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# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## **NATIONAL SENIOR CERTIFICATE**

**GRADE 12**

**ENGLISH FIRST ADDITIONAL LANGUAGE P3**

**FEBRUARY/MARCH 2018**

**MARKING GUIDELINES**

**MARKS: 100**

**These marking guidelines consist of 11 pages.**

**INSTRUCTIONS AND INFORMATION**

This memorandum must be used together with the attached English FAL assessment rubrics for SECTIONS A, B and C.

**SECTION A: ESSAY****QUESTION 1****Instructions to Markers:**

- Candidates are required to write on ONE topic only.
- The ideas listed below the topics are only **some ways** in which the topic could be interpreted.
- Full credit must be given for the candidate's own interpretation.
- Marking must be objective. Give credit for relevant ideas.
- Use the 50-mark assessment rubric to mark the essays. The texts produced by candidates must be assessed according to the following criteria as set out in the assessment rubric:
  - Content and planning (30 marks)
  - Language, style and editing (15 marks)
  - Structure (5 marks)

**NOTE:**

- Adhere to the length of 250–300 words as prescribed in the CAPS document. However, should the maximum word count be reached mid- sentence, read to the end of that sentence.
- No additional penalties may be imposed as the rubric itself imposes penalties.

**1.1 An escape**

Narrative/Reflective/Descriptive

- If narrative, the essay must have a strong story line and an interesting ending. The essay is usually written in the past tense.
- If reflective, the essay should convey emotional reactions and feelings the candidate experiences/experienced.
- If descriptive, the candidate should create a picture in words, using as many senses as possible to make the description clear.

**NOTE:** A candidate may write an essay which contains elements of more than one type of essay.

**[50]**

**1.2 We have been friends since Grade 1**

Narrative/Reflective/Descriptive

- If narrative, the essay must have a strong story line and an interesting ending. This topic lends itself to the possibility of being written in both the past tense and the present tense.
- If reflective, the essay should convey emotional reactions and feelings the candidate experiences/experienced.
- If descriptive, the candidate should create a picture in words, using as many senses as possible to make the description clear.

**NOTE:** A candidate may write an essay which contains elements of more than one type of essay.

**[50]****1.3 The home in which I grew up**

Descriptive/Reflective/Narrative

- If descriptive, the candidate should create a picture in words, using as many senses as possible to make the description clear.
- If reflective, the essay should convey emotional reactions and feelings the candidate experiences/experienced.
- If narrative, the essay must have a strong story line and an interesting ending. The essay is usually written in the past tense.

**NOTE:** A candidate may write an essay which contains elements of more than one type of essay.

**[50]****1.4 'Life is really simple, but we insist on making it complicated.' – Confucius****Discuss this statement.**

Discursive/Narrative/Reflective/Descriptive/Argumentative

- If discursive, the arguments for and against must be well-balanced and clearly analysed in the essay. Supporting evidence must be provided for arguments given. The candidate may come to a particular conclusion at the end of the essay which should include recommendations.
- If narrative, the essay must have a strong story line and an interesting ending.
- If reflective, the essay should convey emotional reactions and feelings the candidate experiences/experienced.
- If descriptive, the writer should create a picture in words, using as many senses as possible to make the description clear.
- If argumentative, the essay must reflect a specific argument or viewpoint for or against the topic. The candidate should give a range of arguments to support and substantiate his/her view. The conclusion should be a strong, clear and convincing statement of the writer's opinion.

**NOTE:** A candidate may write an essay which contains elements of more than one type of essay.

**[50]**

**1.5 We are responsible for what future generations will inherit from us**

Argumentative/Reflective/Discursive

- If argumentative, the essay must reflect a specific argument or viewpoint for or against the topic. The candidate should give a range of arguments to support and substantiate his/her view. The conclusion should be a strong, clear and convincing statement of the writer's opinion.
- If reflective, the essay should convey emotional reactions and feelings the candidate experiences/experienced.
- If discursive, the arguments for and against must be well-balanced and clearly analysed in the essay. Supporting evidence must be provided for arguments given. The candidate may come to a particular conclusion at the end of the essay which should include recommendations.

**NOTE:** A candidate may write an essay which contains elements of more than one type of essay.

**[50]****1.6 Freedom of speech is both a right and a responsibility. Do you agree?**

Argumentative

- The essay must reflect a specific argument or viewpoint for or against the topic.
- The candidate should give a range of arguments to support and substantiate his/her view.
- The conclusion should be a strong, clear and convincing statement of the writer's opinion.
- If discursive, the arguments for and against must be well-balanced and clearly analysed in the essay. Supporting evidence must be provided for arguments given. The candidate may come to a particular conclusion at the end of the essay which should include recommendations.

**[50]**

**1.7 Interpretation of pictures**

Narrative/Descriptive/Reflective/Argumentative/Discursive

- The candidate should give the essay a suitable title.
- The candidate may interpret the pictures in any way.
- The candidate may choose to write any type of essay.
- The interpretation must be linked to the picture.
- The candidate may write in any appropriate tense.

**1.7.1 Picture: Tap**

- Literal interpretations: the importance of water in our lives, lack of service delivery, access to water.
- Figurative interpretations: drought, water conservation.

**1.7.2 Picture: An athlete**

- Literal interpretations: sport, talents, competition.
- Figurative interpretations: rat-race, competing to be the best, taking up challenges.

**[50]****TOTAL SECTION A: 50**

**SECTION B: LONGER TRANSACTIONAL TEXT****QUESTION 2****Instructions to Markers:**

- Candidates are required to answer ONE question.
- Marking must be objective. Give credit for relevant ideas.
- Use the 30-mark assessment rubric to mark the responses in this section. The texts produced by candidates must be assessed according to the following criteria as set out in the assessment rubric:
  - Content, planning and format (18 marks)
  - Language, style and editing (12 marks)

**NOTE:**

- Adhere to the length of 120–150 words as prescribed in the CAPS document. However, should the maximum word count be reached mid-sentence, read to the end of that sentence.
- No additional penalties may be imposed as the rubric itself imposes penalties.

**2.1 FRIENDLY LETTER**

A letter of congratulations

- The letter should have an introduction, a body and a conclusion.
- The tone and register of the letter should be friendly and informal.
- The following aspects of format must be included:
  - Address of sender
  - Date
  - Greeting/Salutation
  - Suitable ending
- The candidate must express his/her congratulations to the friend. **[30]**

**2.2 LETTER OF APPLICATION**

Application for the position of general assistant

- Acceptable variations of format must be allowed.
- The letter should be addressed to the production manager.
- The tone and register of the letter should be formal.
- The letter should have an introduction, a body and conclusion.
- The following aspects of format must be included:
  - Address of sender
  - Date
  - Recipient: The Production Manager

- Name of the production company
- Address of recipient
- Greeting/Salutation
- Subject line
- Suitable ending
- Signature
- Name of sender

- The purpose of the letter must be clear.

**[30]**

### 2.3 **INFORMAL REPORT**

A report on a project

- The report must have:
  - A topic
  - A recipient
  - A sender
- The report must be written using an informal format but formal language.
- Slang or colloquial language is NOT acceptable.
- Information about the project must be included.

**[30]**

### 2.4 **INTERVIEW**

Interview with a private nurse

- A context must be provided at the beginning of the interview.
- The dialogue must be between yourself and the nurse.
- The tone and register should be appropriate to the person being interviewed.
- The questions must be probing and to the point.
- The names of the speakers should be followed by colons.
- A new line should be used to indicate each new speaker.

**[30]****TOTAL SECTION B: 30**



**SECTION C: SHORTER TRANSACTIONAL TEXT****QUESTION 3****Instructions to Markers:**

- Candidates are required to answer ONE question.
- Marking must be objective. Give credit for relevant ideas.
- Use the 20-mark assessment rubric to mark the responses in this section. The texts produced by candidates must be assessed according to the following criteria as set out in the attached rubric:
  - Content, planning and format (12 marks)
  - Language, style and editing (8 marks)

**NOTE:**

- Adhere to the length of 80–100 words as prescribed in the CAPS document. However, should the maximum word count be reached mid- sentence, read to the end of that sentence.
- No additional penalties may be imposed as the rubric itself imposes penalties.

**3.1 INVITATION CARD**

Invitation to a farewell dinner

- The invitation must include the following aspects:
  - Date, venue and time
  - Type of function
- Language should be suited to the context.
- Full sentences are not necessary.
- No marks should be awarded for illustrations.

**[20]****3.2 DIARY ENTRIES**

The candidate's feelings before and after his/her first day at work.

- There MUST be TWO diary entries with two different dates/times.
- The diary entries should be written in the first person.
- The language should be simple and informal.
- The tone must reflect suitable emotions.

**[20]****3.3 DIRECTIONS**

Directions from the shopping centre to the local post office

- The directions may be in point or paragraph form.
- Complete sentences are not necessary.
- Directions must be in the correct sequence, including reference to distance, turns and landmarks.
- No marks are awarded for sketches or maps.

**[20]**

**TOTAL SECTION C: 20**  
**GRAND TOTAL: 100**

**ASSESSMENT RUBRIC FOR ESSAY – FIRST ADDITIONAL LANGUAGE [50 MARKS]**

Criteria		Exceptional	Skilful	Moderate	Elementary	Inadequate
<b>CONTENT &amp; PLANNING</b>		<b>28–30</b>	<b>22–24</b>	<b>16–18</b>	<b>10–12</b>	<b>4–6</b>
(Response and ideas) Organisation of ideas for planning; Awareness of purpose, audience and context  <b>30 MARKS</b>	Upper level	-Outstanding/Striking response beyond normal expectations -Intelligent, thought-provoking and mature ideas -Exceptionally well organised and coherent (connected), including introduction, body and conclusion/ending	-Very well-crafted response -Fully relevant and interesting ideas with evidence of maturity -Very well organised and coherent (connected), including introduction, body and conclusion/ending	-Satisfactory response -Ideas are reasonably coherent and convincing -Reasonably organised and coherent, including introduction, body and conclusion/ending	-Inconsistently coherent response -Unclear ideas and unoriginal -Little evidence of organisation and coherence	-Totally irrelevant response -Confused and unfocused ideas -Vague and repetitive -Unorganised and incoherent
	Lower level	<b>25–27</b> -Excellent response but lacks the exceptionally striking qualities of the outstanding essay -Mature and intelligent ideas -Skilfully organised and coherent (connected), including introduction, body and conclusion/ending	<b>19–21</b> -Well-crafted response -Relevant and interesting ideas -Well organised and coherent (connected), including introduction, body and conclusion	<b>13–15</b> -Satisfactory response but some lapses in clarity -Ideas are fairly coherent and convincing -Some degree of organisation and coherence, including introduction, body and conclusion	<b>7–9</b> -Largely irrelevant response -Ideas tend to be disconnected and confusing -Hardly any evidence of organisation and coherence	<b>0–3</b> -No attempt to respond to the topic -Completely irrelevant and inappropriate -Unfocused and muddled
<b>LANGUAGE, STYLE &amp; EDITING</b>		<b>14–15</b>	<b>11–12</b>	<b>8–9</b>	<b>5–6</b>	<b>0–3</b>
Tone, register, style, vocabulary appropriate to purpose/effect and context; Word choice; Language use and conventions, punctuation, grammar, spelling  <b>15 MARKS</b>	Upper level	-Tone, register, style and vocabulary highly appropriate to purpose, audience and context -Language confident, exceptionally impressive -Compelling and rhetorically effective in tone -Virtually error-free in grammar and spelling -Very skilfully crafted	-Tone, register, style and vocabulary very appropriate to purpose, audience and context -Language is effective and a consistently appropriate tone is used -Largely error-free in grammar and spelling -Very well crafted	-Tone, register, style and vocabulary appropriate to purpose, audience and context -Appropriate use of language to convey meaning -Tone is appropriate -Rhetorical devices used to enhance content	-Tone, register, style and vocabulary less appropriate to purpose, audience and context -Very basic use of language -Tone and diction are inappropriate -Very limited vocabulary	-Language incomprehensible -Tone, register, style and vocabulary not appropriate to purpose, audience and context -Vocabulary limitations so extreme as to make comprehension impossible
	Lower level	<b>13</b> -Language excellent and rhetorically effective in tone -Virtually error-free in grammar and spelling -Skilfully crafted	<b>10</b> -Language engaging and generally effective -Appropriate and effective tone -Few errors in grammar and spelling -Well crafted	<b>7</b> -Adequate use of language with some inconsistencies -Tone generally appropriate and limited use of rhetorical devices	<b>4</b> -Inadequate use of language -Little or no variety in sentence -Exceptionally limited vocabulary	
<b>STRUCTURE</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0–1</b>
Features of text; Paragraph development and sentence construction <b>5 MARKS</b>		-Excellent development of topic -Exceptional detail -Sentences, paragraphs exceptionally well-constructed	-Logical development of details -Coherent -Sentences, paragraphs logical, varied	-Relevant details developed -Sentences, paragraphs well-constructed -Essay still makes sense	-Some valid points -Sentences and paragraphs faulty -Essay still makes some sense	-Necessary points lacking -Sentences and paragraphs faulty -Essay lacks sense

**ASSESSMENT RUBRIC FOR LONGER TRANSACTIONAL TEXT – FIRST ADDITIONAL LANGUAGE [30 MARKS]**

Criteria	Exceptional	Skilful	Moderate	Elementary	Inadequate
<b>CONTENT, PLANNING &amp; FORMAT</b>	<b>15–18</b>	<b>11-14</b>	<b>8-10</b>	<b>5-7</b>	<b>0–4</b>
<p>Response and ideas; Organisation of ideas for planning; Purpose, audience, features/conventions and context</p> <p><b>18 MARKS</b></p>	<p>-Outstanding response beyond normal expectations</p> <p>-Intelligent and mature ideas</p> <p>-Extensive knowledge of features of the type of text</p> <p>-Writing maintains focus</p> <p>-Coherence in content and ideas</p> <p>-Highly elaborated and all details support the topic</p> <p>-Appropriate and accurate format</p>	<p>-Very good response demonstrating good knowledge of features of the type of text</p> <p>-Maintains focus – no digressions</p> <p>-Coherent in content and ideas, very well elaborated and details support topic</p> <p>-Appropriate format with minor inaccuracies</p>	<p>-Adequate response demonstrating knowledge of features of the type of text</p> <p>-Not completely focused – some digressions</p> <p>-Reasonably coherent in content and ideas</p> <p>-Some details support the topic</p> <p>-Generally appropriate format but with some inaccuracies</p>	<p>-Basic response demonstrating some knowledge of features of the type of text</p> <p>-Some focus but writing digresses</p> <p>-Not always coherent in content and ideas</p> <p>-Few details support the topic</p> <p>-Necessary rules of format vaguely applied</p> <p>-Some critical oversights</p>	<p>-Response reveals no knowledge of features of the type of text</p> <p>-Meaning obscure with major digressions</p> <p>-Not coherent in content and ideas</p> <p>-Very few details support the topic</p> <p>-Necessary rules of format not applied</p>
<b>LANGUAGE, STYLE &amp; EDITING</b>	<b>10–12</b>	<b>8–9</b>	<b>6–7</b>	<b>4-5</b>	<b>0–3</b>
<p>Tone, register, style, purpose/effect, audience and context; Language use and conventions; Word choice; Punctuation and spelling</p> <p><b>12 MARKS</b></p>	<p>-Tone, register, style and vocabulary highly appropriate to purpose, audience and context</p> <p>-Grammatically accurate and well-constructed</p> <p>-Virtually error-free</p>	<p>-Tone, register, style and vocabulary very appropriate to purpose, audience and context</p> <p>-Generally grammatically accurate and well-constructed</p> <p>-Very good vocabulary</p> <p>-Mostly free of errors</p>	<p>-Tone, register, style and vocabulary appropriate to purpose, audience and context</p> <p>-Some grammatical errors</p> <p>-Adequate vocabulary</p> <p>-Errors do not impede meaning</p>	<p>-Tone, register, style and vocabulary less appropriate to purpose, audience and context</p> <p>-Inaccurate grammar with numerous errors</p> <p>-Limited vocabulary</p> <p>-Meaning obscured</p>	<p>-Tone, register, style and vocabulary do not correspond to purpose, audience and context</p> <p>-Error-ridden and confused</p> <p>-Vocabulary not suitable for purpose</p> <p>-Meaning seriously impaired</p>

**ASSESSMENT RUBRIC FOR SHORTER TRANSACTIONAL TEXT – FIRST ADDITIONAL LANGUAGE [20 MARKS]**

Criteria	Exceptional	Skilful	Moderate	Elementary	Inadequate
<b>CONTENT, PLANNING &amp; FORMAT</b>  Response and ideas; Organisation of ideas; Features/conventions and context  <b>12 MARKS</b>	<b>10–12</b>  -Outstanding response beyond normal expectations -Intelligent and mature ideas -Extensive knowledge of features of the type of text -Writing maintains focus -Coherence in content and ideas -Highly elaborated and all details support the topic -Appropriate and accurate format	<b>8-9</b>  -Very good response demonstrating good knowledge of features of the type of text -Maintains focus – no digressions -Coherent in content and ideas, very well elaborated and details support topic -Appropriate format with minor inaccuracies	<b>6-7</b>  -Adequate response, demonstrating knowledge of features of the type of text -Not completely focused –some digressions -Reasonably coherent in content and ideas -Some details support the topic -Generally appropriate format but with some inaccuracies	<b>4-5</b>  -Basic response, demonstrating some knowledge of features of the type of text -Some focus but writing digresses -Not always coherent in content and ideas -Few details support the topic -Necessary rules of format vaguely applied -Some critical oversights	<b>0-3</b>  -Response reveals no knowledge of features of the type of text -Meaning obscure with major digressions -Not coherent in content and ideas -Very few details support the topic -Necessary rules of format not applied
<b>LANGUAGE, STYLE &amp; EDITING</b>  Tone, register, style, vocabulary appropriate to purpose and context; Language use and conventions; Word choice; Punctuation and spelling  <b>8 MARKS</b>	<b>7–8</b>  -Tone, register, style and vocabulary highly appropriate to purpose, audience and context -Grammatically accurate and well-constructed -Virtually error-free	<b>5-6</b>  -Tone, register, style and vocabulary very appropriate to purpose, audience and context -Generally grammatically accurate and well-constructed -Very good vocabulary -Mostly free of errors	<b>4</b>  -Tone, register, style and vocabulary appropriate to purpose, audience and context -Some grammatical errors -Adequate vocabulary -Errors do not impede meaning	<b>3</b>  -Tone, register, style and vocabulary less appropriate to purpose, audience and context -Inaccurate grammar with numerous errors -Limited vocabulary -Meaning obscured	<b>0–2</b>  -Tone, register, style and vocabulary do not correspond to purpose, audience and context -Error-ridden and confused -Vocabulary not suitable for purpose -Meaning seriously impaired