higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

ENGLISH FIRST ADDITIONAL LANGUAGE
NQF LEVEL 4
(Second paper)

8 November 2024

This marking guideline consists of 5 pages.

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SECTION A: SHORTER, INTERMEDIATE AND FUNCTIONAL TEXTS
QUESTION 1: BUSINESS PROPOSAL

CONTENT (17)

- Title: an appropriate title (1)
- Introduction: Introduce yourself and your business. (2 points) (2)
- Key issues: Describe your plans and its benefits. (5 points) (5)
- Costing: Realistic costing (2)
- Implementation plan: Indicate time frames from beginning to end. (2 points) (2)
- Details of proposer: Experience/competence/trustworthiness/testimonials (3 points) (3)
- Conclusion: Appropriate goodwill statement. (2 points) (2)

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

FORMAT (3)
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 x
- Introduction x
- Key issues x
- Costing x
- Implementation plan x
- Details of the proposer x
- Conclusion x

CONTENT	GRAMMAR/STYLE	FORMAT
17	10	3

[30]

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QUESTION 2: JOB ADVERTISEMENT

CONTENT (13)

- Name of the company (1)
- Job title/position (1)
- Detailed job description (3 points on the job expectation such as computer literacy, accounting skills, training skills; business knowledge; telephone duties; people skills; etc.) (3)
- Job type (permanent/temporary/contract) (1)
- Requirements (4 points on qualifications; experience; computer literacy; communication skills; flexibility in terms of working hours; people skills; accounting skills; etc.) (4)
- Benefits and salary (2 points on salary; 13th cheque; medical aid; leave; etc.) (2)
- Contact details (1 detail such as email address; telephone; physical address; fax) (1)

GRAMMAR/STYLE (4): Underline all errors	
4	Flawless sentence structure. Fluent and professional style consistent with a job advertisement. No grammatical or spelling errors.
3	Very good sentence structure. Very good style that is professional and aligned to an advertisement. A maximum of ONE spelling or grammatical error.
2	Satisfactory sentence structure. Average style that is aligned to the requirements of an advertisement. A maximum of TWO spelling or grammatical errors.
1	Poor language and inappropriate style. Inadequate sentence structure with THREE or more errors in spelling and/or grammar.
0	Impossible to read due to errors. The language is not understandable.

FORMAT (3)

One mark per √

- Layout/style/technique √√
- Use of font √

CONTENT	GRAMMAR/STYLE	FORMAT
13	4	3

[20]

TOTAL SECTION A: 50

SECTION B: LONGER FUNCTIONAL AND REFLECTIVE WRITING
QUESTION 3: LETTER TO THE PRESS

CONTENT (14)

- Introduction: 3 points that introduce the subject – give reasons for writing this letter. (3)
- Body: point of view; justification through facts; persuasive language; rhetorical questions; polite tone (4 different strong points x 2 =8) (8)
- Conclusion: summary of view point. End on a positive note where possible. Reach a conclusion. (3 points) (3)

FORMAT: (6) X = ½ mark

X Sender's address
X TOWN/CITY IN CAPITALS
X Postal code

X Date (on left or right)

X The Editor
X Watch Times
P/Bag 66
X WATCHERS
0000

X Sir/Madam

X HEADING IN CAPITALS

X Yours faithfully
X Signature
X NAME IN CAPITALS

GRAMMAR/STYLE (10): Underline all errors

8 – 10	Outstanding sentence and paragraph structure with 0 to a maximum of TWO spelling or grammatical errors. Fluent and professional tone and style befitting a letter to the press.
6 – 7	Very good use of appropriate tone and style. Good sentence and paragraph structure with no more than THREE to FOUR spelling or grammatical errors.
4 – 5	Satisfactory use of appropriate tone and style. Average sentence and paragraph structure with no more than FIVE to SIX spelling or grammatical errors.
2 – 3	Inappropriate tone and style. Unsatisfactory sentence and paragraph structure with SEVEN to EIGHT spelling or grammatical errors.
0 – 1	More than EIGHT spelling and grammatical errors. The language is poor and barely understandable.

Content	Grammar/style	Format	Total
14	10	6	30

[30]

QUESTION 4: BOOK REVIEW

CONTENT (25)

- Title of the book (1)
- Author (1)
- Publisher (1)
- Genre (1)
- Setting (2 points) (2)
- Characters (3 different character names) (3)
- Theme (3 different points) (3)
- Plot (10 points) (10)
- Conclusion/recommendation (3 points - support your evidence) (3)

GRAMMAR/STYLE (10): Underline all errors	
8 – 10	Outstanding sentence and paragraph structure with 0 to a maximum of TWO grammatical or spelling errors. Fluent and professional style and tone befitting a book review.
6 – 7	Very good use of an appropriate style and tone. Good sentence and paragraph structure with no more than THREE to FOUR errors in spelling and grammar.
4 – 5	Satisfactory use of appropriate tone and style. Average sentence and paragraph structure with no more than FIVE to SIX spelling or grammatical errors.
2 – 3	Inappropriate style and tone. Unsatisfactory sentence and paragraph structure with SEVEN to EIGHT spelling or grammatical errors.
0 – 1	More than EIGHT spelling and grammatical errors. The language is poor and barely understandable.

FORMAT (5): indicated with an X. Award ½ mark per correct aspect.

- Title of the book x
- Author x
- Publisher x
- Genre x
- Setting x
- Characters x
- Theme x
- Plot x
- Paragraphs x
- Conclusion x

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	10	5	40

[40]

TOTAL SECTION B: 70
GRAND TOTAL: 120

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