

**FACULTY OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF LANGUAGES**

**BJEL2013/ 2913 ENGLISH FOR CAREER PREPARATION
CONTINUOUS ASSESSMENT 1
Proposal Writing Marking Guidelines
30%**

Proposal (100 marks)

Format	5 marks
Content	35 marks
Language and vocabulary	60 marks

For out-of-point pieces of writing, do not award marks for content.

(i) Content - 35 marks

(Suggested sub-headings)

Introduction stating the reason for writing	- 3 marks
Background & Purpose/ Problem & Solution	- 5 marks
Plan	- 15 marks
Schedule	- 3 marks
Staffing	- 3 marks
Budget	- 3 marks
Authorisation	- 3 marks

ii) Language and vocabulary - 60 marks

Refer to Language Bands

**FACULTY OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF LANGUAGES**

**BJEL2013/ 2913 ENGLISH FOR CAREER PREPARATION
CONTINUOUS ASSESSMENT 1
Proposal Writing Marking Guidelines
30%**

Language Bands for Proposal Writing (60 marks)

Language Bands	Description of the Language Used
Proficient User (C1 – C2): 48-60 marks	<ul style="list-style-type: none"> • Apart from a few accidental errors, the language used by the candidate is very accurate. • The candidate uses varied sentence structure. • Vocabulary shows sophistication and an awareness of the various nuances of words. • Punctuation is helpful to the reader. • Paragraphs are well organised, links are used correctly. • The tone is highly appropriate, and shows that the candidate fully understands the requirements of the questions.
Independent User (B2): 42-47 marks	<ul style="list-style-type: none"> • Minor errors, perhaps indicating that the candidate has not understood sentence structure fully. • Spelling is nearly always accurate. • Vocabulary is enough to cover various shades of meaning. • Punctuation is sometimes helpful, but occasionally inaccurate. • There is some unity but links are sometimes unsuitable. • The tone used shows some comprehension of the questions.
Basic User (B1): 36-41 marks	<ul style="list-style-type: none"> • Meaning is never in doubt but errors are serious enough to impede the speed of reading the answer. • Simple sentence structures seem accurate enough but the candidate is unable to sustain this for long. • Vocabulary is very limited. • Spelling and punctuation errors occur frequently. • There is a lack of unity. • The tone is fairly accurate.
Basic User (A2): 30-35 marks	<ul style="list-style-type: none"> • Meaning is fairly clear. • If there were no single word errors, the script would be fairly accurate. • There are many errors in sentence structure which make comprehension difficult. • Vocabulary is very limited. Many slang words are used. • Spelling and punctuation errors occur very often. • The style is inappropriate and may show a lack of understanding of the question.
Limited/Non-user (A1): 0-29 marks	<ul style="list-style-type: none"> • Sense will be hardly decipherable, serious errors are multiple. • It is unlikely that there are more than a few accurate sentences or words. • Zero mark will be given only if the candidate's writing makes no sense at all.