

OPTION 1: Business English First Language & Sake Afrikaans Second Language

SUBJECT NO	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 Business English First Language	Assignment 1	100	1.Communication and listening skills 2.Use of reference works 3.Auditory, visual and written communication 4.Summary	Week 1: Study unit 1 & 2 Week 2: Study unit 3 Week 3: Study unit 4 & 5 Week 4: Study unit 6 & 7
	Assignment 2	100	5.Concise communication 6.Client and company correspondence 7.Employment-related communication 8.Meeting communication 9.Subjective business correspondence	Week 5: Study unit 8 & 9 Week 6: Study unit 10 & 11 Week 7: Study unit 12 & 13 Week 8: Revision Week 9: Revision
	Assignment 3	100	10.Reporting in memorandum format 11.Proofreading and editing 12.Oral 13.Language component	Week 10: Complete & submit assignment 1* Week 11: Complete & submit assignment 2* Week 12: Complete & submit assignment 3*

***Assessment Tool:** Marking Memorandum

OPTION 1: Business English First Language & Sake Afrikaans Second Language

SUBJECT NO	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 Sake Afrikaans Tweede Taal	Assignment 1	100	1.Kommunikasiesiklus en luistervaardighede 2.Gebruik van naslaanwerke 3.Ouditiewe, visuele en geskrewe kommunikasie	Week 13: Study unit 1 & 2 Week 14: Study unit 3 Week 15: Study unit 4 Week 16: Study unit 5
	Assignment 2	100	4.Opsomming 5.Bondige kommunikasie 6.Korrespondensie aan klient en maatskappy	Week 17: Study unit 6 Week 18: Study unit 7 & 8 Week 19: Study unit 9 & 10 Week 20: Study unit 11
	Assignment 3	100	7.Betrekingsverwante kommunikasie 8.Vergaderingskommunika-sie 9.Proeflees en redigering 10.Mondeling 11.Taalkomponent	Week 21: Revision Week 22: Complete & submit assignment 1* Week 23: Complete & submit assignment 2* Week 24: Complete & submit assignment 3*

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OPTION 2: Sake Afrikaans First Language & Business English Second Language

SUBJECT NO	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 Sake Afrikaans Eerste Taal	Assignment 1	150	1.Kommunikasieteorie 2.Gebruik van naslaanwerke 3.Ouditiewe, visuele en geskrewe kommunikasie	Week 1: Study unit 1 & 2 Week 2: Study unit 3
	Assignment 2	150	4.Opsomming 5.Bondige kommunikasie 6.Korrespondensie aan klient en maatskappy	Week 3: Study unit 4 & 5 Week 4: Study unit 6 Week 5: Study unit 7
	Assignment 3	100	7.Betrekingsverwante kommunikasie 8.Vergaderingskommunikasie 9.Sakekorrespondensie met meer gevoelsware 10.Verslaggewing in memorandum 11.Proeflees en redigering 12.Mondeling 13.Taalkomponent	Week 6: Study unit 8 & 9 Week 7: Study unit 10 & 11 Week 8: Study unit 12 & 13 Week 9: Revision Week 10: Complete & submit assignment 1* Week 11: Complete & submit assignment 2* Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

OPTION 2: Sake Afrikaans First Language & Business English Second Language

SUBJECT NO	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 Business English Second Language	Assignment 1	100	1.Communication cycle and listening skills 2.Use of reference works 3.Auditory, visual and written communication	Week 13: Study unit 1 & 2 Week 14: Study unit 3 Week 15: Study unit 3 Week 16: Study unit 4 Week 17: Study unit 5
	Assignment 2	100	4.Summary 5.Concise communication 6.Client and company correspondence 7.Employment-related communication	Week 18: Study unit 6 Week 19: Study unit 7 Week 20: Study unit 8 & 9 Week 21: Study unit 10 & 11
	Assignment 3	100	8.Meeting communication 9.Proofreading and editing 10.Oral 11.Language component	Week 22: Complete & submit assignment 1 Week 23: Complete & submit assignment 2 Week 24: Complete & submit assignment 3

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PLUS

4 SUBJECTS ON N3 LEVEL (REFER TO ENGINEERING COURSES)