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 3

8 November 2024

This marking guideline consists of 9 pages.

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SECTION A: REPORT WRITING

QUESTION 1: ACCIDENT REPORT

CONTENT	GRAMMAR/STYLE	TOTAL
15	5	20

Content: 15 marks indicated with ✓ (full mark).
Grammar/style: 5 marks, refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of the content.

ELECTORAL COMMISSION (IEC) **ACCIDENT REPORT FORM**	
Full name of person involved	Susan Ndlovu ✓
Date of accident	Saturday,16 November 2024 ✓
Time of accident	10:00 ✓
Place of accident	Outside Kempton Park municipal voting station ✓ / Kempton Park voting station / IEC voting station, Kempton Park
Description of accident	Susan Ndlovu ✓ was hit by a car while waiting outside the voting station. ✓ A crowd gathered around her. ✓
Action taken	I decided to call an ambulance. ✓ Paramedics arrived and applied first aid before taking her to hospital. ✓ On arrival at the hospital, the doctor found that she had sustained head injuries. ✓ They kept her in hospital for the weekend to monitor the extent of her injuries. ✓
Name of compiler	Thabo Sekhu ✓
Position of compiler	Part-time field worker for IEC ✓ / IEC field worker
Signature of compiler	*TSekhu*✓ [Must look like a signature.]
Date	16 November 2024 ✓

GRAMMAR/STYLE (5)	
5	Fluent and professional style and tone as required in a report. Excellent sentence structure with no grammar and spelling errors. Correct reporting pronouns used.
4	Moderately successful use of an appropriate style and tone. Satisfactory sentence structure with no more than TWO grammar and spelling errors. Correct reporting pronouns used.
3	Unprofessional and inappropriate style and tone. Unsatisfactory sentence structure with no more than FOUR grammar and spelling errors. Correct reporting pronouns used.
2–1	Untidy, unprofessional and inappropriate. Unsatisfactory sentence structure with more than FIVE grammar and spelling errors. Incorrect reporting pronouns used.

[20]

QUESTION 2: PROGRESS REPORT

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
21	5	4	30

Content: 21 marks, indicated with ✓.
Grammar/style: 5 marks, refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of the content.
Format: 4 marks, indicated with **X** (minus 1 mark per formatting error).

ELECTORAL COMMISSION (IEC)

MEMORANDUM

X To: Mr Peters
X From: Mrs Mary Sithole / Mary Sithole
X Date: 18 October 2024 (in full)
X Ext: 443

SUBJECT: PROGRESS REPORT ON RENOVATIONS AT THE VOTING STATION ✓✓
(1 mark for a suitable heading and 1 mark for CAPS)

BACKGROUND (6 marks)
On 14 October 2024 ✓ you ✓ / Mr Peters instructed me ✓ / Mrs Mary Sithole / Mary Sithole to compile a progress report on the renovations at the voting station. ✓ The renovations include a staff kitchen, a small dining room area with landline and internet connection. ✓ The report must be submitted on 18 October 2024. ✓

PURPOSE (4 marks)
The purpose of the report is to provide a breakdown of information ✓ on the tasks that have been completed, ✓ those that are currently being attended to ✓ and those that still need to be finalised. ✓

TASKS COMPLETED (3 marks)
The staff kitchen has been completed with everything fitted as planned. ✓
The dining room equipment that Khula Catering Services ordered has been delivered. ✓
People from Eskom came and connected the electricity last week. ✓

TASKS CURRENTLY BEING ATTENDED TO (2 marks)
The municipality is in the process of getting quotes for the extra chairs. ✓
Public Works Department is busy making place under the veranda for the chairs. ✓

TASKS STILL TO BE COMPLETED (2 marks)
The internet and landline phone connection ✓ must still be installed. ✓

CONCLUSION (2 marks)
Despite the problem of where to put the chairs for the elderly ✓ we are making excellent progress. ✓

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GRAMMAR/STYLE (5)	
5	Fluent and professional style and tone as required in a report. Excellent sentence structure with no grammar and spelling errors. Correct reporting pronouns used.
4	Moderately successful use of an appropriate style and tone. Satisfactory sentence structure with no more than TWO grammar and spelling errors. Correct reporting pronouns used.
3	Unprofessional and inappropriate style and tone. Unsatisfactory sentence structure with no more than FOUR grammar and spelling errors. Correct reporting pronouns used.
2–1	Untidy, unprofessional and inappropriate. Unsatisfactory sentence structure with more than FIVE grammar and spelling errors. Incorrect reporting pronouns used.

[30]

TOTAL SECTION A: 50

SECTION B: LONG FUNCTIONAL WRITING

QUESTION 3: NOTICE AND AGENDA OF A MONTHLY MEETING

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	4	6	20

Content: 10 (20 × ½) marks, indicated with√.

Format: 6 (12 × ½) marks, indicated with **X** (minus ½ mark per formatting error).

Grammar/style: 4 marks, refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of the content.

X ELECTORAL COMMISSION (IEC)

Telephone: 011 743 1212
Fax: 011 743 1234
Email: marysithole@iec.co.za **X** **X** Corner of York and Gladiator Street
KEMPTON PARK
0150

X 5 November 2024

X Dear Colleagues / Staff / Staff Members

X NOTICE OF THE MONTHLY STAFF MEETING (X CAPS)

Please note √ that the next monthly √ staff meeting √ will be held on 12 November 2024√ in the Kempton Park Voting Station office √ at 10:00. √
The minutes of the previous meeting√ are attached. √

X Yours faithfully

JR Peters (Must look like a signature.) (**X** For both signature and name)
JR PETERS (CAPS)
X MANAGER / VOTING STATION MANAGER (CAPS)

X AGENDA
(**X** Do not award this format mark if items on the Agenda are incorrectly numbered or if numbers have been omitted.)

(NB: Items 1 to 3 may be in any order)

1. Opening and welcome √
2. Attendance register √
3. Apologies √
4. Minutes of the previous meeting √
5. Matters arising √
6. New matters √
6.1 Report on the progress of the voting station renovation √
6.2 Delivery of extra chairs for the elderly √
6.3 Security company to guard the voting station√
7. General √
8. Date of next meeting √
9. Closure √

GRAMMAR/STYLE (4)	
4	Fluent and professional style and tone as required in meeting communication. Excellent sentence structure with no grammar and spelling errors.
3	Good professional style and tone as required in meeting communication. Good sentence structure with no more than THREE grammar and spelling errors.
2	Moderately successful use of an appropriate style and tone. Satisfactory sentence structure with no more than FOUR grammar and spelling errors.
1	Untidy, unprofessional and inappropriate. Unsatisfactory sentence structure with more than and spelling errors.

[20]

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QUESTION 4: MINUTES OF A MONTHLY MEETING

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
5	2	3	10

Content: 5 marks, indicated with ✓.
Format: 3 marks, indicated with X (minus 1 mark per formatting error).
Grammar/style: 2 marks, refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of the content.

NOTE TO MARKERS: Do not award the mark for format if the numbers for item headings on the corresponding agenda in QUESTION 3 have been omitted or are incorrect.

X 4. MINUTES OF PREVIOUS MEETING
Minutes of the previous meeting were taken as read, approved and signed. ✓
X 5. MATTERS ARISING
The Department of Education agreed to pay for the t-shirts. ✓
X 6. NEW MATTERS
6.1 Progress of voting station renovations
Mrs Sithole gave a report on the was progress made with the renovations at the voting station. ✓
6.2 Delivery of extra chairs for the elderly
Mr Bokaba confirmed that extra chairs for the elderly had been delivered. ✓
6.3 Security company to guard the voting station
Ms Clive was tasked to find out about a security company to guard the voting station. ✓

GRAMMAR/STYLE (2)	
2	Fluent and professional style and tone as required for writing the minutes of a meeting. Full sentences, formal register and the past tense used with no more than THREE grammar and spelling errors.
1	Untidy, unprofessional and inappropriate. Not written in full sentences and/or the past tense with more than FOUR grammar and spelling errors.
0	Core notes copied verbatim from the question paper

[10]

TOTAL SECTION B: 30

SECTION C: SHORT FUNCTIONAL WRITING

QUESTION 5: FLYER

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
6	2	2	10

Content: 6 marks, indicated with✓.

Format: 2 (4 ×½) marks, (minus ½ mark per formatting error) as follows:
- Different font sizes√
- Eye-catching design√ /Use of colour
- Border√
- Good use of space on an A5 page (half an A4 page) √

Grammar/style: 2 marks, refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of content.

The Electoral Commission of South Africa (IEC) ✓

Come, join us for an

Exciting voter registration awareness walk! ✓

(Accept any suitable catch phrase.)

Saturday, 9 November 2024 ✓

At Pretoria Gardens

Corner Pretoria Road and DF Mooi Rivier Drive, Kempton Park ✓

From 8:00 to 15:00 ✓

Contact: Mary Sithole on 011 743 1212 ✓ / marysithole@iec.co.za

GRAMMAR/STYLE (2)	
2	Excellent use of keywords. No grammar and spelling errors. Fluent and appropriate style and tone as required for a flyer.
1	Long and/or incorrect sentence structure instead of keywords, with many grammar and spelling errors. Inappropriate style and tone for a flyer.

[10]

QUESTION 6: FORM

CONTENT	GRAMMAR/STYLE	TOTAL
8	2	10

Content: 8 marks, indicated with✓.

Grammar/style: 2 marks; refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of the content.

ELECTORAL COMMISSION (IEC)

REGISTRATION FORM

VOTER AWARENESS WALK

9 November 2024

Telephone: 011 743 1212
Fax: 011 743 1234
Email: marysithole@iec.co.za

Corner of York and Gladiator Street
KEMPTON PARK
0150

Please complete application form below and email it back before 14 November 2024.

FULL NAME (Any relevant Name and Surname) ✓

STREET ADDRESS (Any correct street address) ✓

SUBURB/TOWN/CITY (Any relevant) ✓

DATE OF BIRTH mm/dd/yy____/_____/_____ (month/day/year, any relevant) ✓

SEX (CIRCLE ONE) M F ✓

SHIRT SIZE (CIRCLE ONE) S, M, L, XL, XXL ✓

SIGNATURE_____ ✓ [Must look like a signature.]

DATE (Any date on/or before 14 November 2024) ✓

Pick up your pack at the venue.

Refreshments will be provided after the walk.

GRAMMAR/STYLE (2)	
2	Excellent style, consistent with filling out a form. Relevant information given. No grammar and spelling errors.
1	Style and tone inconsistent for filling out a form. ONE or more grammar and spelling errors.

[10]

QUESTION 7: TELEPHONE MESSAGE

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
5	2	3	10

Content: 5 marks, indicated with ✓.

Format: 3 (6 × ½) marks, indicate with **X** (minus ½ mark per formatting error).
Grammar/style: 2 marks; refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of the content.

ELECTORAL COMMISSION (IEC)

TELEPHONE MESSAGE

X TO: Mr Peters
X FROM: Mr Reddy
X TEL: 073 422 4761
X DATE: 11 November 2024
X TIME: 9:00

MESSAGE:
Mr Reddy from the Department of Education called ✓ in connection with the voter registration awareness walk. ✓ He would like to know how many people have registered so far. ✓ He said that the Department of Education has agreed to carry the cost of the T-shirts. ✓ He also said that they would find a music band to entertain the participants at the walk. ✓

Message taken by: X Mary / Mary Sithole

GRAMMAR/STYLE (2)	
2	Fluent and professional style and tone as required for a telephone message. Excellent sentence structure with less than THREE grammar and spelling errors. Correct reporting pronouns used.
1	Moderately successful use of an appropriate style and tone. Satisfactory sentence structure with more than THREE grammar and spelling errors. Incorrect reporting pronouns used.

[10]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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