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 4

XX February 2020

This marking guideline consists of 6 pages.

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QUESTION 1: MOTIVATION

CONTENT : 10: Indicated with√
FORMAT : 4: Indicated with X
GRAMMAR/STYLE : **6** – mark according to the rubric – The mark awarded for language must be in proportion to the content mark.

Heading: appropriate heading √√

Introduction: SRC president who is tasked to investigate the high failure rate. √
Requested to research well performing colleges in order to motivate your college to perform better. √

Body: List at least two findings based on your research. √√ List two recommendations to your college which must be linked to the findings. √√

Conclusion : Reinforce your introduction and end on a strong motivational note. √√

Format: 4
Award ½ mark for each of the following headings marked with an X:

- Sender's address x
- Date x
- Receiver's address x
- Salutation x
- Heading x
- Name x
- Signature x
- Designation x

GRAMMAR/STYLE (6)

5–6	Excellent sentence and paragraph structure with no more than **ONE** spelling or grammar error for 5 marks and **NO** spelling or grammar error for 6 marks. Fluent and professional style and tone as required in a letter of motivation.
4	Good use of appropriate style and tone as required in a letter of motivation. Good sentence and paragraph structure with no more than **TWO** errors in spelling and grammar.
3	Satisfactory use of appropriate style and tone as required in a letter of motivation. Adequate sentence and paragraph structure with no more than **THREE** errors in spelling and grammar.
2	Mostly unprofessional and inappropriate style and tone. Poor sentence and paragraph structure with no more than **FOUR** errors in spelling and grammar.
0–1	Error-ridden. Inability to determine what the candidate is saying. Confused. No attempt to respond appropriately. **FIVE** or more errors in spelling and grammar.

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

[20]

QUESTION 2: LETTER OF APPLICATION

CONTENT: **14** indicated with√
FORMAT: **6** (12 × ½) indicated with X
GRAMMAR/STYLE: **10** – mark according to the rubric: the mark awarded for language must be in proportion to the content mark.

I**ntroduction**: Suitable introduction about where you read the advertisement; introduce yourself – your current position. √√

Qualifications and experience: List qualifications that are aligned to post. √√ Provide details of experience. √√

Suitability for the position: Details about why you are best suited for the post. Should link to the content and requirements of the advertisement. √√√

Curriculum vitae: Indicate that it is attached. √

Certified copies of qualifications: Indicate that it is attached. √

Testimonial and contactable referees: Indicate that these are attached. √

Conclusion: Suitable conclusion pertaining to the application. √√

Format: 6
Award ½ mark for each of the following headings marked with an X:

- Sender's address xx
- Postal code x
- Date x
- Receiver's address xx
- Salutation x
- Heading x
- Introduction, Body, Conclusion visible x
- Yours faithfully x
- Initial and Surname x
- Signature x

GRAMMAR/STYLE (10)

9–10	Outstanding sentence and paragraph structure with **NO** spelling or grammar error for 10 marks and a maximum of **ONE** spelling or grammar error for 9 marks. Fluent and professional style and tone as is expected in a letter of application.
7–8	Very good sentence and paragraph structure with a maximum of **TWO** spelling or grammar errors. Very good use of an appropriate style and tone consistent with a letter of application.
5–6	Style is fairly consistent and tone mostly appropriate. Adequate sentence and paragraph structure with no more than **THREE** errors in spelling and grammar.
3–4	Poor style and tone. Poor sentence and paragraph structure with no more than **FOUR** spelling or grammar errors.
0–2	Unacceptable style and tone. Unacceptable number of errors in grammar and spelling – **FIVE** or more errors.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
14	10	6	30

[30]

TOTAL SECTION A 50

SECTION B: LONGER FUNCTIONAL WRITING

QUESTION 3: ARGUMENTATIVE WRITING

CONTENT: **25** indicated with√
FORMAT: **3** indicated with X.
GRAMMAR/STYLE: **12** – mark according to the rubric: the mark awarded for language must be in proportion to the content mark.

I**ntroduction**: Suitable introduction to the topic. Focus on issues surrounding the topic. At least 3 points. √√ marks per point = 6 marks

Body: Give arguments to support your viewpoint. Use rhetorical questions. At least 8 strong, different points**.** √√ marks per point = 16 marks

Conclusion: Summarise your view point. At least 3 points. One mark per point. √√√ = 3 marks

Format: Award 1 mark for each of the following aspects marked with an X.
Introduction x
Body x
Conclusion x

GRAMMAR/STYLE (12)

11 – 12	Outstanding sentence and paragraph structure with **NO** spelling or grammar error for 12 marks and not more than **ONE** error for 11 marks. Argumentative and convincing style with outstanding use of rhetorical questions.
9–10	Excellent sentence and paragraph structure with a maximum of **TWO** spelling or grammar errors. Argumentative and convincing style with excellent use of rhetorical questions.
7–8	Good sentence and paragraph structure with a maximum of **THREE** spelling or grammar errors. Good style and use of rhetorical questions.
5–6	Average sentence and paragraph structure with a maximum of **FOUR** spelling or grammar errors. Generally average style with some use of rhetorical questions.
3–4	Poor sentence and paragraph structure with a maximum of **FIVE** spelling or grammar errors. Generally poor style with little or no use of rhetorical questions.
0–2	Unacceptable style and more than **SIX** errors of grammar and spelling.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	**12**	**3**	**40**

[40]

QUESTION 4: MAGAZINE ARTICLE

CONTENT: **15** indicated with√
FORMAT: **3** indicated with X
GRAMMAR/STYLE: **12** – mark according to the rubric: the mark awarded for language must be in proportion to the content mark.

I**ntroduction**: Suitable introduction to the topic. Focus on issues surrounding the topic. At least 3 points. √ mark per point = 3 marks

Body: Provide details about the topic. Give supporting information. Provide facts where applicable. At least 9 points. √ mark per point = 9 marks

Conclusion: Re-state your opening statement and conclude suitably. At least 3 points. √ mark per point = 3 marks

Format: Award 1 mark for each of the following aspects marked with an X.
Introduction x
Body x
Conclusion x

GRAMMAR/STYLE (12)

11 – 12	Outstanding sentence and paragraph structure with **NO** spelling or grammar error for 12 marks and not more than **ONE** error for 11 marks.
9–10	Excellent sentence and paragraph structure with a maximum of **TWO** spelling or grammar errors.
7–8	Good sentence and paragraph structure with a maximum of **THREE** spelling or grammar errors.
5–6	Average sentence and paragraph structure with a maximum of **FOUR** spelling or grammar errors.
3–4	Poor sentence and paragraph structure with a maximum of **FIVE** spelling or grammar errors.
0–2	Unacceptable style and **SIX or more** errors in grammar and spelling.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
15	**12**	**3**	**30**

[30]

TOTAL SECTION B: 70
GRAND TOTAL: 120

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