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)

14 November 2023

This marking guideline consists of 5 pages.

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SECTION A: SHORTER AND INTERMEDIATE FUNCTIONAL TEXTS

QUESTION 1: BUSINESS PROPOSAL

CONTENT

- 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)

[17]

GRAMMAR/STYLE (10)	
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	TOTAL
17	**10**	**3**	**30**

[30]

QUESTION 2: JOB ADVERTISEMENT

CONTENT

- Name of the company (Real Memories) (1)
- Job title/position (Administrative assistant) (1)
- Detailed job description (3 points on the job expectation such as telephone duties; computer administration; minutes of meetings, writing skills; etc.) (3)
- Job type (permanent/temporary/contract) (1)
- Requirements (4 points on qualifications; experience; communication skills; computer literacy; flexibility in terms of working hours; 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)

[13]

GRAMMAR/STYLE (4)	
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)

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.**

- Name of company x
- Job title x
- Job description x
- Job type x
- Requirements x
- Benefits/salary x
- Contact details x

CONTENT	GRAMMAR/STYLE	FORMAT
13	4	3

[20]

TOTAL SECTION A: 50

SECTION B: LONGER FUNCTIONAL AND REFLECTIVE WRITING

QUESTION 3: NEWSPAPER ARTICLE

CONTENT

- Introduction (At least 3 strong points) (3)
- Body: State your point of view. Try to be factual. Provide supporting material. (At least 10 strong points.) (10)
- Conclusion: Restate your opening statement. Conclude objectively. (At least 2 strong points.) (2)

[15]

GRAMMAR/STYLE (12)	
11 - 12	Language is excellent and style highly appropriate. Interesting vocabulary, accurate grammar with no more than 0 to ONE grammatical or spelling error.
9 – 10	Language is very good and style very appropriate. Very good vocabulary and sentence construction with no more than TWO to THREE grammatical or spelling errors.
7 – 8	Language is good and style appropriate. Good vocabulary and sentence construction with no more than FOUR to FIVE grammatical or spelling errors.
5 – 6	Language and style are satisfactory. Satisfactory vocabulary and sentence construction with no more than SIX to SEVEN grammatical or spelling errors.
3 – 4	Poor language and style. Poor vocabulary and sentence construction with no more than SEVEN to EIGHT grammatical or spelling errors.
0 – 2	Unacceptable language and style. Muddled and difficult to read and comprehend. NINE or more grammatical or spelling errors.

FORMAT (3)

- Title (1 mark)
- Writer/author/name (1 mark)
- Paragraphs (1 mark)

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
15	**12**	**3**	**30**

[30]

QUESTION 4: REFLECTIVE WRITING

CONTENT

- Introduction (At least 2 strong points) (2)
- Body: Write reflectively about personal experiences. Provide interesting details. Make extensive use of descriptive language and figurative language where possible. (At least 10 strong points x 2 = 20) (20)
- Conclusion: Tie up your points and conclude strongly. (At least 3 strong points) (3)

[25]

FORMAT (3)

Introduction √
Paragraphs √
Conclusion √ (3)

GRAMMAR/STYLE (12)	
11 - 12	Language is excellent and style highly appropriate. Interesting vocabulary, accurate grammar with no more than 0 to ONE grammatical or spelling error.
9 – 10	Language is very good and style very appropriate. Very good vocabulary and sentence construction with no more than TWO to THREE grammatical or spelling errors.
7 – 8	Language is good and style appropriate. Good vocabulary and sentence construction with no more than FOUR to FIVE grammatical or spelling errors.
5 – 6	Language and style are satisfactory. Satisfactory vocabulary and sentence construction with no more than SIX to SEVEN grammatical or spelling errors.
3 – 4	Poor language and style. Poor vocabulary and sentence construction with no more than SEVEN to EIGHT grammatical or spelling errors
0 – 2	Unacceptable language and style. Muddled and difficult to read and comprehend. NINE or more grammatical or spelling errors.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	12	3	40

[40]

TOTAL SECTION B: 70
GRAND TOTAL: 120

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