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

XX February 2020

This marking guideline consists of 12 pages.

Copyright reserved

SECTION A: REPORT WRITING

QUESTION 1: INVESTIGATIVE REPORT

CONTENT	GRAMMAR/STYLE	FORMAT
18	8	4

Content: 18 indicated with✓ (Take note of where ½ marks are allocated.)

Grammar/Style: 8 – refer to the rubric. Underline all language errors. Mark allocated for grammar should be proportional to that of content.

Format: 4 (8 × ½) indicated with **X** (minus ½ mark per formatting error).

Candidates must use the headings as suggested by the information template. However, if they have deviated from this template, do acknowledge creativity.

FERGUSON COLLEGE X
REPORT ON INVESTIGATION INTO THE DROP- OUT RATE ✓

1. Terms of reference X
The CEO, Ms Jansen,✓ instructed Mr Boemo Moseki, the principal of the college to investigate the recent decline in attendance by students.✓

2. Procedure X
2.1 Meeting with remaining students✓
2.2 Telephonic discussions with drop-outs✓

3. Findings X
3.1 Out of the 55 students interviewed, 30 of them complained that tuition fees are high.✓ A total of 10 said there were transport problems.✓ A total of 15 complained that some lecturers were harassing them.✓
3.2 Out of the 20 students contacted telephonically, 10 complained about lecture halls that were not conducive to learning,✓ while 20 cited that lecturers were not teaching effectively.✓

4. Conclusion X
Students are dissatisfied about five issues that are clearly beyond their control,✓ but can be corrected by the college.✓

5. Recommendations X
5.1 It is recommended that the college seeks sponsors to reduce tuition fees.✓
5.2 The college must approve a subsidised bus for the students.✓
5.3 Lecturers who harass students must be disciplined.✓
5.4 The college must refurbish/clean/ the lecture halls.✓
5.5 Lecturers must attend workshops to improve their teaching skills.✓

Compiled by:
X Boemo Moseki ✓ ½
X College principal ✓ ½

GRAMMAR/STYLE (8)	
7–8	Fluent and professional style and tone as required in a report. Excellent sentence and paragraph structure with NO spelling or grammar errors for 8 marks and 1 error for 7 marks.
5–6	Successful use of an appropriate style and tone as required in a report. Satisfactory sentence and paragraph structure with no more than TWO grammar or spelling errors.
3–4	Average and mostly inappropriate style and tone. Generally average sentence and paragraph structure with THREE or more grammar or spelling errors.
0 – 2	Unprofessional and inappropriate style and tone. Poor sentence and paragraph structure with more than FOUR grammar or spelling errors.

[30]

Copyright reserved

QUESTION 2: FEEDBACK REPORT

CONTENT	GRAMMAR	FORMAT
13	4	3

Content: 13 indicated with✓

Grammar/Style: 4 – refer to the rubric. Underline all language errors.

Format: 3 (6 × ½) indicated with X (minus ½ mark per formatting error).

FERGUSON NURSING COLLEGE

INTERNAL MEMORANDUM

To: Ms Jansen (CEO) **X** Date: Any date after 13 January 2020 **X**
From: (Any name) **X** Tel: (Any extension number) **X**

Subject: FEEDBACK ON WORKSHOP **X**

BACKGROUND: (Do not penalise for not using uppercase.)
The workshop was held on 13 January 2020✓ at Mmabatho Civic Centre. You requested me to write a feedback report on the event.✓

PURPOSE:
The purpose of this report is to provide an overall evaluation✓ of the event and to provide recommendations for future improvement.✓

PROBLEMS:
Problems encountered include the venue that was inadequate to house all the attendees;✓ the food ran short because of overwhelming numbers/poor organisation;✓ the sound system was inadequate✓ and presenters were not well prepared.✓

CONCLUSION:
The event was not well organised and despite the best intentions of the organisers there were too many problems.✓

RECOMMENDATIONS:
I recommend that organisers should receive proper feedback on the number of attendees before securing a venue.✓ Ensure that the correct number of people are catered for.✓ Check the sound system before the function✓so that problems can be rectified and quality assure presentations✓ to ensure that they are of the highest standard.

Student's signature X

(Recommendations must be in the same order as the problems – if not, 1 mark must be deducted.)

GRAMMAR/STYLE (4)	
4	Fluent and professional style and tone, as required in a report. Excellent sentence and paragraph structure with NO spelling or grammar errors.
3	Good use of an appropriate style and tone, as required in a report. Good sentence and paragraph structure with no more than ONE spelling or grammar error.
2	Average style and tone. Average sentence and paragraph structure with TWO or more spelling or grammar errors.
0 – 1	Unprofessional and inappropriate style and tone. Unsatisfactory sentence and paragraph structure with more than THREE spelling or grammar errors.

[20]

TOTAL SECTION A: 50

Copyright reserved

SECTION B: LONG FUNCTIONAL WRITING

QUESTION 3: NOTICE AND AGENDA OF A SPECIAL MEETING

CONTENT	GRAMMAR/STYLE	FORMAT
11	4	5

Content: 11 indicated with ✓(Take note of where ½ marks are allocated.)

Grammar/Style: 4 – refer to the rubric. Underline all language errors. Mark allocated for grammar should be proportional to that of content.

Format: 5 (10 × ½) indicated with **X** (minus ½ mark per formatting error).

FERGUSON NURSING COLLEGE

Tel: 018 384 2348 **X**
Fax: 086 433 3669 **X**

XX 20 Moroka Road
Mahikeng
0745

Date before 20 January 2020 **X**

Dear Colleagues✓

NOTICE OF A SPECIAL MEETING✓

Notice✓ is given of a special meeting✓ which will be held on 20 January 2020✓ at 09:00✓ in the boardroom.✓

Yours faithfully **X**

Signature **X**

Initials and surname in caps **X**
Designation **X**

AGENDA X

1. Attendance register✓½
2. Apologies✓½
3. Opening and welcome✓½
4. Matters to be discussed:✓½
   - 4.1 High tuition fees✓½
   - 4.2 Private colleges not adhering to the policies of the Department of Health✓½
   - 4.3 Lecture halls not conducive to learning✓½
5. Closure✓½

GRAMMAR/STYLE (4)	
4	Fluent and professional style and tone as required in a notice and agenda. Excellent sentence and paragraph structure with NO spelling or grammar errors.
3	Good use of an appropriate style and tone as required in a notice and agenda. Good sentence and paragraph structure with no more than ONE spelling or grammar error.
2	Average style and tone. Average sentence and paragraph structure with TWO or more spelling or grammar errors.
0 – 1	Unprofessional and inappropriate style and tone. Unsatisfactory sentence and paragraph structure with more than THREE spelling or grammar errors.

[20]

QUESTION 4: MINUTES OF A SPECIAL MEETING

CONTENT	GRAMMAR/STYLE
7	3

Content: 7 (14 × ½) indicated with ✓½

Grammar/Style: 3 – refer to the rubric. Underline all language errors. The mark allocated for grammar must be proportional to the content mark. Minutes must be written in the past tense and in the third person.

FERGUSON NURSING COLLEGE

Minutes of a special✓½ meeting held in the boardroom✓½ on 20 January 2020✓½ at 09:00.✓½

1. Opening and welcome

Mr Moseki✓½ opened the meeting and welcomed✓½ everybody present.

2. Attendance register

The attendance register was circulated✓½ and signed by everyone present.✓½

3. Apologies

Mr Laurance was attending a funeral.✓½
Mrs Dikotsi had a doctor's appointment.✓½

4. Matters discussed

4.1 High tuition fees

Mr Maseko reported that most of the students were complaining about fees.✓½

4.2 Colleges not adhering to Department of Health policies

Mrs Boity said that private colleges do not concern themselves with health issues affecting students.✓½

4.3 Lecture halls not conducive to learning
Mr Moses indicated that the lecture halls must be renovated.✓½

(Accept any reasonable answer since no names were provided in the core notes.)

(Accept valid alternative points.)

5. Closure

The meeting ended at 11:30.✓½

GRAMMAR/STYLE (3)	
3	Excellent understanding of minute-writing requirements. Excellent language use. Maintains a formal tone and style. NO spelling or grammar errors.
2	Clear understanding of minute-writing requirements. Generally good language use. Maintains a formal tone and style. No more than ONE spelling or grammar error.
0 – 1	Little or no concept of minute-writing requirements. More than TWO spelling or grammar errors. Not in the past tense and not in full sentences.

[10]

TOTAL SECTION B: 30

SECTION C: SHORT FUNCTIONAL WRITING

QUESTION 5: MEMORANDUM

CONTENT	GRAMMAR/STYLE
7	3

Content: 7 (14 × ½) indicated with✓½

Grammar/Style: 3 – refer to the rubric. Underline all language errors. The mark allocated for grammar must be proportional to the content mark.

FERGUSON NURSING COLLEGE

MEMORANDUM

To: Staff✓½ Date: Any date before 14 February 2020✓½
From: Mr Moseki✓½ Tel: Any extension number✓½

SUBJECT: VISIT BY THE MINISTER OF HEALTH (any other relevant heading)✓½

This serves to inform you that Minister Motsoaledi✓½ will be visiting our college on 14 February 2020.✓½ The purpose of the visit is to ascertain whether the college is running according to departmental policies.✓½ The Minister is also going to talk about bursaries for nursing students.✓½ I would like every member of staff to co-operate to ensure the success of the visit.✓½

The maintenance supervisor must ensure that the college premises is thoroughly cleaned,✓½ as the Minister will be inspecting every corner of the premises.✓½ Classes must continue as usual.✓½

B Moseki✓½

GRAMMAR/STYLE (3)	
3	Excellent understanding of meeting communication. Excellent language use. Maintains a formal tone and style. NO spelling or grammar errors.
2	Clear understanding of meeting communication. Good language use. Maintains a formal tone and style. No more than ONE spelling or grammar error.
0 – 1	Little or no concept of meeting communication. More than TWO spelling or grammar errors.

[10]

QUESTION 6: FAX

CONTENT	GRAMMAR/STYLE
7	3

Content: 7 (14 × ½) indicated with✓

Grammar/Style: 3 – refer to the rubric. Underline all language errors. The mark allocated for grammar must be proportional to the content mark.

FERGUSON NURSING COLLEGE

FAX

To: The Minister of Health Dr Motsoaledi✓½

From: Boemo Moseki✓½

Date: 15 March 2020✓½

Tel: 018 384 2348✓½

SUBJECT: IDENTIFICATION OF BURSARY BENEFICIARIES✓½ (any other suitable heading)

MESSAGE:

Your request for information has reference **OR** Please find details of identified high achievers.✓½

- First student's name (any name✓½ and contact details)✓½
- Second student's name (any name✓½ and contact details)✓½
- Third student's name (any name✓½ and contact details)✓½

We really feel honoured to be the chosen college for bursaries,✓½ and we promise to continue to strive for excellence.✓½

GRAMMAR/STYLE (3)	
3	Excellent understanding of the content of a fax. Excellent language use. Maintains a formal tone and style. NO spelling or grammar errors.
2	Good understanding of the content of a fax. Good language use. Maintains a formal tone and style. No more than ONE spelling or grammar error.
0 – 1	Little or NO understanding of the content of a fax. More than TWO spelling or grammar errors.

[10]

QUESTION 7: FLYER

CONTENT	GRAMMAR/STYLE	FORMAT
5	3	2

Content: 5 indicated with✓

Grammar/Style: 3 – refer to the rubric. Underline all language errors.

Format: 2 (4 × ½) indicated with **X** (negative marking -½ mark per formatting error).

Format consists of the following:

- Frame/Border **X**
- Clear, interesting heading **X**
- Varied font sizes **X**
- Distinct design **X**

REGISTRATION OPEN FOR 2020✓

The college will be re-opening for registration on the … (any date in January 2020).✓
The registration fee will be … (any reasonable amount).✓
Registration will take place in the College Hall Monday to Friday from 08:00–17:00.✓
20 Moroka Road✓
Telephone number: 018 384 2348
Fax number: 086 433 3669

GRAMMAR/STYLE (3)	
3	Excellent understanding of concept of a flyer. Excellent and concise language use. NO spelling or grammar errors.
2	Clear understanding of the concept of a flyer. Generally good language use. No more than ONE spelling or grammar error.
0 – 1	Little or no concept of how to create a flyer. More than TWO spelling and grammar errors.

[10]

TOTAL SECTION C: 20
GRAND TOTAL: 100

Copyright reserved