higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE
(Second Paper)
NQF LEVEL 2

5 March 2020

This marking guideline consists of 8 pages.

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SECTION A: LONG FUNCTIONAL WRITING

QUESTION 1: BLOG WRITING

FORMAT (5)

Heading 1
Name 1 (Any name in full)
Date 1 (Any date written in full)
Paragraphs 1
Words 1

CONTENT (15)

- Appropriate introduction✓✓
- We are all born with a talent which can be transformed into a career.✓✓
- We can embrace this talent by creating new businesses and generating an income for ourselves.✓✓
- By developing a business, we can also assist in alleviating our growing unemployment rate.✓✓
- There is a need to build a generation of young people who have business skills.✓✓
- Many students graduate and find themselves struggling to find employment because they only have skills for what they had studied.✓✓
- Having entrepreneurial skills can be a backup source of income until you find the job that you are qualified for.✓✓
- (Award 2 content marks for student's own ideas/creativity – where appropriate.)
- Appropriate conclusion✓

GRAMMAR/STYLE (10)

10–9	Excellent blog with excellent language. Candidate writes exceptionally well and paragraphs are well structured. Fewer than 5 errors
8–7	Good blog with good language and no more than 7 errors. Candidate writes competently and fluently. Good tenses and paragraphing.
6–5	Average blog with average language. Most tenses correct. Candidate shows an understanding of sentences and paragraphs. NO more than 10 errors.
4–3	Weak blog with limited language. Fair use of tenses. Attempt at paragraphing. NO more than 15 errors.
2–1	Unsuccessful blog with poor language. Tenses incorrect. More than 15 errors.

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
5	15	10	**30**

[30]

OR

QUESTION 2: LETTER OF COMPLAINT

FORMAT (10 × ½ = 5)

Format errors are indicated with an **X**
Negative marking **–½** per format error

CONTENT (15)
Indicated with ✓.
ONE mark per fact

NOTE:

1. The example letter is a suggestion. Acknowledge individual creativeness and ideas of the candidate.

2. Use your discretion in awarding marks for the candidate's own creative ideas.

3. Award marks even if the paragraphing or grouping of content differs from the example letter given as a guide.

GRAMMAR/STYLE (10)

10–9	Excellent consistent style that maintains an appropriate formal style and tone for a letter of complaint. Excellent use of vocabulary, correct sentence structure, spelling and punctuation; mainly correct grammar usage. Paragraphs used.
8–7	Moderately successful use of style and tone for a letter of complaint. Wide range of vocabulary; correct sentence structure; few errors in grammar, spelling and punctuation. Paragraphs used.
6–5	Style uneven but fairly consistent letter of complaint, tone is inappropriate in some areas. Adequate vocabulary; sentence structure mostly correct; some errors in grammar, spelling and punctuation. Deviates from paragraphing.
4–3	Style and tone not consistent or appropriate at all for a letter of complaint. Limited vocabulary; poor sentence structure; errors in grammar, spelling and punctuation. Deviates from paragraphing.
2–1	Unacceptable letter of complaint with numerous errors in grammar, spelling and punctuation.

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
5	15	10	**30**

ANY COLLEGE NAME IN CAPS **X**

Contact details: Tel: (any)
Email: (any) } **X**

X { Any street/postal address
TOWN/CITY [in CAPS]
Postal code

Any date in full (date can be on left or right) **X**
(Do NOT deduct a mark if the candidate does not skip a line.)

Mrs Cook
Campus manager } **X**
Any college

Any street/postal address
TOWN/CITY [in CAPS] } **X**
Postal code

Dear Mrs Cook **X**

RE: (Any suitable heading in CAPS or in sentence case, but underlined) **X**

INTRODUCTION:
My name is ……✓ I am currently the secretary of the SRC.✓ It concerns me that the college does not create opportunities for our students to gain access to entrepreneurial skills.✓ (THREE marks)

BODY:
(Where appropriate, award a mark for the student's own creative ideas.)
The management at the college does not create training opportunities✓ for students to develop business skills✓ that will be beneficial to them once they graduate.✓ Many students struggle to find employment after they graduate,✓ but having skills to run a business can be very beneficial to them.✓ It will enable them to create an income.✓ A business-leader network conference was held recently where current business owners shared ideas with students.✓ Maybe you could consider something similar for our students.✓ Maybe guest speakers who own small businesses could be invited to address our students.✓ (NINE marks)

CONCLUSION:
The SRC would appreciate a response from your office ✓ within the next two weeks.✓ Your cooperation in this matter would be greatly appreciated by all concerned.✓
(THREE marks)

Yours sincerely (Do not accept Yours faithfully.)

Signature (Must look like a signature.) **X**

FULL NAME IN CAPS/INITIAL AND SURNAME IN CAPS } **X**
DESIGNATION IN CAPS **[30]**

TOTAL SECTION A: 30

SECTION B: SHORT FUNCTIONAL WRITING

QUESTION 3: EMAIL REQUEST

FORMAT: 6 marks indicated with **X**
CONTENT: 10 marks indicated with ✓ per fact
GRAMMAR: 4 marks per the following rubric:

4	Good language, with no more than 2 errors
3	Average language, with less than 4 errors
2	Limited language, with less than 6 errors
1	Poor language, with more than 8 errors

File Edit View Insert Format Tools Table Window Help

[SEND]
To… aprinsloo@business.co.za **X**
Cc…
Subject: Invitation to be a guest speaker **X**

Dear Ms Prinsloo **X**

As the secretary of the SRC (Student Representative Council),✓ I would like to invite you to address our students about developing business skills.✓ The reason for this event✓ is to create awareness on other job options for students after they graduate.✓ The event will take place in the college hall✓ on Friday,✓ 20 March 2020✓ at 08:30.✓ We would be honoured to receive you as our guest. Kindly reply to our invitation within the next two weeks.✓

We are looking forward to hearing from you. (goodwill)✓

Kind regards/Regards/Best regards **X**

Name and surname } (Accept any name and surname.)
SRC SECRETARY } **X**

(No of words) **X**

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
6	10	4	**20**

[20]

OR

QUESTION 4: ACCIDENT REPORT

CONTENT (16) as indicated by a✓

GRAMMAR/STYLE (4) refer to rubric:

4	Good language, with no more than 2 errors
3	Average language, with less than 4 errors
2	Limited language, with less than 6 errors
1	Poor language, with more than 8 errors

ACCIDENT REPORT FORM	
Date of event:	Friday, 20 March 2020 ✓ (date in full)
Time of accident:	09:30✓
Name of victim:	Siyabulela Bala✓
Place where accident took place:	College Hall/College Premises✓
Description of accident:	Siyabulela Bala walked into the hall.✓ He tripped over the cord of the speaker.✓ He fell to the ground, knocking the speaker stand over and the stand landed on his head.✓ He appeared to be in pain.✓
Action taken by witness:	I phoned for an ambulance.✓ The ambulance arrived shortly, and he was taken to hospital.✓
Treatment/Diagnosis:	He was diagnosed with a severe concussion ✓ and kept overnight.✓
Witnessreport compiler:	(Any name and surname)✓
Designation of report compiler:	SRC secretary ✓
Contact number:	(Any 10-digit number)✓
Signature:	(Any signature)✓

CONTENT	GRAMMAR/STYLE	TOTAL
16	4	**20**

[20]

TOTAL SECTION B: 20

SECTION C: VISUAL WRITING

QUESTION 5: NOTICE

FORMAT (2) (4 × ½ as indicated below)

- Border
- Different fonts
- Heading
- Neat layout and spacing

CONTENT (5)

- Date: Friday, 20 March 2020✓
- Time: 08:30✓
- Venue: College Hall✓
- Guest speaker: Ansulene Prinsloo, graduate and small-business developer✓
- Workshop topics:✓
  (a) Life after college
  (b) Developing your talent
  (c) Drafting a business plan

GRAMMAR/STYLE (3)

3	Key words used, information fluent and logical NO spelling or punctuation errors
2	Mostly key words 1–4 spelling or punctuation errors
1	Full sentences, too much detail More than 4 errors

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
2	5	3	**10**

[10]

OR

QUESTION 6: POSTER

FORMAT (2) (4 × ½) as indicated below

- Border
- AIDA principle
- Different fonts
- Neat layout and spacing on an A4 page

CONTENT (5) (10 × ½) as indicated below

1. Heading in capital letters
2. Catchy phrase
3. Reason for workshop
4. Date: Friday, 20 March 2020
5. Time: 8:30
6. Venue: College Hall
7. Guest speaker: Ansulene Prinsloo – graduate and small-business developer
8. Workshop topics: Life after college, Developing your talent, Drafting a business plan
9. Stationery required for the workshop
10. Contact person and contact/cell phone number

GRAMMAR/STYLE: 3 MARKS

3	Key words used, information fluent and logical NO spelling or punctuation errors
2	Mostly key words 1–4 spelling or punctuation errors
1	Full sentences, too much detail More than 4 errors

FORMAT	CONTENT	GRAMMAR/STYLE	TOTAL
2	5	3	**10**

[10]

TOTAL SECTION C: 10
GRAND TOTAL: 60

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