higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 2
(Second paper)

8 November 2024

This marking guideline consists of 8 pages.

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SECTION A: LONG FUNCTIONAL WRITING

Only ONE of the two questions in SECTION A must be answered.

QUESTION 1: BLOG WRITING (Answered on ADDENDUM A)

Format	Content	Grammar/Style	Total
5	15	10	30

FORMAT: 5 MARKS

Heading	1 mark
Name	1 mark (accept ANY NAME)
Date	1 mark (Date must be written in full)
Paragraph	1 mark
No. of words	1 mark

CONTENT: 15 MARKS

- ❖ An appropriate introduction ✓✓
- ❖ Inattention and changes in energy levels ✓✓
- ❖ Mention the behaviours✓✓✓
  - Having trouble focusing or concentrating on tasks
  - Being forgetful about completing tasks
  - Being easily distracted
  - Having difficulty sitting still
  - Interrupting people while they are talking

- ❖ Briefly mention the difficulties of focusing with ADHD, including cognitive functions, regulating emotions and behaviour. ✓✓✓
  - Frequent mistakes or miss details when studying or working
  - Maintain focus when listening, reading or holding a conversation
  - Have trouble organising their daily tasks
  - Lose items frequently
  - Distracted by small things happening around them
  - Difficulties in cognitive function such as paying attention, absorbing or remembering new information, ignoring distractions and regulating emotions and behaviour.✓✓
- ❖ Say something to help encourage them that they are not alone.✓
- ❖ An appropriate conclusion✓✓

GRAMMAR/STYLE: 10 MARKS

10−9	Excellent, consistent style that maintains appropriate style and tone. Excellent use of vocabulary and paragraphing. Fewer than 5 errors
8−7	Good use of appropriate style and tone. Wide range of vocabulary and good paragraphing. Less than 7 errors.
6−5	Average use of appropriate style and tone. Average range of vocabulary and paragraphing done. No more than 10 errors.
4−3	Limited style, uneven but fairly consistent with informal tone. Attempt at paragraphing. No more than 20 errors.
2−1	Poor sentence structure with limited vocabulary, errors in language, spelling and punctuation. More than 20 errors.

[30]

OR

QUESTION 2: LETTER OF ENQUIRY (Answered in the ANSWER BOOK.)

Format	Content	Grammar/Style	Total
6	14	10	30

FORMAT: 6 MARKS (12 × ½ = 6)
Format errors are indicated with an X.
Negative marking – ½ per format error

CONTENT: 14 MARKS
Indicated with a ✓
1 mark per fact

Note the following:
1. Suggestion: Acknowledge the individual creativeness and ideas of the candidate.
2. Use your discretion in awarding marks for a candidate's own creative ideas.
3. Award marks even if the paragraphing or grouping of content differs from the example letter provided as a guide.

GRAMMAR/STYLE: 10 MARKS

10−9	Excellent, consistent style that maintains an appropriate formal style and tone. 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. Wide range of vocabulary. Correct sentence structure. Few errors in grammar, spelling and punctuation. Paragraphs used.
6−5	Style uneven but fairly consistent. 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. Limited vocabulary. Poor sentence structure. Errors in grammar, spelling and punctuation. Deviates from paragraphing.
2−1	Unacceptable number of errors in grammar, spelling and punctuation.

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NAME OF COLLEGE (IVY GREEN COLLEGE) IN CAPS
Dota Avenue
POLOKWANE
7350

Contact details
Tel:
E-mail:
Any date in full (date can be on left or right) **X**
(Do not deduct a mark if no line is skipped)

Mrs Wendy Walker **X**
Ivy Green College **X**
Dota Avenue **X**
Polokwane **X**
7350 **X**

Dear Mrs Walker **X**

RE: (Any suitable heading in caps or not in caps but underlined) **X**

INTRODUCTION
My name is ……✓ and I am the secretary of our SRC.✓ I am concerned about the lack of awareness of ADHD in our college.✓ (3 marks)

BODY
I have recently read an online article about how people that have ADHD experience inattention and changes in energy levels.✓✓ The article also mentions common symptoms of ADHD and refers to difficulties in cognitive functions,✓ such as paying attention, absorbing or remembering new information, ignoring distractions and regulating emotions and behaviour.✓✓

I have the following questions.✓ Why is the college not creating awareness of ADHD?✓ How can we assist students and staff that have ADHD?✓ Knowledge about ADHD could not only help students, but also staff who may be going through this ordeal.✓ (9 marks)

CONCLUSION
The SRC would like to kindly request a meeting with you to discuss if we can host a campaign.✓ Your cooperation in this matter would be greatly appreciated by all concerned.✓ (2 marks)

Yours sincerely **X**
Signature **X**
FULL NAME IN CAPS / INITIAL AND SURNAME IN CAPS **X**

DESIGNATION IN CAPS

(NUMBER OF WORDS) **[30]**

TOTAL SECTION A: 30

SECTION B: SHORT FUNCTIONAL WRITING

Only ONE of the two questions in SECTION B must be answered.

QUESTION 3: E-MAIL (Answered on ADDENDUM C)

Format	Content	Grammar/Style	Total
6	10	4	20

FORMAT: 6 MARKS indicated with **X**

CONTENT: 10 MARKS as indicated with ✓ per fact

GRAMMAR/STYLE: 4 MARKS

4	Good use of language and no more than 2 errors
3	Average use of language and less than 4 errors
2	Limited use of language and less than 6 errors
1	Poor use of language and more than 8 errors

File Edit View Insert Format Tools Table Window Help
[SEND]
To… ibiggs@pepsychologist.co.za**X**
Cc…
Subject… INVITATION TO ADHD AWARENESS CAMPAIGN**X**
Dear Dr Biggs **X** I am the secretary of the SRC.✓ Recently I read an article on ADHD.✓ We have decided to host an ADHD awareness campaign to inform students and staff about the challenges that people with ADHD experience.✓ The event will take place on Friday, 21 June 2024✓ at Ivy College.✓ We would be honoured if you could be the guest speaker at this event.✓ Could you kindly consider a donation for the campaign of information booklets✓ and T-shirts?✓ Please let us know by the end of next week, to make the necessary arrangements.✓ Thanking you in advance.✓ Kind regards **X** Name and surname **X** Designation **X** (Number of words)

[20]

OR

QUESTION 4: DESCRIPTIVE REPORT (Answered on ADDENDUM D.)

Content	Grammar/Style	Total
16	4	20

CONTENT: 16 MARKS as indicated with a ✓

GRAMMAR/STYLE: 4 MARKS

4	Good use of language and no more than 2 errors
3	Average use of language and less than 4 errors
2	Limited use of language and less than 6 errors
1	Poor use of language and more than 8 errors

REPORT ON ADHD AWARENESS CAMPAIGN	
Date of event:	21 June 2024✓
Time:	9:00✓
Venue:	College Hall✓
Purpose of event:	The aim of the event was to create awareness to students✓
	and staff about ADHD.✓
Description of event:	Dr Biggs was the guest speaker that came to address the students and staff as they had assembled in the college hall.✓
	Booklets and flyers were handed out.✓ A competition was created by Dr Biggs and Mrs Walker. ✓
	Students could create a poster✓ to be used in the future to raise awareness.✓
	Students received goodie bags,✓ t-shirts and information on ADHD✓
Conclusion:	The campaign was a success.✓
	Everyone enjoyed it.✓
Compiler of report:	Any name and surname✓
Designation/Job title:	Secretary of SRC✓

[20]

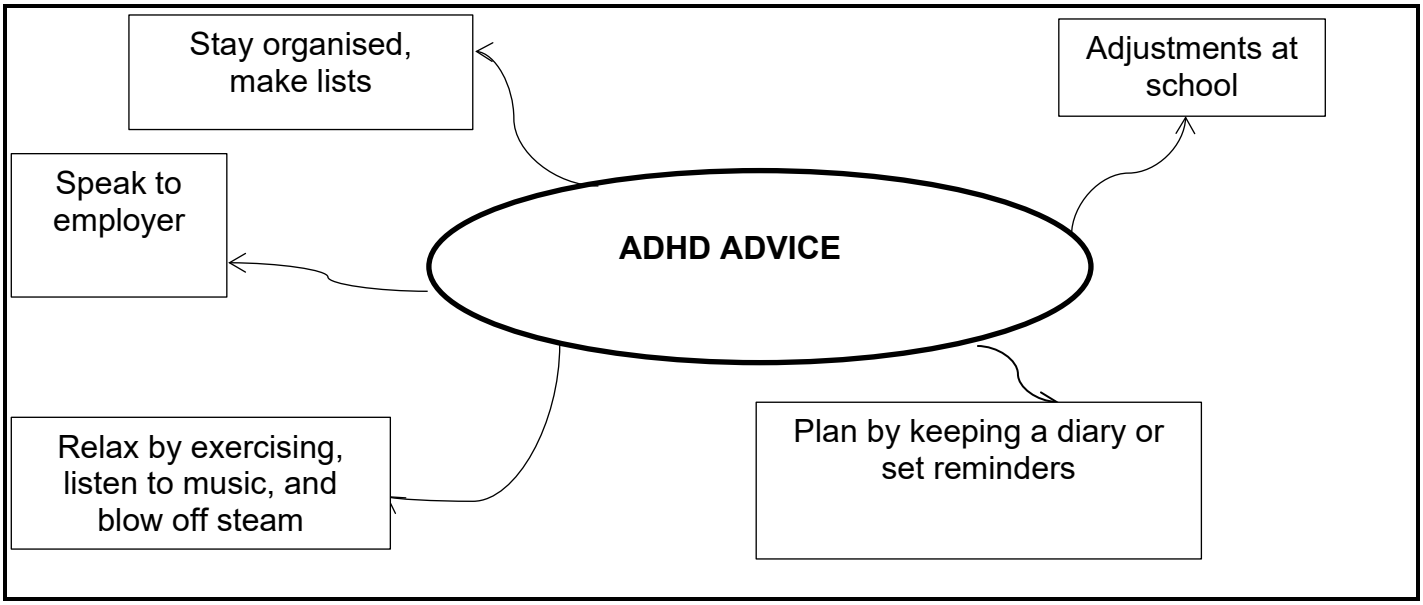
TOTAL SECTION B: 20

SECTION C: VISUAL

Only ONE of the two questions in SECTION C must be answered.

QUESTION 5: MIND MAP

Format	Content	Grammar/Style	Total
2	5	3	10



GRAMMAR/STYLE (3 marks)	FORMAT (2 marks) (4 × ½ as indicated below)	CONTENT (5 marks)
Key words used, information fluent and logical. No spelling or punctuation errors. ✓✓✓	Own heading✓	Central idea✓
Mostly key words.1–4 spelling or punctuation errors✓✓	Own words✓	Any 4 facts✓✓✓✓
Full sentences, too much detail. More than 4 errors✓	Branches down from central idea✓	
	Neat and eye-catching✓	

[10]

OR

QUESTION 6: POSTER

Format	Content	Grammar/Style	Total
2	5	3	10

FORMAT: 2 MARKS (4 × ½) as indicated below.
- Border
- A4 page
- Different fonts
- Neat layout and spacing

CONTENT: 5 MARKS (10 × ½) as indicated below.
- Heading
- A catchy phrase
- Reason for campaign
- Date
- Time
- Venue
- Guest speaker
- Competition and prizes
- Contact person
- Contact cellphone number

GRAMMAR/STYLE: 3 MARKS

3	Key words used, information fluent and logical. No spelling or punctuation errors.
2	Mostly keywords. 1 to 4 spelling or punctuation errors.
1	Full sentences, too much detail. 4 or more spelling or punctuation errors.

[10]

TOTAL SECTION C: 10
GRAND TOTAL: 60

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