

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, as 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 an essay that is too short.

The essay should be assessed in the usual way taking the following into account:

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"

Guard against awarding unrealistically high marks to essays that stand out as being better than the others in a batch. An A essay should be outstanding. Look at the descriptors on the grid – "exceptional development of topic, thought-provoking, striking, unusual, refreshing, excellent command of English, language evokes vivid images, virtually no errors."

Only award an H and 8/9 if the essay is very short (fewer than 50 words), totally irrelevant or unintelligible.

Be objective and allow for the candidate's background and personal views.

Read the topic from the candidate's point of view.

Drop one category for language if no paragraphs.

In letters, the repetition of the salutation in the body of the letter must be penalised by dropping one category for language

Indicate ALL errors by underlining.

Do not underline indiscriminately.

Grammar (includes word order) = _____ (single line)

Spelling = ===== (double line)

Style ~~ (wavy line)

Punctuation = draw a circle around the error

Use ticks to indicate striking ideas or language.

Section A: Extended writing

All essays are marked according to the approved Umalusi grid out of 40.

If no 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: Coping with stress

- Descriptive / Expository
- Candidates should discuss the demands made eg study, work, family situation.
- Candidates should describe ways to reduce stress levels.
- Some of the following **could** be mentioned: relaxation, meditation, good diet, exercise, gaining control of circumstances, etc.

(40)

OR

Question 2: Power corrupts

- Argumentative
- Candidates are expected to argue for OR against the given statement.
- Different examples should be given.
- Watch out for repetition of ideas.
- If candidates argue both for and against , refer to the marking grid for penalty.

(40)

OR

Question 3: Do women perform better at work than men?

- Argumentative
- Candidates are expected to support OR oppose the given topic.
- A number of aspects should be discussed.
- Note that the ideas given in the question are only suggestions. Candidates may support their ideas other than those mentioned in the question.
- Candidate's point of view should be clear.

(40)

OR

Question 4: I will never forget those eyes

- Narrative
- Reference to the eyes should be relevant to the rest of the essay
- The essay can be positive, e.g. romance **or** negative, e.g. fear and danger.

(40)

OR

Question 5: Things that I am grateful for

- Expository / descriptive
- The tone should be positive
- Candidates should identify and discuss a number positive aspects of their lives such as abilities and skills, health, family, relationships, material possessions, attitudes etc..
- Assess the value of the ideas from the point of view of the candidate.

(40)

Total for section A:**40**

Section B: Shorter Pieces of writing**Mark according to the approved Umalusi grid out of 20 marks.****Question 6: Informal letter**

- Candidates who only / merely rewrite the June report = H.
- Candidates must refer to the report or the brother's poor results.
- The letter should motivate and offer advice, but it should be clear that the writer is worried or disappointed.
- Candidate should mention ways in which the younger brother can improve. (20)

*Deductions:**Format is marked in blocks:*

Sender's address	-1	(information left out/incorrect order/incorrect spelling and punctuation are penalised. / PO Box plus street address and punctuation are penalised) (P O Box with or without full stops acceptable) (Accept dates written in any form)
Salutation	-1	(Dear Brother or Dear Jonas is acceptable. Punctuation error -1)
Conclusion	-1	(Yours sincerely or Your (loving) brother /sister is acceptable. Punctuation error -1)

*Deduct 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.**

OR

Question 7: Letter to the press

- The writer's view should be clearly stated – Should sport receive more attention in schools or not.
- The candidates' opinion should be well motivated.
- The tone should be persuasive.

*Deductions**Format is marked in blocks:*

Sender's address	-1	(information left out/incorrect order/incorrect spelling and punctuation are penalised. / PO Box plus street address are penalised) (May appear at the top or bottom, both acceptable) (Accept dates written in any form)
Recipient's address	-1	(Against the margin)
Salutation	-1	(Sir / Dear Sir / Madam is acceptable)
Topic	-1	(Optional) (Must come after the salutation)
Conclusion	-1	(Yours faithfully / Yours sincerely are the only options)

*Deduct 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.**

OR

Question 8: Dialogue

- The conversation is likely to be emotionally charged.
- The responses of the characters should be credible.

(20)

*Deductions:**If not in play form**-1 (use of colons, character names must appear)**Use inverted commas-1***Deduction: maximum 2 marks****Indicate the deduction next to the error and again next to the total.****Total section B: 20**

Section C: Other shorter pieces of writing

Mark according to the approved Umalusi grid out of 20 marks.

Question 9: Paragraphs

- Candidates must write on any two categories from the list.
- They must give reasons why they would like more programmes in the categories they have chosen .
- A clear exposition of the content to be broadcast should be given for each category.

(20)

OR

Question 10: Minutes

Candidates are expected to write minutes that are based on the following agenda:

1. Welcome by the company chairman
2. Business of the day
 - 2.1 Description of needs by the school principal
 - 2.2 Proposals by the company chairperson
 - 2.3 Proposed implementation plans
3. Date of the next meeting
4. Closure
5. Note:
 - Minutes must be written in full sentences – if not full sentences, penalise under language.
 - Must be in the past tense and
 - if reported speech is used, the reported speech conventions should apply
 - There should be a logical exposition of the proceedings of the meeting.

(20)

Deductions:

Omissions of key items in minutes e.g. heading, date, various points on the agenda-1

Example: 'Minutes of a meeting of the [Management of the Hulett Packard Organisation and Progress School held on [date] at [venue]

Omission of name or designation of either secretary or chairperson or both -1

Omission of minutes taken -1

Deduction: maximum 2 marks

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

OR

Question 11: Speech

- Focus should be on the dangers of drug and alcohol abuse.
- The advice given should be practical and relevant.
- There should be an introduction, body and conclusion.

(20)

Deductions:

If not clear that a person is addressing an audience -1

Total for section C: (20)

GRAND TOTAL: (80)