



NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF COMMUNICATION AND LANGUAGES

COURSE CODE: PWR611S	COURSE NAME: PROFESSIONAL WRITING
DATE: JANUARY 2025	MODE: FM, PM & DI
DURATION: 3 HOURS	MARKS: 100

SECOND OPPORTUNITY QUESTION PAPER	
EXAMINER:	DR T H N FRANS
MODERATOR:	MS K DU PLESSIS

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Write clearly and neatly.3. Number the answers clearly.
THIS QUESTION PAPER CONSISTS OF 2 PAGES INCLUDING THE COVER PAGE.

PERMISSIBLE MATERIALS

1. Examination paper
2. Examination script

SECTION A

QUESTION 1: MEMORANDUM WRITING

[20]

Read the following topic and write a MEMORANDUM based on the topic.

Remind employees about a non-smoking policy at the workplace. Invent all the necessary information and follow the structure of the memo. Your memorandum should be written in 250 – 300 words.

SECTION B

QUESTION 2: PERSUASIVE WRITING

[40]

Read the following scenario and write a persuasive letter.

You live in a village and there is a need for a clinic. The population in this village is growing fast and the people travel a long distance to get to the hospital for treatment. Some people do not reach hospital in time because of the distance. Write a persuasive letter to the Minister of Health and Social Services to urge the government to build a clinic in this village. Your letter should be between 300 -350 words. Invent the addresses and other information needed for this letter.

SECTION C

QUESTION 3: BUSINESS PROPOSAL

[40]

Read the tender documents and write a SOLICITED PROPOSAL.

Tender Notice

Tender TI Ref No: 508024539

Tender Date: 6 Sep 2024

Tender Description:

Supply And Delivery of Food Items for The Day of The Namibian Child at Okapombo Combined School, Omaheke Region, Namibia.

Tender Deadline: 9 Sep 2024

Tender Project Location: Okapombo Combined School

For the Education Directory in Omaheke region.

INSTRUCTION FOR THIS QUESTION.

Write only the following sections

- | | |
|-------------------------------|-----|
| 1. The identification section | (5) |
| 2. Background/problem/purpose | (8) |
| 3. Proposal/plan/ schedule | (8) |
| 4. Staffing | (5) |
| 5. Authorisation | (6) |

NOTE: LANGUAGE AND STYLE

(8)

END OF THE QUESTION PAPER