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

14 November 2023

This marking guideline consists of 10 pages.

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SECTION A: REPORT WRITING

QUESTION 1: PROGRESS REPORT

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
20	6	4	30

Content: 20 marks, indicated with ✓.

Grammar/style: 6 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).

OASIS BUILDING ENGINEERS
INTERNAL MEMORANDUM

XTO: Ms Shai (General Manager) **X** DATE: 1 November 2023

XFROM: Mr Ntipe (Project Manager) **X** EXT: 443

PROGRESS REPORT ON THE EXTENSIONS TO FREEPARK PRIMARY SCHOOL

BACKGROUND: (5 marks)
On 20 October 2023✓ the General Manager✓/Ms Shai, instructed the Project Manager,✓/Mr Ntipe to compile a Progress Report on the extensions of the study hall and canteen at Freepark Primary School in Sasolburg.✓ The report was to be submitted on 1 November 2023.✓

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: (4 marks)
The drilling contractors were appointed on 16 October 2023.✓ Their signed-off contracts are with the Human Resources Manager.✓

Derick's Demolition Contractors have cleared the north wall of the study hall and all the rubble was removed✓ on 10 October 2023. ✓

TASKS CURRENTLY BEING ATTENDED TO: (2 marks)
Khobi's Electrical Works are currently on site✓ installing new cables.✓

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TASKS THAT NEED TO BE COMPLETED: (3 marks)
The procurement intern✓/Ms Pandor still needs to ensure that cement, bricks and pressed steel panels are delivered. ✓ There is a delay in the delivery of these items due to a production strike at the supplier's factory. ✓

CONCLUSION: (2 marks)
Despite the problems encountered with the building materials,✓ everything else is running smoothly and the progress to date is on track.✓

GRAMMAR/STYLE (6)	
6	Fluent and professional style and tone as required in a report. Excellent sentence structure with no grammar and spelling errors.
5	Moderately successful use of an appropriate style and tone. Satisfactory sentence structure with no more than two grammar and spelling errors.
4−3	Unprofessional and inappropriate style and tone. Unsatisfactory sentence structure with no more than four grammar and spelling errors.
2–1	Untidy, unprofessional and inappropriate. Unsatisfactory sentence structure with more than five grammar and spelling errors.

[30]

QUESTION 2: ACCIDENT REPORT

CONTENT	GRAMMAR/STYLE	TOTAL
15	5	20

Content: 15 marks indicated with ✓ and √.

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.

OASIS BUILDING ENGINEERS **ACCIDENT/INCIDENT REPORT FORM**	
NAME OF PERSON INVOLVED	Isaac Ntipe√
POSITION	Project Manager√
DATE OF ACCIDENT/INCIDENT	23 October 2023√
TIME	13:00√
LOCATION	Freepark Primary School hall√
DESCRIPTION OF INCIDENT/ACCIDENT	Mr Isaac Ntipe visited the building site at Freepark Primary School to inspect the construction work being done in the school hall.✓ Ms Pandor/I went along with him to check on the building materials.✓ While we were walking in the hall,✓ a beam from the ceiling fell on Mr Ntipe's head.✓ The beam fell because it had not been installed properly and some of the fittings were loose.✓ Mr Khobi the electrician and Ms Pandor/I saw everything✓ that happened. Mr Khobi called an ambulance.✓ Mr Ntipe was rushed to hospital by ambulance accompanied by Mr Khobi.✓ He was diagnosed with concussion and was given strong medication.✓ He was booked off for a week and told to rest.✓
COMPILER OF THE REPORT	Alison Pandor√
POSITION OF COMPILER	Procurement intern√
CONTACT NUMBER	011 747 4447√/Any 10-digit cellphone number
SIGNATURE OF COMPILER	*APandor*√ [Must look like a signature.]
DATE	24 October 2023√

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]

TOTAL SECTION A: 50

SECTION B: LONG FUNCTIONAL WRITING

QUESTION 3: NOTICE AND AGENDA OF A MONTHLY MEETING

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	3	7	20

Content: 10 marks, indicated with ✓.

Format: 7 marks, indicated with **X** (minus 1 mark per formatting error).

Grammar/style: 3 marks, refer to rubric. All language errors must be underlined. Marks allocated for grammar should be proportional to that of the content.

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

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X OASIS BUILDING ENGINEERS
INTERNAL MEMORANDUM

X TO: All staff members **X** DATE: 24 October 2023
X FROM: Ms Shai (General Manager) **X** Ext: 441

X NOTICE OF THE MONTHLY STAFF MEETING

Please note that next monthly staff meeting✓ will be held on 31 October 2023✓ in the boardroom✓ at 9:00. ✓

The minutes of the previous meeting are attached. ✓

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

1. Opening and welcome
2. Attendance register } ✓ [For all three]
3. Apologies
4. Minutes of the previous meeting✓
5. Matters arising
   - 5.1 Freepark Primary School
   - 5.2 Paul Nqubeni Provincial Hospital } ✓ [For all three headings]
6. New Business
   - 6.1 Echo Mining Expo
   - 6.2 Company's recruitment policies } ✓ [For all three headings]
7. General
8. Date of next meeting } ✓ [For all three]
9. Closure

[20]

QUESTION 4: MINUTES OF A MONTHLY MEETING

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
5	2	3	10

Content: 5 marks (10 × ½), indicated with √.
NOTE TO MARKERS: Do not award the ½ mark for content if the numbers and item headings on the corresponding agenda in QUESTION 3 have been omitted.

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.

x OASIS BUILDING ENGINEERS

X MINUTES OF THE MONTHLY STAFF MEETING HELD ON 31 OCTOBER 2023 IN THE BOARDROOM AT 9:00 [1 format mark for whole heading in CAPS]

1. OPENING AND WELCOME
   The Chairperson Ms Shai opened the meeting and welcomed everyone present.√

2. ATTENDANCE REGISTER
   The attendance register was circulated and signed by everyone present.√

3. APOLOGIES
   There were no apologies.√

4. MINUTES OF THE PREVIOUS MEETING
   The minutes of the previous meeting were read, approved and signed.√

5. MATTERS ARISING
   5.1 FREEPARK PRIMARY SCHOOL
   Mr Ntipe gave feedback on the school hall expansion and said that everything was going to plan.√
   5.2 PAUL NQUBENI PROVINCIAL HOSPITAL
   Mr Ntipe gave feedback on the hospital project and mentioned that there was a delay in the work due to the strike action.√

6. NEW BUSINESS
   6.1 ECHO MINING EXPO
   The Chairperson/Ms Shai mentioned that the Echo Exhibition will be held on 16 December 2023.√
   6.2 COMPANY RECRUITMENT POLICIES
   The Chairperson/Ms Shai mentioned that the recruitment policies needed to be reviewed.√

7. GENERAL
   There were no general items. √

√ [For items 8 and 9 together]

8. DATE OF NEXT MEETING
   The next meeting will be held on 30 November 2023 in the boardroom.

9. CLOSURE
   The meeting closed at 14:30.

APPROVED AT: ……..
X CHAIRPERSON: ……
SECRETARY: ……
DATE: ……

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

[10]

TOTAL SECTION B: 30

SECTION C: SHORT FUNCTIONAL WRITING

QUESTION 5: FAX COVER PAGE

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
6	2	2	10

Content: 6 marks, indicated with ✓.

Format: 2 (4 × ½) marks, indicated 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.

OASIS BUILDING ENGINEERS

TEL: 011 747 4447
FAX: 011 747 4488
EMAIL: info@oasis.co.za

744 Oasis Road
SASOLBURG
1949

FAX COVER PAGE

X TO: Shelly Robertson

X COMPANY: Echo Mining and Construction Africa

FAX NO: 086 634 4343

X FROM: Mr Isaac Ntipe

DATE: 1 November 2023

SUBJECT: REQUIREMENTS FOR EXHIBITING AT THE ECHO MINING AND CONSTRUCTION EXPO ON 16 DECEMBER 2023 **X** [HEADING MUST BE IN CAPS.]

MESSAGE:
We would like to enquire about the requirements to exhibit at the annual Expo event. ✓ What are the costs involved?✓ We would also appreciate it if you could send us a copy of the programme✓ and an entry form.✓ Our company hopes to send five delegates✓ and we would like to know of any available accommodation near the Expo venue at Blouberg Centre in Johannesburg.✓

GRAMMAR/STYLE (2)	
2	Fluent and professional style and tone as required for a fax. Excellent sentence structure with no grammar and spelling errors.
1	Untidy, unprofessional and inappropriate. Unsatisfactory sentence structure with many grammar and spelling errors.

[10]

QUESTION 6: FORM

CONTENT	GRAMMAR/STYLE	TOTAL
8	2	10

Content: 8 marks, indicated with ✓ and √.

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.

ECHO MINING AND CONSTRUCTION AFRICA

BLOUBERG CENTRE, 23 MAIN ROAD, JOHANNESBURG
SOUTH AFRICA
Tel: 011 333 0777 Fax: 011 334 0771

The Largest Mining and Construction Expo in Africa!

Please complete the form below and the required download links will be emailed to you. Closing date for all entry forms is 15 November 2023. Use block print handwriting. Ensure that all the required information is provided. Mark all relevant information with an x.

NAME: ISAAC NTIPE✓

POSITION IN COMPANY: PROJECT MANAGER✓

COMPANY NAME: OASIS BUILDING ENGINEERS✓

EMAIL: info@oasis.org.za✓

STAND REQUIREMENTS

Will your stall need electrical points? Yes **X** ✓ No (ANY OPTION)

Preference of an indoor or outdoor stall: Indoor **X** ✓ Outdoor (ANY OPTION)

Please give a comprehensive reason for wanting to exhibit at the Echo Mining and Construction Expo, including why this exhibition would benefit your company.

(ACCEPT ANY RELEVANT RESPONSE AND REASONS.) ✓

DECLARATION

I declare that the information furnished by me above is true to the best of my knowledge and belief.

Signature: *I Ntipe* √ [Must look like a signature.] Date: On or before 15 November 2023√

Please note: Once your application form has been uploaded, you will receive a reference number and your application will be under revision.

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. One or more grammar and spelling errors.

[10]

QUESTION 7: DISPLAY ADVERTISEMENT

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 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.

Echo Mining and Construction Expo ✓
16 December 2023✓

At Blouberg Centre, 23 Main Road, Johannesburg ✓

From 9:00–14:00 ✓

The Largest Mining and Construction Expo in Africa!✓
(Accept any suitable catch phrase.)

Contact Shelly Robertson: srobertson@echomining.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 display advertisement.
1	Long and/or incorrect sentence structure instead of key words, with many grammar and spelling errors. Inappropriate style and tone for a display advertisement.

[10]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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