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

3 November 2022

This marking guideline consists of 8 pages.

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SECTION A: LONG FUNCTIONAL WRITING

QUESTION 1: BLOG

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
15	10	5	30

FORMAT: 5
Five marks as indicated below:

- Heading ✓
- Any name and surname ✓
- Date (in full) (Also accept digital dates as used in social media.) ✓
- Paragraphs ✓
- Number of words✓

CONTENT: 15

- Appropriate introduction✓✓
- Body : 12 points such as:
- Cardiovascular disease (CVD, including heart disease and strokes) is the leading cause of disabilities and death worldwide. ✓
- In South Africa, heart disease and strokes kill as many people as AIDS. ✓
- The view that only older people suffer from heart disease and strokes is incorrect. ✓
- The Health Foundation has indicated that up to 80% of CVD deaths in young people can be prevented through a healthy lifestyle. ✓
- These include a healthy diet, regular exercise and avoiding smoking. ✓
- In South Africa, 215 people die every day from heart disease and stroke. ✓
- It is expected that such premature deaths in people of working age (35 years upwards) will increase by 2030.✓
- South Africans from as young as 15 years have high blood pressure with only a third of this number receiving treatment.✓
- 65% of women are obese compared to 31% of men. ✓
- Greater awareness campaigns are essential to educate the country about the dangers of heart disease, stroke, high blood pressure and obesity. ✓
- The CEO of the Heart and Stroke Foundation, Robert de Souza is adamant that it is through education that we will be able to beat this massive health crisis. ✓
- His view is that this scourge can only be eradicated through education of the youth.✓
- Provide an appropriate conclusion. ✓ (1 point)

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	GRAMMAR/STYLE: 10
9 – 10	Excellent sentence and paragraph structure with a maximum of THREE grammatical or spelling errors. Fluent style.
7 – 8	Very good sentence and paragraph structure with a maximum of FIVE grammatical or spelling errors. Well presented, good style.
5 – 6	Good to average sentence and paragraph structure with a maximum of SEVEN grammatical or spelling errors. Average style.
3 – 4	Limited sentence and paragraph structure with a maximum of NINE grammatical or spelling errors. Poor style.
0 – 2	Poor sentence and paragraph structure with TEN or more grammatical or spelling errors. Difficult to read and comprehend.

[30]

QUESTION 2: LETTER OF ENQUIRY

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
14	10	6	30

FORMAT: 6
Format is marked with an **X.** Award ½ mark for each **X** = 6 marks.
CONTENT: 14 marked with a ✓

XX Sender's street address
Suburb
CITY/TOWN
Postal code

X Date **OR** Date

X Mr Robert de Souza
X The Heart Foundation
XXP O Box 1
KOCHI
0000

X Dear Sir/Mr de Souza

X ENQUIRY: ADVICE FOR STUDENTS ON KEEPING HEALTHY (ANY SUITABLE HEADING IN CAPS/UNDERLINED)

INTRODUCTION: (3 points)
Reference to level of study and programme. ✓ Request for advice on how students can keep healthy to avoid early death. ✓ Indicate your plan to print the information in the form of a brochure. ✓

BODY: (8 points)
I recently read an article on 'Heart disease and stroke kill almost as many as Aids'. ✓ I feel concerned about the number of students who take their health for granted. ✓ I would appreciate it if you could devise an eating plan for students. ✓ In addition, an ideal exercise plan for use by students daily will help get them on the fitness track. ✓ Could you also suggest daily health activities that students can engage in? ✓ Please advise on whether there are hospitals and clinics that provide medical checks for students on a regular basis. ✓We have a large number of students who are already addicted to smoking and I would need you to suggest how best we can help them. ✓A number of students are already showing signs of obesity and we need advice and support for them as well. ✓

CONCLUSION: (3 points)
I would sincerely appreciate your help and advice on the issues mentioned above, since we are faced with a critical problem. ✓ Please respond at your earliest convenience. ✓ End appropriately. ✓

X Yours faithfully
X Signature
X FULL NAME IN CAPITAL LETTERS

GRAMMAR/STYLE: 10 MARKS

	GRAMMAR/STYLE
9–10	Excellent sentence and paragraph structure with a maximum of THREE grammatical or spelling errors. Fluent and professional style.
7–8	Very good sentence and paragraph structure with a maximum of FIVE grammatical or spelling errors. Well presented, professional style.
5–6	Good to average sentence and paragraph structure with a maximum of SEVEN grammatical or spelling errors. Average style.
3–4	Limited sentence and paragraph structure with a maximum of NINE grammatical or spelling errors. Poor style.
0–2	Poor sentence and paragraph structure with TEN or more grammatical or spelling errors. Difficult to read and comprehend.

[30]

TOTAL SECTION A: 30

SECTION B: SHORT FUNCTIONALWRITING

QUESTION 3: EMAIL

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	4	6	20

FORMAT: 6 indicated with **X**
CONTENT: 10 indicated with✓

GRAMMAR/STYLE: **4**

4	Excellent language and style with NO grammatical or spelling errors.	
3	Good language and style with a maximum of TWO grammatical or spelling errors.	
2	Average language and style with a maximum of THREE – FOUR grammatical or spelling errors.	
0-1	Poor language and style. Almost impossible to read due to FIVE or more grammatical and spelling errors.	

File Edit View Insert Format Tools Table Window Help

[SEND]

To … G.Quai@veecollege.co.za **X**

Cc …

Subject : Request for printing of brochure **X**

Dear Sir **X**

I am a level 2 student in the NC (V) programme✓ who read an article on how heart disease and stroke are killing as many people as Aids. ✓ I feel greatly concerned and therefore wrote a letter to Mr Robert de Souza the CEO of the heart foundation to provide me with advice for students on how to manage their health. ✓I appeal to you to print this information in the form of a brochure for all students. ✓This information will help our students develop a healthy lifestyle. ✓ I have requested Mr de Souza to provide us with a healthy eating plan/ an exercise regime/, as well as advice on how to help students quit smoking. ✓ ✓ There will be long term benefits for families in that students will live healthier/ and longer lives.✓ Please respond at your earliest convenience. ✓

I look forward to your response.✓

Kind Regards **X**
Name and Surname **X**
Designation **X**

[20]

QUESTION 4: REPORT

CONTENT	GRAMMAR/STYLE	TOTAL
16	4	20

CONTENT: **16** marks indicated with ✓.

GRAMMAR/STYLE: **4**

4	Excellent language and style with NO grammatical or spelling errors.
3	Good language and style with a maximum of TWO grammatical or spelling errors.
2	Average language and style with a maximum of THREE – FOUR grammatical or spelling errors.
0 – 1	Poor language and style. Almost impossible to read due to FIVE or more grammatical and spelling errors.

CONTENT: 16

REPORT FORM	
Date of incident:	28 October 2022✓
Time of incident:	12.30✓
Names of students involved:	Any two names ✓
Place where incident occurred:	Sportsfield and name of campus✓
Description of what was observed: (3 points)	I noticed two students arguing loudly and pointing fingers at each other. ✓
	They moved closer to one another with one student poking his finger into the chest of the other. ✓
	The other retaliated and they both began punching and hitting each other viciously./ They rolled on the ground. ✓
Action taken by witness: (3 points)	I ran toward them shouting loudly. ✓
	Together with two other students, I managed to pull them apart. ✓
	I reported the incident to the campus manager. ✓
Describe the injuries sustained by the individuals: (3 points)	Both students were badly bruised on the face. ✓
	They were both bleeding from the head and face. ✓
	One student struggled to walk / the other student was unable to move his arm. ✓
Witness:	Any name and Surname ✓
Report compiled by:	Name and Surname✓
Designation:	Student✓

TOTAL SECTION B: 20

SECTION C: VISUAL

QUESTION 5: POSTER

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
5	3	2	10

FORMAT: 2
(Award ½ mark for each **X** = 2 marks.)
- Border **X**
- Different fonts **X**
- Heading **X**
- Neat layout and spacing **X**

CONTENT: 5
(Award 1 mark per point = 5 marks.)
- Heading✓
- Catchy phrase ✓
- Date, Time, Venue ✓
- Guest speaker ✓
- Topic ✓

GRAMMAR/STYLE: 3

3	Information is fluent and logical. There are NO spelling or grammatical errors.
2	Information is mostly logical. There is a maximum of TWO grammatical or spelling errors.
0 – 1	Poor arrangement of information. THREE or more spelling or grammatical errors.

QUESTION 6: CLASSIFIED ADVERTISEMENT

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
5	2	3	10

FORMAT: 3
(Award 1 mark per **X** = 3 marks.)

Looks like a classified advertisement with the following:
- **X** Small, centred at one-third across the page, maximum of 10 lines
- **X** Border
- **X** Neat layout and spacing **X**

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CONTENT: 5
(Award ½ mark per item indicated with a ✓ to a maximum of 5 marks.)

- 925✓
- Vacancies✓
- Any name of college✓
- Full time✓
- Wellness Officer✓
- Qualification✓
- Job expectation✓
- Salary✓
- Email CV✓
- abee@wellness.org ✓

GRAMMAR/STYLE: 2

2	Concise keywords/abbreviations. NO spelling or grammatical errors.
1	Mostly appropriate keywords/abbreviations. A maximum of TWO spelling or grammatical errors.
0	Too much detail with THREE or more spelling or grammatical errors.

[10]

SECTION C: 10
GRAND TOTAL: 60

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