for roadworthiness on the Rehoboth-Kalkrand and Rehoboth-Windhoek roads between Friday and Saturday. For every 20 vehicles stopped and screened, only four drivers were sober. The senior manager of the accident and injury prevention department at the MVA, Sydney Boois, said the results of the campaign are a serious cause for concern, and that everyone has to take personal responsibility in ensuring road safety.

**What is the best way to prevent deaths from drunk driving?**

**The Ministry of Home affairs invites qualified, competent and registered Namibian security companies to submit their proposals for the following: train traffic officers, police officers and the special task force to enforce the law on drinking and driving in Namibian which will curb deaths from drunken driving from our roads. Write the right proposal for this tender. Do not write Staffing and Budget for this question but indicate that they are in "Appendix**

SECTION D: PERSUASIVE WRITING

[10]

QUESTION 4

**Read the information below and answer the question that follow**

You are the community activist in your town and very much concerned about your municipality laws and regulations which prohibit the setting up of informal structures (shack houses) for people to live in. You need to persuade the Chief Executive Officer of your municipality to review these laws and regulations. Use powerful words that will catch his attention to make him read what you have to say. Give some information on the state of unemployment and the economic status in Namibia. You should also give measures to assist in this regard. In addition, mention how these measures could benefit your municipality and finally, be very clear about what action you want the CEO to take.

Using the information above and based on the AIDA pattern, write the following sections

- ATTENTION PHASE (3)
- DESIRE PHASE (3)
- ACTION PHASE (4)

-----END OF EXAMINATION-----