



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)
ENGLISH FIRST ADDITIONAL LANGUAGE
(Second paper)
NQF LEVEL 4

XX February 2020

This marking guideline consists of 6 pages.

QUESTION 1: MOTIVATION**CONTENT : 10:** Indicated with ✓**FORMAT : 4:** Indicated with X**GRAMMAR/STYLE : 6** – mark according to the rubric – The mark awarded for language must be in proportion to the content mark.**Heading:** appropriate heading ✓✓**Introduction:** SRC president who is tasked to investigate the high failure rate. ✓
Requested to research well performing colleges in order to motivate your college to perform better. ✓**Body:** List at least two findings based on your research. ✓✓ List two recommendations to your college which must be linked to the findings. ✓✓**Conclusion :** Reinforce your introduction and end on a strong motivational note. ✓✓**Format: 4**

Award ½ mark for each of the following headings marked with an X:

- Sender's address x
- Date x
- Receiver's address x
- Salutation x
- Heading x
- Name x
- Signature x
- Designation x

GRAMMAR/STYLE (6)

5–6	Excellent sentence and paragraph structure with no more than ONE spelling or grammar error for 5 marks and NO spelling or grammar error for 6 marks. Fluent and professional style and tone as required in a letter of motivation.
4	Good use of appropriate style and tone as required in a letter of motivation. Good sentence and paragraph structure with no more than TWO errors in spelling and grammar.
3	Satisfactory use of appropriate style and tone as required in a letter of motivation. Adequate sentence and paragraph structure with no more than THREE errors in spelling and grammar.
2	Mostly unprofessional and inappropriate style and tone. Poor sentence and paragraph structure with no more than FOUR errors in spelling and grammar.
0–1	Error-ridden. Inability to determine what the candidate is saying. Confused. No attempt to respond appropriately. FIVE or more errors in spelling and grammar.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
10	6	4	20

[20]

QUESTION 2: LETTER OF APPLICATION**CONTENT:** 14 indicated with ✓**FORMAT:** 6 (12 × ½) indicated with X**GRAMMAR/STYLE:** 10 – mark according to the rubric: the mark awarded for language must be in proportion to the content mark.**Introduction:** Suitable introduction about where you read the advertisement; introduce yourself – your current position. ✓✓**Qualifications and experience:** List qualifications that are aligned to post. ✓✓ Provide details of experience. ✓✓**Suitability for the position:** Details about why you are best suited for the post. Should link to the content and requirements of the advertisement. ✓✓✓**Curriculum vitae:** Indicate that it is attached. ✓**Certified copies of qualifications:** Indicate that it is attached. ✓**Testimonial and contactable referees:** Indicate that these are attached. ✓**Conclusion:** Suitable conclusion pertaining to the application. ✓✓**Format: 6**

Award ½ mark for each of the following headings marked with an X:

- Sender's address xx
- Postal code x
- Date x
- Receiver's address xx
- Salutation x
- Heading x
- Introduction, Body, Conclusion visible x
- Yours faithfully x
- Initial and Surname x
- Signature x

GRAMMAR/STYLE (10)

9–10	Outstanding sentence and paragraph structure with NO spelling or grammar error for 10 marks and a maximum of ONE spelling or grammar error for 9 marks. Fluent and professional style and tone as is expected in a letter of application.
7–8	Very good sentence and paragraph structure with a maximum of TWO spelling or grammar errors. Very good use of an appropriate style and tone consistent with a letter of application.
5–6	Style is fairly consistent and tone mostly appropriate. Adequate sentence and paragraph structure with no more than THREE errors in spelling and grammar.
3–4	Poor style and tone. Poor sentence and paragraph structure with no more than FOUR spelling or grammar errors.
0–2	Unacceptable style and tone. Unacceptable number of errors in grammar and spelling – FIVE or more errors.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
14	10	6	30

[30]**TOTAL SECTION A 50****SECTION B: LONGER FUNCTIONAL WRITING****QUESTION 3: ARGUMENTATIVE WRITING****CONTENT:** 25 indicated with ✓**FORMAT:** 3 indicated with X.**GRAMMAR/STYLE:** 12 – mark according to the rubric: the mark awarded for language must be in proportion to the content mark.**Introduction:** Suitable introduction to the topic. Focus on issues surrounding the topic. At least 3 points. ✓✓ marks per point = 6 marks**Body:** Give arguments to support your viewpoint. Use rhetorical questions. At least 8 strong, different points. ✓✓ marks per point = 16 marks**Conclusion:** Summarise your view point. At least 3 points. One mark per point. ✓✓✓ = 3 marks**Format:** Award 1 mark for each of the following aspects marked with an X.

Introduction x

Body x

Conclusion x

GRAMMAR/STYLE (12)

11 – 12	Outstanding sentence and paragraph structure with NO spelling or grammar error for 12 marks and not more than ONE error for 11 marks. Argumentative and convincing style with outstanding use of rhetorical questions.
9–10	Excellent sentence and paragraph structure with a maximum of TWO spelling or grammar errors. Argumentative and convincing style with excellent use of rhetorical questions.
7–8	Good sentence and paragraph structure with a maximum of THREE spelling or grammar errors. Good style and use of rhetorical questions.
5–6	Average sentence and paragraph structure with a maximum of FOUR spelling or grammar errors. Generally average style with some use of rhetorical questions.
3–4	Poor sentence and paragraph structure with a maximum of FIVE spelling or grammar errors. Generally poor style with little or no use of rhetorical questions.
0–2	Unacceptable style and more than SIX errors of grammar and spelling.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
25	12	3	40

[40]**QUESTION 4: MAGAZINE ARTICLE****CONTENT:** 15 indicated with ✓**FORMAT:** 3 indicated with X**GRAMMAR/STYLE:** 12 – mark according to the rubric: the mark awarded for language must be in proportion to the content mark.**Introduction:** Suitable introduction to the topic. Focus on issues surrounding the topic. At least 3 points. ✓ mark per point = 3 marks**Body:** Provide details about the topic. Give supporting information. Provide facts where applicable. At least 9 points. ✓ mark per point = 9 marks**Conclusion:** Re-state your opening statement and conclude suitably. At least 3 points. ✓ mark per point = 3 marks**Format:** Award 1 mark for each of the following aspects marked with an X.

Introduction x

Body x

Conclusion x

GRAMMAR/STYLE (12)

11 – 12	Outstanding sentence and paragraph structure with NO spelling or grammar error for 12 marks and not more than ONE error for 11 marks.
9–10	Excellent sentence and paragraph structure with a maximum of TWO spelling or grammar errors.
7–8	Good sentence and paragraph structure with a maximum of THREE spelling or grammar errors.
5–6	Average sentence and paragraph structure with a maximum of FOUR spelling or grammar errors.
3–4	Poor sentence and paragraph structure with a maximum of FIVE spelling or grammar errors.
0–2	Unacceptable style and SIX or more errors in grammar and spelling.

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
15	12	3	30

[30]

TOTAL SECTION B: 70
 GRAND TOTAL: 120