



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

**ENGLISH FIRST ADDITIONAL LANGUAGE
LEVEL 2
(Second Paper)**

9 NOVEMBER 2010

This marking guideline consists of 8 pages.

SECTION A: LETTER WRITING**QUESTION 1: LETTER OF ENQUIRY**

Content	Grammar/Language/Style	Format	Total
10	5	5	20

Content: 10 indicated with ✓

Format: 5 indicated with X (negative marking -½ mark)

-1 mark from format if number of words are not indicated (100 – 120)

Grammar/Language/Style: 5 refer to the rubric:

The mark awarded for language must be in proportion to the content mark.

Acknowledge individual creativity and ideas of the candidate. The following is a suggestion.

(X) Postal/ street address
Town/City (CAPS)
Postal Code

(X) Date OR Date

(X) Ms Natalie du Toit
Prominent Swimmers
P.O. Box 1054
JOHANNESBURG
2000

POSSIBLE EXAMPLES OF ADDRESSES

1 Church Street Extension Town/City Code	PO Box 65 Town/City Code	House 934 Town/City Code	Plot 345 Town/City Code	Erica Court Town/City Code
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Dear Ms Du Toit (X) (*also accept Dear Ms du Toit*)

The following are suggestions. Use your own discretion in rewarding marks for a candidate's own creative ideas

ENQUIRY: STUDENT ADMISSION (Any suitable heading) (X)

✓✓Introductory paragraph-short, clear sentences, polite, friendly without being familiar

Body (one or more paragraphs). ✓✓✓✓✓✓ Enquiring about admission requirements; age group; costs; starting time of the classes; where the classes are offered; duration or any other creative, relevant and appropriate ideas.

✓✓Closing paragraph with a statement of goodwill

(X) Yours sincerely / Faithfully (accept any one)

Signature
Initial and surname

TOTAL SECTION A: 20

ENGLISH FIRST ADDITIONAL LANGUAGE

ASSESSMENT RUBRIC: WRITING A LETTER OF ENQUIRY - 20 MARKS				
Criteria	10-8	7-6	5-3	2-1
CONTENT (10 MARKS)	Content well conceived, meets the requirements of the task.	The content is fairly good and generally meets the requirements of the task.	The content is sufficient although lacking in many respects.	Very little evidence of understanding of the content requirement.
	5	4-3	2	1
GRAMMAR/LANGUAGE AND STYLE (5 MARKS)	Excellent, consistent style that maintains a formal tone. Excellent use of vocabulary, correct sentence structure, spelling and punctuation; mainly correct language usage.	Moderately successful use of a formal style and tone. Wide range of vocabulary; correct sentence structure; few errors in language usage, spelling and punctuation.	Style is uneven but fairly consistent, tone is informal in places. Adequate vocabulary; sentence mostly correct; some errors in language usage, spelling and punctuation.	Style and tone not consistent or appropriate at all. Limited vocabulary; poor sentence structure; errors in language, spelling and punctuation.
	5	4-3	2	1
FORMAT (5 MARKS)	All formatting correct. Correct length. (-1 mark if correct length – 100 to 120 words – not met	A few formatting errors. All formatting correct Correct length. (-1 mark if correct length – 100 to 120 words – not met	One can identify format as that of a formal letter. Length a problem	Generally incorrect use of format. Not correct length

SECTION B: WRITING FOR LEARNING

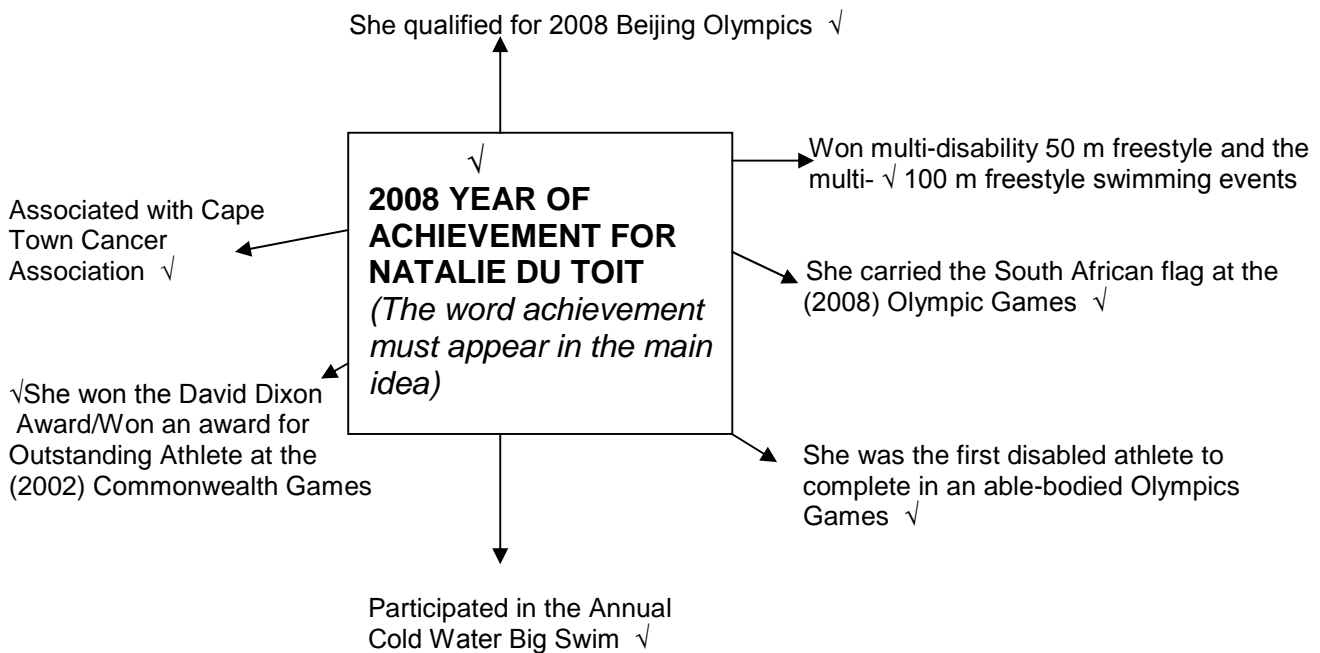
QUESTION 2: MIND MAP

Content	Grammar /Language/ Style	Total
7	3	10

Content: 6 mark for each (✓)
1 mark for main idea

Grammar: 4 Refer to the rubric: The mark awarded for language must be in proportion to the content mark.

ANY SIX (*only facts need to be given, but not necessary in full sentences*)



GRAMMAR/LANGUAGE/STYLE (3)	
3	Excellent, consistent style that maintains a formal tone. Excellent use of vocabulary, correct sentence structure, spelling and punctuation; mainly correct language usage.
2	Moderately successful use of a formal style and tone. Wide range of vocabulary; correct sentence structure; few errors in language usage, spelling and punctuation.
1	Style and tone not consistent or appropriate at all. Limited vocabulary; poor sentence structure; errors in language, spelling and punctuation.

QUESTION 3: SIGNAGE

- 3.1 You are not allowed to bring beverages/no alcohol allowed /no drinking is allowed ✓✓ *(any relevant answer)* (2)
- 3.2 You are not allowed to bring any pets/ no pets allowed /no dogs are allowed ✓✓ *(any relevant answer)* (2)
- 3.3 Do not litter /do not throw any trash inside the pool ✓✓ *(any relevant answer)* (2)
- 3.4 You are swimming at your own risk /life guard is not available ✓✓ /not allowed to swim without life guard present. *(any relevant answer)* (2)
- 3.5 You are not allowed to swim ✓✓ *(any relevant answer)*

PLEASE NOTE: If comprehension is sacrificed at the cost of grammar and spelling errors, deduct a mark for that particular sentence.

(2)
[10]

TOTAL SECTION B: 20

SECTION C: REPORT**QUESTION 4: ACCIDENT REPORT**

Content	Grammar/Language/Style	Total
17	3	20

Content : 17 1 mark for each (✓)

Grammar: 3 refer to the rubric: The mark awarded for language must be in proportion to the content mark

<u>PROMINENT SWIMMERS</u>		
ACCIDENT REPORT		
Date of accident	11 November 2010 ✓ <i>full date only</i>	(1)
Time of the accident	18:30 ✓	(1)
Name of victim	Lusani Hadji ✓ <i>full name only</i>	(1)
Place where accident took place	Reception area	(1)
Description of the accident	She was mopping the floor ✓. She was trying to move a heavy pot plant. She slipped on the wet area ✓. She fell and the pot plant landed on her right leg ✓	(3)
• Reason for the incident		
• Action taken by witness	Removed the pot. ✓ The floor manager called an ambulance ✓ She was immediately taken to the nearest Netcare hospital ✓	(3)
• Treatment and diagnoses / kind of treatment received	The doctor diagnosed a leg fracture and bruises to her right arm. ✓ She was admitted for observation ✓	(2)
Witness	Elna / E Jones / any name / initial + surname	(1)
Report compiled by:	any name / initial + surname	(1)
Designation:	Security officer	(1)
Telephone number	Any 10 digit number (landline, including area code OR cell phone) ✓	(1)
Signed	Signature of person who compiled the report ✓ <i>Must be full signature of person</i>	(1)

LANGUAGE AND STYLE (3)	
3	Excellent, consistent style that maintains a formal tone. Excellent use of vocabulary, correct spelling and punctuation; mainly correct language usage.
2	Moderately successful use of a formal style and tone. Wide range of vocabulary; few errors in language usage, spelling and punctuation.
1	Style and tone not consistent or appropriate at all. Long sentences; errors in language, spelling and punctuation.

TOTAL SECTION C: 20

SECTION D: FUNCTIONAL WRITING**QUESTION 5: DIARY ENTRY**

Content	Grammar/Language/Style	Total
16	4	20

Content : 16 1 mark for each (✓)

Grammar: refer to the rubric: The mark awarded for language must be in proportion to the content mark.

Acknowledge individual creativity and ideas of the candidate.

MY DIARY (Do not penalise a student if entry does not start with 'Dear diary')

Date : 17 May 2001 ✓	(1)
Dear diary: Today was the worst day of my life. Done with morning workout, I was on my motor scooter heading to school✓. A careless driver exiting a parking lot collided with me ✓. I was rushed to hospital. ✓	(3)
Date: 20 May 2001 ✓	(1)
Dear diary: I am still in hospital and something terrible happened to me. My left leg could not be saved and was amputated✓. It was wonderful that my mother was there to support me. ✓	(2)
Date: 21 May 2001✓	(1)
Dear diary: My teammates are visiting me in hospital. ✓ I liked their visits, but couldn't handle the pity. I wanted to cry/scream/shout out✓	(2)
Date: 30 May 2001 ✓	(1)
Dear diary: I have been discharged. This loss does not dampen my spirits. ✓ I received a warm welcome from many of my fans. I am determined to return to swimming in a few weeks.✓	(2)
Date: 10 June 2001✓	(1)
Dear diary: Today is my first time in the pool. ✓ It was wonderful/pure joy/marvellous to get back to life again✓	(2)

GRAMMAR/LANGUAGE/STYLE (4)	
4	Excellent, consistent style that maintains a formal tone. Excellent use of vocabulary, correct spelling and punctuation; mainly correct language usage.
3	Moderately successful use of a formal style and tone. Wide range of vocabulary; few errors in language usage, spelling and punctuation.
2-1	Style and tone not consistent or appropriate at all. Long sentences; errors in language, spelling and punctuation.

TOTAL SECTION D: 20

SECTION E: EDITING

(Spelling errors: wrong)

QUESTION 6

6.1	welcomed <u>ed</u> . ✓	(1)
6.2	South Africa. ✓	(1)
6.3	through ✓	(1)
6.4	over ✓	(1)
6.5	hoping✓	(1)
6.6	Her✓	(1)
6.7	International ✓	(1)
6.8	Tuesday ✓	(1)
6.9	who✓	(1)
6.10	said ✓	(1)
6.11	arranged ✓	(1)
6.12	to ✓	(1)
6.13	visitors ✓	(1)
6.14	where ✓	(1)
6.15	grew ✓	(1)
6.16	achievement or achievements ✓	(1)
6.17	on ✓	(1)
6.18	Four ✓	(1)
6.19	Boys' ✓ (award a mark even if only: Boys is given as an answer)	(1)
6.20	has ✓	(1)
		[20]

TOTAL SECTION E: 20**GRAND TOTAL: 100**