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)

14 November 2023

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
15	10	5	30

FORMAT/LAYOUT: 5 (indicated with ✓)

Heading.✓
Any name and surname/pseudonym.✓
Date (in full, also accept digital dates as used in social media)✓
Paragraphs.✓
Number of words used.✓

CONTENT: 15

Appropriate **introduction**✓✓ (2 marks)

BODY: 11 (Award a mark for any relevant points) (11 marks)

Glaucoma is a group of diseases.✓
Damages a nerve at the back of an eye, called the optic nerve.✓
Can cause vision loss and blindness.✓
One may not notice the symptoms of glaucoma.✓
Glaucoma can be detected through a comprehensive dilated eye examination.✓
There's no cure for it.✓
Early treatment can often stop the damage and protect one's vision.✓
There are many different types of glaucoma.✓
The common type of glaucoma is called open-angle glaucoma.✓
Other types include angle-closure glaucoma and congenital glaucoma.✓
Scientists aren't sure what causes glaucoma.✓
It is said that there's no way to prevent glaucoma.✓
Eye examinations are therefore important to trace it before it can affect one's vision.✓

Appropriate **conclusion**✓✓ (2 marks)

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

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OR

QUESTION 2

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
14	10	6	30

FORMAT: 6 indicated with **X**. Award ½ mark for each **X** = total of 6 marks.
CONTENT: 14 indicated with✓

X Sender's address
Suburb
X CITY/TOWN (IN CAPS)
Postal code

X Date **OR** Date

X Ms. Thandi Cele
X Merit campus
X P O Box 123
X MARIKANA
3173

X Dear Madam/Ms Thandi Cele

X ENQUIRY ABOUT THE PROGRESS OF PLANNING FOR THE EYECARE EVENT.
(ANY SUITABLE HEADING, MUST BE UNDERLINED IF NOT WRITTEN IN CAPS)

INTRODUCTION: (3 points)
Name and reference to level of study and learning programme.✓ Mention the request you made regarding hosting an eyecare event at the campus.✓ State your desire to know the progress of planning for the event.✓

BODY: (any relevant 8 points)
I would like to know if the process for preparation of the eyecare event has started.✓ I would like to know if there are any student representatives on the planning committee.✓

Award marks for enquiries on sourcing of a marquee,✓ catering,✓ PA system,✓ training of student volunteers,✓ invitation/confirmation with guests,✓ sponsors,✓ artists for entertainment,✓ etc. ***(the list is not exhaustive of the possible enquiries, award marks for any relevant and appropriate points of enquiry).***

CONLUSION: (any relevant 3 points)
I would like to recommend that we use the services of Sophie Ndaba Incorporated to help with planning since they also have charity programmes.✓ The committee might also approach local businesses for sponsorship.✓
I look forward to your swift response.✓

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X Yours faithfully **X** signature **X** FULL NAME (IN CAPS)

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

TOTAL SECTION A: 30

SECTION B

QUESTION 3

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
10	4	6	20

FORMAT/LAYOUT: 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.

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File Edit View Insert Format Tools Table Window Help
[SEND]
TO: dr.tsm@nei.gov.za **X**
Cc:
Subject: Invitation to present at an eyecare event **X**
Dear Doctor **X** I am a student at Northwest TVET College, Merit campus.✓ I read an article about eyecare on the website of the National Eye Institute.✓ I was particularly concerned about a disease called glaucoma.✓ I wrote to the campus management asking for permission to host an eyecare and awareness event at the campus to share insights on eyecare with the student community.✓ We request your presence as an eye specialist to come and share your wisdom and knowledge regarding eyecare.✓ The event date is 08 July 2023,✓ starting time is, 9:00✓ at the campus' sport field.✓ May you please respond and/or confirm your availability on 12 May 2023?✓ We would be happy to have you as a guest speaker at the event. We will be waiting in anticipation of a positive response.✓ Kind regards **X** NAME IN CAPITAL LETTERS **X** Designation **X**

OR

QUESTION 4

CONTENT	GRAMMAR/STYLE	TOTAL
16	**4**	**20**

CONTENT: 16 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.

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CONTENT: 16

ACCIDENT REPORT FORM	
Date of incident:	26 February 2023✓
Time of incident:	09:13/thirteen minutes after/past nine in the morning✓
Name of the victim:	Any female or unisex or non-binary name✓
Place where the incident occurred:	At the auditorium✓
Description of what was witnessed/ happened:	I saw a student hitting her head against the glass door✓
	She fell to the ground apparently twisting her ankle✓
	The student had a cut on the forehead/ she was bleeding from her forehead✓
Action taken by the witness:	Rushed to the victim✓
	Notified SSS office who the called an ambulance✓
	Administered first aid while waiting for the ambulance to arrive✓
Injuries sustained and diagnosis:	Cut on the forehead✓
	Twisted ankle✓
	Mild cataracts✓
Witness:	Name and surname✓
Report compiled by:	Name and surname✓
Designation:	Student✓

TOTAL SECTION B: 20

SECTION C

QUESTION 5

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
5	3	2	10

CONTENT: 5
Award 1 mark (indicated by ✓) per point = 5 marks
Date: 8 July 2023 (in full)✓
Time: 09:00 – 17:00✓
Venue: Campus sport field✓
Guest speaker: Dr. T Montoedi✓
Entertainment: Slyza T✓ (award a mark for any other name)

FORMAT/LAYOUT: 2
Award ½ mark (indicated by **X**) = 2 marks
Border **X**
Different fonts **X**
Heading **X**
Neat layout and spacing **X**

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 spelling or grammatical errors.
0–1	Poor arrangement of information. THREE or more spelling or grammatical errors.

OR

QUESTION 6

CONTENT	GRAMMAR/STYLE	FORMAT/LAYOUT	TOTAL
5	3	2	10

CONTENT: 5
Award 1 mark (indicated by ✓) per point = 5 marks
Date: 12 June 2023✓
Time: 08:30✓
Venue: staff boardroom✓
Purpose: training✓
Guest/trainer: Ms. S Ndaba/Sophie Ndaba Incorporated✓

FORMAT/LAYOUT: 2
Award ½ mark (indicated by **X**) = 2 marks
Border **X**
Different fonts **X**
Heading **X**
Neat layout and spacing **X**

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 spelling or grammatical errors.
0–1	Poor arrangement of information. THREE or more spelling or grammatical errors.

TOTAL SECTION C: 10
GRAND TOTAL: 60

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