

**ENGLISH ADDITIONAL LANGUAGE SG P1**

**SECTION A : COMPREHENSION - QUESTION 1**

- 1.1.1 To wear beautiful clothes / to dress smartly / impressively / neatly / presentably / professionally / formally / immaculately / To dress in such a way that people look at you. / To dress so that you make a good impression. ✓✓ (0 or 2 marks) (2)
- 1.1.2 To get the job / to land the job / to be a successful applicant. ✓✓ (2)
- 1.2.1 **Asking** questions / preparing and **asking** questions ✓✓ (NOT ONLY: preparing questions) (2)
- 1.2.2 interviewees / applicants / people (persons) being interviewed / a person who applies for a job. ✓✓ (NOT: 'candidates') (2)
- 1.3 Interviewees / people / candidates **don't realize the importance** of asking questions **OR**  
They **don't realize how important it is** to ask questions. ✓✓  
2 or 0 marks (2)
- 1.4 new: **new job / newly created job / first time** ✓  
vacated: someone who left/resigned/died and the position is now open for **someone else** to fill ✓ ACCEPT if the idea is that the applicant is not the first to fill the position.  
**OR**  
A new position is a job that has just been created whereas a vacated job refers to one that exists but has not been filled. / that's not new. ✓✓ (2)
- 1.5.1 A promotion normally means an increase in one's salary / more money ✓✓  
one would have more power ✓✓ / authority ✓✓ / status ✓✓ / recognition ✓✓  
/more opportunities ✓✓ / will reflect positively on your CV / getting ahead (Or words to this effect.) (2)  
(Any 1 point for 2 marks)
- 1.5.2 (Look for the benefit TO THE COMPANY)  
A trained employee will
- work faster.
  - work better / more efficiently
  - use knowledge to company's advantage.
  - deliver a better/quality product / service
  - save the company time and money
  - make it possible for the company to make more money.

- better productivity  
Or words to this effect. (Any 1 for 2 marks) (2)
- 1.6 D - tactful ✓✓ (2)
- 1.7 C - interest and commitment ✓✓ (2)
- 1.8 The interviewee should
- thank the interviewer OR "never to leave the interview without thanking the interviewer" ✓
  - ask when the interviewee will be notified of the outcome of the interview OR " asking when you will be notified about the outcome of the interview. ✓
- Candidate can quote **OR** give own words (2)
- 1.9 C - Will in-service training be provided? ✓✓ (2)
- 1.10 try not to ask **OR** steer clear of **OR** don't ask / raise / stay away from ✓✓ (NOT: ignore) (2)
- 1.11 **An interviewee / candidate / persons / should NOT ask the wrong questions** during the interview. **OR**  
**Do NOT ask the wrong questions.** ✓✓ (2)
- 1.12 opinion ✓✓ (2)
- 1.13 your pay / what you earn / money / wages / salary package / remuneration /salary and benefits ✓✓ (2)
- 1.14 "negotiate" ✓ (Spelling must be correct.) (Quotation marks not compulsory.) (1)
- 1.15 money **or** the salary package **or** package **or** salary **or** remuneration ✓✓ (0 or 2 marks) (2)

**TOTAL SECTION A: [35]**

**SECTION B : SUMMARY - QUESTION 2**

QUOTE		Mark these CORE IDEAS (Do not look for the words but for the idea.)	
1.	“Analysing exactly what is required...”	1.	Decide/Determine what needs to/must be done.
2.	“...identify the various sub-tasks...”	2.	Decide on/List/Find/ the different sub-tasks.
3.	“...arrange the tasks in sequence.”	3.	Put/Place these tasks in the right order / sequence.
4.	“Determine how long each sub-task will take.”	4.	Decide how much time every task will take.
5.	“...divide the tasks among the members...”	5.	Decide who will do what. / Divide tasks. / Share tasks.
6.	“Setting up regular meeting times...”	6.	Have regular meetings.
7.	“...compile the assignment as a group so that it is ready for presentation.”	7.	Put the assignment together.



**MARKING:**

- Count the number of words up to the maximum of **50** and draw //. Draw a line through the rest.
- The candidate must rewrite the core idea in his **OWN WORDS** as far as possible. There should be some evidence that the candidate has rephrased each core idea – e.g. changing the word order or a word.
- Points must be given in **FULL SENTENCES**.
- Changes in the word order of the quote are acceptable.
- Mark for any seven **CORRECT** facts, **ONE** mark for each different fact.
- The facts need not be in a specific order.
- Number of words correctly indicated, earns **ONE** mark, provided the candidate used the required number of words or fewer.
- Write down the number of the credited fact next to the tick.
- Note that a contraction or hyphenated word counts as one word.
- Indicate direct quotes by placing a capital **Q** in the left-hand margin.
- Mark only **ONE** fact per sentence – ignore any other facts in the same sentence. If an incorrect fact occurs first, the candidate forfeits the mark for his second possibly correct fact.

**PENALTIES:**

- If the maximum of **50 words** is exceeded, no mark is allocated for length, **OR** if number of words isn't indicated **or** is incorrectly indicated, the candidate also forfeits the mark.
- **Indicate ALL** grammar, spelling and punctuation errors:  
 0 – 3 errors = award 2 marks  
 4 – 6 errors = award 1 mark  
 7 or more errors = 0 marks awarded
- Each direct quote should be regarded as a language error.
- An incomplete sentence should be regarded as a language error.
- If given in paragraph format, treat one sentence as one fact. The candidate automatically forfeits both language marks.
- If facts have not been numbered, minus one mark from the language mark.
- The marks for language and number of words combined **MAY NOT** exceed the mark obtained for the facts.
- If candidate has used the first person (**I/We**) throughout – no language marks awarded.

**TOTAL SECTION B :**

**SECTION C - QUESTION 3 (Spelling must be correct.)**

- 3.1.1 happened ✓
- 3.1.2 weren't ✓
- 3.1.3 thieves ✓
- 3.1.4 with ✓
- 3.1.5 were / are ✓
- 3.1.6 to ✓
- 3.1.7 been emptied ✓
- 3.1.8 earlier ✓
- 3.1.9 useless ✓
- 3.1.10 too ✓
- 3.1.11 demonstration / demo ✓
- 3.1.12 chained ✓
- 3.1.13 are (now) moving ✓
- 3.1.14 was installed ✓ (14)
- 3.2. The new digital cameras **were being taken** ✓✓ to the storeroom by the assistant. (2)  
(Spelling of verb must be correct; ignore spelling errors in rest of sentence.)
- 3.3.1 capture ✓ (2)
- 3.3.2 also ✓ (Spelling must be correct.)
- 3.4 A – excited ✓ (If word is given, spelling need not be correct.) (1)
- 3.5 The manager exclaimed that they had got them and added that **that** ✓ **was** ✓ all the evidence the police **needed**. ✓ (3)
- 3.6 No, the police didn't / did not go public with the culprit's photo. (Spelling in sentence, word order and verb must be correct) (1)
- 3.7.1 at ✓
- 3.7.2 him ✓ (2)
- 4.1 D – taxi driver's reckless speed ✓✓ (If words are given, spelling does not count.) (2)
- 4.2 Literally ✓ – they are actually praying / their hands show they are praying ✓ (Spelling does not count.) (2)
- 4.3 exhaust is loose / nuts and bolts (spares) are loose / smoke (gasses) / no petrol cap / something is wrong with the wheels (tyres) / leaking fuel. (Any TWO) ✓✓ (Spelling does not count.) (2)
- 4.4 Answers in NO PARTICULAR order!  
Mark these words ONLY; ignore anything else.
- priest's ✓ }
  - has ✓ } (Spelling must be correct.)
  - steering ✓ }
  - safe ✓ }

(4)  
[10]

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**TOTAL SECTION C: [35]**  
**GRAND TOTAL: 80**