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**

**20 November 2020**

**This marking guideline consists of 7 pages.**

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## SECTION A: SHORTER, INTERMEDIATE AND FUNCTIONAL TEXTS

## QUESTION 1: BUSINESS PROPOSAL

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 17 | 10 | 3 | 30 |

**CONTENT**

- TITLE: Provide an appropriate title. (1)
- INTRODUCTION: Introduce yourself and your business. ( 2 points) (2)
- DESCRIBE YOUR PLANS/PROJECT AND ITS BENEFITS: Give details of what you are actually going to do and how it will benefit the students. (5 points) (5)
- IMPLEMENTATION PLAN: Provide a detailed time schedule that describes what will happen from the beginning to the end of the project. (2 points) (2)
- COSTING: Provide details of costs. (2)
- DETAILS OF YOUR BUSINESS: Describe your success; experience; testimonials from previous clients. (3 points) (3)
- CONCLUSION: End the proposal with an appropriate goodwill statement. (2 points) (2)

**(17)**

**MARKERS PLEASE NOTE**

- Award marks as indicated above.
- Award marks if the candidate writes in a different order provided that the content is logical.
- The mark awarded for grammar/style must be in proportion to the content mark.
- Markers have to keep in mind that they are also assessing the style and tone of the content as indicated in the rubric for grammar. Penalise inappropriate style even if the candidate has obtained a good mark for content.

**FORMAT**

Award ½ mark per heading to a maximum of 3 marks. **Candidates must write at least 6 out of the 7 headings to earn full marks.**

Title√; Introduction√;Describe your plans√; Implementation Plan√;Costing√;Details of business√;Conclusion√ **(3)**

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| **GRAMMAR/STYLE** | |
|---|---|
| 8 – 10 | Excellent sentence and paragraph structure with a maximum of TWO grammatical and or spelling errors. Fluent and professional style and tone as is used in a business proposal. |
| 6 – 7 | Good use of an appropriate style and tone consistent with a proposal. Good sentence and paragraph structure with no more than THREE errors in spelling and grammar. |
| 4 – 5 | Style is consistent, and tone mostly appropriate. Adequate sentence and paragraph structure with no more than FOUR errors in spelling and grammar. |
| 2 – 3 | Language needs attention and style hardly appropriate. Inadequate sentence and paragraph structure with FIVE or more errors in spelling and grammar. |
| 0 – 1 | Unacceptable number of errors. The language is barely understandable. |

**(10)**

**[30]**

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## QUESTION 2: LETTER OF MOTIVATION

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 10 | 6 | 4 | 20 |

**CONTENT**

- Introduction: a suitable introductory paragraph. (At least 3 points) (3)
- Body: Provide details of what you plan to offer at the Communication Resource Centre and how it will impact on the lives of students. Give details on how it will benefit students to support this facility.(At least 5 points) (5)
- Conclusion: summarise your opening statement and provide a convincing conclusion.(At least 2 points) (2)

**(10)**

**FORMAT**

Award ½ mark per heading to a maximum of 4 marks.
Sender's address√; Date√; Receiver's address√;
Salutation√;Heading√;Closing√;Name√; Signature√
**NOTE**: If the candidate includes STUDENT and misses one of the above, award half mark so that the candidate still obtains a total of 4 marks. **(4)**

| GRAMMAR/STYLE | |
|---|---|
| **5 – 6** | Excellent sentence and paragraph structure with no more than ONE spelling or grammar error. Fluent and professional style and tone as expected in a letter of motivation. |
| **4** | Good use of an 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 style and appropriate tone. 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 FOUR or more errors in spelling or grammar. |
| **0 – 1** | Error-ridden. Inability to determine what the candidate is saying. Confused. No attempt to respond appropriately. |

**(6)**

**[20]**

**TOTAL SECTION A: 50**

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## SECTION B: LONGER FUNCTIONAL AND REFLECTIVE WRITING

## QUESTION 3: LETTER TO THE PRESS

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 14 | 10 | 6 | 30 |

**CONTENT:**

- Introduction. (3 points on your reasons for writing this letter) (3)
- Body: Point of view; justification through use of facts; persuasive language, rhetorical questions, polite note.
  (At least 4 different strong points x 2 = 8) (8)
- Conclusion: provide a summary of your view point. End on a positive note where possible. Reach a conclusion. (3 points) (3)

**(14)**

**FORMAT:**
Award ½ mark for each correct aspect marked with an **x.**

**xxx** Sender's address
TOWN/CITY IN CAPS
Postal Code

**x** Date (on left or right)

**xxx** Editor's address
TOWN/CITY IN CAPS
Postal Code

**x** Dear Sir/Mam

**x** SUBJECT LINE IN CAPS

**x** Yours faithfully
**x** Signature
**x** NAME AND SURNAME IN CAPS

**(6)**

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| **GRAMMAR/STYLE** | |
|---|---|
| 8 – 10 | Excellent sentence and paragraph structure with a maximum of TWO grammatical and or spelling errors. Fluent and professional style and tone as is used in a letter to the press. |
| 6 – 7 | Good use of an appropriate style and tone consistent with a letter to the press. Good sentence and paragraph structure with no more than THREE errors in spelling and grammar. |
| 4 – 5 | Style is consistent, and tone mostly appropriate. Adequate sentence and paragraph structure with no more than FOUR errors in spelling and grammar. |
| 2 – 3 | Language needs attention and style hardly appropriate. Inadequate sentence and paragraph structure with FIVE or more errors in spelling and grammar. |
| 0 – 1 | Unacceptable number of errors. The language is barely understandable. |

**(10)**

**[30]**

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## QUESTION 4: NEWSPAPER ARTICLE

| CONTENT | GRAMMAR/STYLE | FORMAT | TOTAL |
|---|---|---|---|
| 25 | 12 | 3 | 40 |

**CONTENT:**

- Introduction (At least 3 strong points) (3)
- Body: State your point of view. Provide supporting information. Try to be factual. (At least 10 strong points x 2 = 20) (20)
- Conclusion: Restate your opening statement and conclude objectively.(At least two strong points) (2)

**(25)**

**FORMAT:**

- Title: 2 marks
- Writer/Author/ Name: 1 mark

**(3)**

| GRAMMAR/STYLE | |
|---|---|
| 10 – 12 | Language is excellent and style highly appropriate. Interesting vocabulary, accurate grammar with no more than TWO grammatical or spelling errors. |
| 8 – 9 | Language is good and style appropriate. Good vocabulary and sentence construction with no more than THREE grammatical or spelling errors. |
| 6 – 7 | Language is fair and style appropriate. Satisfactory vocabulary and sentence construction with no more than FOUR grammatical or spelling errors. |
| 5 | Language and style is mostly appropriate. Average vocabulary and sentence construction with no more than FIVE grammatical and spelling errors. |
| 0 – 4 | Language and style need attention. More than FIVE spelling or grammatical errors. Poor flow. Generally difficult to read and comprehend. |

**(12)**

**[40]**

**TOTAL SECTION B: 70**
**GRAND TOTAL: 120**

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