

General Guidelines:

It is important to remember that examiners are assessing the ability to communicate in writing.

When an essay is **too long**, markers are expected to mark the full essay. No penalty is considered, candidates will penalise themselves by becoming repetitive and therefore will be penalised for content. Indicate at the bottom : "Essay too long".

In most cases the grid can be used to penalise essays that are **too short**. The essay should be assessed in the usual way before the word penalty is applied.

Essays: 100 to 150 words – no higher than F
 50 to 100 – no higher than G
 Fewer than 50 words - no higher than H

Indicate at the bottom: "Essay too short"

To obtain an A+, A or B and 1 and 2 the writing should be excellent, the candidate has used imagery and idiomatic expressions extensively.

To obtain an H and 8 and 9 the writing should be so poor that you could barely read it or understand it and no mention was made of the topic at all.

Be objective and allow room for the candidate's background.
Read the topic from the candidate's point of view e.g. childhood memories.

Please indicate all errors by using symbols (e.g. sp etc) clearly.
Refrain from underlining only.

Indicate striking ideas with ticks.

Section A

**All the questions are marked according to the approved Umalusi grid out of 40.
If no title or different title supplied: a deduction of 1 mark from the final mark.
Indicate the deduction at the top and again next to the final mark.**

Question 1- When the cat's away the mice can play

- Narrative
- Only one situation (parents away) several incidents can happen
- Details should be provided as to how the candidate and his/her friends took advantage of the situation

(40)

Question 2 – Being a South African teenager rocks !

- Expository
- Candidate should refer to several aspects (could motivate his/her answer why it is great to be a S.A. teenager)
- Guard against judging the candidate's morals when awarding marks
- The tone should be positive

(40)

Question 3 – Opportunities for the unemployed

- Expository
- The essay will be irrelevant if the candidate focuses on the problems of unemployment only
- The solutions offered, should be practical, viable and innovative
- Candidates may draw on examples from the community
- Candidates should focus on how jobs can be created/ make money

(40)

Question 4 – Factors that contribute to a successful marriage

- Expository
- Candidate must reveal an understanding of a successful marriage
- Factors over and above those in the question may be included
- The term "marriage" must not be misinterpreted as a wedding ceremony
- Two/ more factors contributing to a successful marriage should be discussed

(40)

Question 5 - In my pocket...

- Narrative
- Candidate should relate what was found in his/her pocket
- Be clear as to what happened after the item was discovered
- The reason why the item was put into the writer's pocket should be clear
- Good candidates may convey a feeling of surprise and suspense

(40)

Total for Section A: 40

Section B

All questions are marked according to the approved Umalusi grid out of 20.

Question 6 – Speech

- Tone of speech should be positive and celebratory (remember the audience)
- Candidate should highlight why this aunt is well-loved and considered special
- Candidate should mention her achievements
- Ideally a candidate should congratulate the aunt on behalf of the family
- There should be an introduction, body and conclusion

(20)

Deductions:

Deductions:

If written in point form -1

If an incorrect format has been used (e.g. letter) -2

Deductions: maximum 2 marks

Indicate the deduction next to the error and again next to the total

Question 7 – Letter to the press

- Tone should be polite even though the candidate may express outrage at the poor behaviour of the crowd
- Examples of the poor behaviour of the crowd should be described
- Candidate should give suggestions on how to prevent bad behaviour in future

Deductions:

Format is marked in blocks:

Sender's address -1 (information left out/ incorrect order /incorrect spelling and punctuation are penalised)
(May appear at the top or bottom, both acceptable)
(Date should be formally written out : e.g. 21 May 2004)

Recipient's address -1 (Against the margin)

Salutation -1 ("Sir", "Dear Sir", "Madam", "The Editor" acceptable)

Topic -1 (Optional ,but if used must come after the salutation)

Conclusion -1 ("Yours faithfully" / "Yours sincerely" only options)
(Ideally a signature and name, but allow : legible signature or just name and surname written out)

Deduct only one mark per block, even if candidate makes more than one error in that particular block

Deductions: maximum 2 marks

Indicate the deduction next to the error and again next to the total

Question 8 – Informal letter

- Candidate should mention a number of highlights of the programme
- Candidate may mention activities other than those mentioned
- Tone of excitement and enjoyment should be evident
- Candidate should invite the friend to the next programme and supply details on dates and cost
- Allow for very informal register, even slang and colloquialisms

Deductions:

Format is marked in blocks:

Sender's address -1 (*information left out/ incorrect order/ incorrect spelling and punctuation are penalised*)
(*P O Box with or without full stops acceptable*)
(*Accept dates written in any form*)

Salutation -1

Conclusion -1 (*"Yours faithfully" is too formal and is unacceptable*)

Deduct only one mark per block even if a candidate makes more than one error in that particular block

Deduction: maximum 2 marks

Indicate the deduction next to the error and again next to the total

Total for Section B: 20

Section C

All questions are marked according to the approved Umalusi grid out of 10 with the mentioned adjustments (Question 9) or 20 for the remaining questions.

Question 9

Student has to answer both 9.1. and 9.2.

9.1. Fax

- The message should be in full sentences
- Do not penalise a candidate if he/she has redrawn the fax form
- Do not penalise the candidate if the menu doesn't seem to be appropriate for the occasion.

(10)

9.2. Directions

- May be written in paragraphs or point form
- Candidates should mention street names and direction
- Marker should read the directions in conjunction with the map to ensure that the candidate has followed the correct route
- Candidate may mention landmarks, although this is not required

(10)

The route to Mangwa Stadium for the dancers:

- From the N1, take the Nyathi Street off-ramp
- Optional -Pass the Zebra Hotel on the left hand side
- Drive down Nyathi Street
- Cross Miho Street
- Turn left into Mabi Street
- Turn left into Caban Street which leads straight to the Mangwa Stadium

The route from Mangwa Stadium to the Rainbow University for the actors:

- Leave Mangwa Stadium following the same route back to Miho Street
- At the intersection turn left into Miho Street
- At the T-junction, turn left into Gavaza Street
- Turn right into Pipa drive
- Optional - Pass the Piggly Wiggly Café on the right hand side
- At the second intersection, turn into Tau Street which leads straight into the Rainbow University premises

(10)

Deductions:

Did not start from N1 -1

Indicate the deduction next to the error and again next to the total

Question 10 - Dialogue

- Details on the experience and skill of the candidate should be clear from dialogue
- Details on the job description should be stated
- It should be clear whether the candidate is appointed or not
- The language used should be friendly yet businesslike

(20)

Deductions:

If not in play form -1 (use colons, character names must appear)

Used inverted commas -1

Deductions: maximum 2 marks

Indicate the deduction next to the error and again next to the total

Question 11- Obituary

- Information for obituary should be taken from the block
- Tone is factual and respectful
- Coherent sequence of events should be followed
- Candidates should write the information in full sentences
- If no information was used from the paper , content can only be G / H

(20)

Deductions:

No heading -1

Name of the deceased not mentioned / or another name used -1

Deductions: maximum 2 marks

Indicate the deduction next to the error and again next to the total

Total for Section C: 20

**ENGLISH ADDITIONAL
LANGUAGE
STANDARD GRADE GRID:
40 MARKS**

CONTENT	LANGUAGE								
	Excellent	Very Good	Good	Above Average	Average	Below Average	Poor	Very Weak	Unacceptable
EXCELLENT - exceptional development of topic. - original, creative, imaginative. - (non-narrative): argument logically developed and ideas thoroughly explored. - (narrative): strong story line building to a striking climax. - excellent introduction and conclusion. - vivid detail and/or examples. - realistic, sincere, mature.	1	2	3	4	5	6	7	8	9
VERY GOOD - topic well developed. - thought-provoking, interesting, convincing. - (non-narrative): several points explored and logically developed. - (narrative): story flows well, refreshing, unusual. - very good introduction and ending. - very good detail and/or examples.	A+	38 - 40	34 - 38	32 - 36					
GOOD - content sound. - (non-narrative): well-planned, a few points developed. - (narrative): story flows well, shows potential. - good introduction and conclusion. - attempt at interesting detail and examples.	B	32 - 36	30 - 34	28 - 32	26 - 30	24 - 28			
ABOVE AVERAGE - adequate interpretation of topic. - (non-narrative): evidence of planning, some points developed. - (narrative): story reads easily. - relevant introduction and conclusion. - details adequate.	C		28 - 32	26 - 30	24 - 28	22 - 26	20 - 24		

<p>AVERAGE</p> <ul style="list-style-type: none"> - appropriate if ordinary content. - (<i>non-narrative</i>): some relevant points but not developed, may be repetitive. - (<i>narrative</i>): ordinary, pedestrian. - introduction and conclusion may be omitted or inadequate. 	D			24 - 28	22 - 26	20 - 24	18 - 22	16 - 20			
<p>BELOW AVERAGE</p> <ul style="list-style-type: none"> - attempt at addressing topic but not always clear, dull. - (<i>non-narrative</i>): very few ideas, often repetitive, sometimes off topic, general line of thought can be followed. - (<i>narrative</i>): story line can be followed but not always clear. - introduction/conclusion omitted or inadequate. 	E			20 - 24	18 - 22	16 - 20	14 - 18	12 - 16			
<p>POOR</p> <ul style="list-style-type: none"> - slight understanding of topic, but ideas are muddled, tedious. - argument and/or story line can barely be followed. - little evidence of planning. 	F			16 - 20	14 - 18	12 - 16	10 - 14	8 - 12			8 - 12
<p>VERY WEAK</p> <ul style="list-style-type: none"> - a vague attempt to answer the question. - contents irrelevant or disconnected. - no evidence of planning. 	G					12 - 16	10 - 14	8 - 12			4 - 10
<p>INADEQUATE</p> <ul style="list-style-type: none"> - difficult to connect contents to topic. - pre-learn. - off topic. - too little written to assess. 	H						8 - 12	4 - 10			0 - 8

<p>AVERAGE</p> <ul style="list-style-type: none"> - appropriate if ordinary content. - (<i>non-narrative</i>): some relevant points but not developed, may be repetitive. - (<i>narrative</i>): ordinary, pedestrian. - introduction and conclusion may be omitted or inadequate. 	D		12 - 14	11 - 13	10 - 12	9 - 11	8 - 10		
<p>BELOW AVERAGE</p> <ul style="list-style-type: none"> - attempt at addressing topic but not always clear, dull. - (<i>non-narrative</i>): very few ideas, often repetitive, sometimes off topic, general line of thought can be followed. - (<i>narrative</i>): story line can be followed but not always clear. - introduction/conclusion omitted or inadequate. 	E			10 - 12	9 - 11	8 - 10	7 - 9	6 - 8	
<p>POOR</p> <ul style="list-style-type: none"> - slight understanding of topic, but ideas are muddled, tedious. - argument and/or story line can barely be followed. - little evidence of planning. 	F				8 - 10	7 - 9	6 - 8	6 - 7	5 - 6
<p>VERY WEAK</p> <ul style="list-style-type: none"> - a vague attempt to answer the question. - contents irrelevant or disconnected. - no evidence of planning. 	G					6 - 8	6 - 7	5 - 6	4 - 5
<p>INADEQUATE</p> <ul style="list-style-type: none"> - difficult to connect contents to topic. - pre-learnit. - off topic. - too little written to assess. 	H						5 - 6	4 - 5	0 - 3

ENGLISH ADDITIONAL LANGUAGE STANDARD GRADE: 10 MARK GRID		LANGUAGE	Excellent	Good	Average	Poor	Weak																					
CONTENT <u>EXCELLENT</u> All fax information offered, evidence of creativity and extra detail given Directions clear and landmarks included - lucid and logical. - excellent introduction and conclusion where appropriate. (e.g. letter, speech, report, review).	H	9 - 10	1	2	3	4	5																					
								GOOD- All fax information offered, professional, some attempt to offer extra information Directions clear but no landmarks included content sound. - good introduction and conclusion where appropriate (e.g. letter, speech, report, review).	I	8 - 9	7 - 8	6 - 7	5 - 4	4 - 3	3 - 2													
																AVERAGE Relevant fax details offered in a mundane way, no additions Directions mostly correct, slight omissions or errors - generally clear. - adequate introduction and conclusion where appropriate (e.g. letter, speech, report, review).	J	6 - 7	5 - 4	4 - 3	3 - 2	2 - 1						
																							POOR Some fax details omitted, information and details not always clear Directions unclear, muddled, you would barely reach the destination - unclear. - vague attempt to answer the question. - illogical or confused. - introduction/conclusion may be omitted or inadequate (e.g. letter, speech, report, review).	K	4 - 3	3 - 2	2 - 1	1 - 0