

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 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.

Indicate all errors by using clear symbols (e.g. sp, wo, t, etc.). Refrain from underlining only.

Use ticks to indicate striking ideas or language.

Section A: Extended writing

All essays are marked according to the approved HG Umalusi grid out of 40.
If no title is 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: The generation gap.

- Discursive/Expository
- Candidates are expected to write about the generation gap between parents and teenagers.
- They should give examples to illustrate the differences that exist between parents and teenagers.
- Candidates must say what can be done to bridge this gap.

(40)

OR

Question 2: Making provision for retirement

- Expository/Descriptive
- Candidates should discuss the importance of retirement planning.
- They should focus on the ways in which people can provide for their old age while they are still working, e.g. pension fund contributions, policies, buying property, starting a business while you are still working, etc.

(40)

Question 3: Opportunities for the disabled

- Argumentative
- One side of the argument should be taken.
- Candidates are expected to refer job, sport, education and transport.

(40)

Question 4: Looking after our environment

- Discursive/Expository
- Must mention the positive effects of looking after the environment.
- At least three things that can be done that can be done to protect the environment must be discussed.

(40)

Question 5: Absence makes the heart grow fonder

- Narrative
- Candidates are expected to write a story to illustrate the saying.
- The focus should be on the affection that people feel for those that they love when they are far away from them.

(40)

Total for section A: (40)

Section B: Shorter Pieces of writing

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

Question 6: Informal letter

- The letter should mention which professional the learner spent the day with.
 - Candidates should describe their experiences on that day.
 - They should say if the experience helped them to decide what they want to do.
- (20)

Deductions:

Format is marked in blocks:

<i>Sender's address</i>	<i>-1</i>	<i>(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)</i>
<i>Salutation</i>	<i>-1</i>	<i>(Dear Friend or Dear John are all acceptable)</i>
<i>Conclusion</i>	<i>-1</i>	<i>(Yours sincerely or Your loving friend/ Your friend are all acceptable)</i>

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.

Question 7: Formal letter

- Tone should be formal.
 - The letter must clearly state why the candidate is interested in the position.
 - Qualifications and experience must be mentioned.
 - Candidates must explain why they are well-suited to the job.
- (20)

Deductions

Format is marked in blocks:

<i>Sender's address</i>	<i>-1</i>	<i>(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. 17 February 2005)</i>
<i>Recipient's address</i>	<i>-1</i>	<i>(Against the margin)</i>
<i>Salutation</i>	<i>-1</i>	<i>(Dear Sir/Madam is acceptable)</i>
<i>Topic</i>	<i>-1</i>	<i>(Must come after the salutation)</i>
<i>Conclusion</i>	<i>-1</i>	<i>(Yours faithfully / Yours sincerely are the only option)</i>

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: Report writing

- Report should be factual and objective.
- It should be clear what happened at the regional inter-club final to have caused the coach to complain.
- The teams behaviour should be described.

Deductions:

If full sentences not used -1

If there are no recommendations -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**Question 9: Paragraph writing**

- Candidates are expected to write two or three paragraphs in which they nominate a man or woman who has made an outstanding contribution to the community in the past year.
- The nominees should have performed well in any of the given categories – health, education or sport.
- The tone should be positive.

(20)

Deductions: -1 (aspects not in paragraphs)

Deduction: maximum 2 marks

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

OR

Question 10: Diary entry

- Candidates are expected to describe the house in some detail.
- They should clearly state what appealed to them.

(20)

OR

Question 11: Book review

- Focus should be on the theme, plot and characters.
- Candidates should express an opinion about the book.
- Candidates should mention who the book would appeal to.

(20)

Deductions:

<i>If written in point form</i>	<i>-1</i>
<i>If not in full sentences</i>	<i>-1</i>
<i>If a prescribed novel is reviewed</i>	<i>-1</i>
<i>Title and author of book not given</i>	<i>-1</i>

Deduction: maximum 2 marks

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

Total for section C : 20
GRAND TOTAL : 80