

**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, as 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 SG Umalusi grid out of 40.  
If no title / or another title 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: Learning from one's mistakes.**

- Narrative/Descriptive
  - Candidates are expected to describe the biggest mistake they have ever made.
  - They should state what they learnt and how the experience enriched their lives.
- (40)

**Question 2: The role of English in South Africa**

- Expository/Descriptive
  - Candidates should describe the role that English plays in South Africa.
  - A number of different aspects should be mentioned.
- (40)

**Question 3: My ideal job**

- Descriptive
  - Candidates are expected to describe what the job entails.
  - They should mention the qualifications needed for the job.
  - Candidates should state what attracts them to the job and why they think they are well suited to it.
- (40)

**Question 4: Spectator fun**

- Narrative/Descriptive
  - Candidates are expected to write about an incident where a spectator or a group of spectators entertained the crowd.
  - It should be clear what the spectator/s did and how the crowd reacted.
- (40)

**Question 5: Touched by kindness**

- Narrative
  - Candidates should tell a story about how an act of kindness made a difference in their lives.
  - The tone should be positive.
- (40)

**Total for section A: (40)**

**Section B: Shorter Pieces of writing**

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

**Question 6: Informal letter**

- It should be clear from the context that the two people do not know each other.
- The candidate must introduce herself/himself.
- Interesting details about South Africa should be given.

(20)

*Deductions:**Format is marked in blocks:*

Sender's address	-1	(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)
Salutation	-1	(Dear Brother or Dear John are all acceptable)
Conclusion	-1	(Yours sincerely or Your loving brother/sister are all acceptable)

*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: Letter to the press**

- Candidates should clearly state which actions of cell phone users irritate them.
- Reasons should be given about why the candidate thinks these actions are inconsiderate, rude or irritating.

(20)

*Deductions**Format is marked in blocks:*

Sender's address	-1	(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)
Editor's address	-1	(Against the margin)
Salutation	-1	(Dear Sir/Madam is acceptable)
Topic	-1	(Must come after the salutation)
Conclusion	-1	(Yours faithfully / Yours sincerely are the only option)

*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 8: Dialogue**

- The dialogue should reflect the situation sketched – a shop assistant and a customer who is difficult to please.
- There are no restrictions on the kind of shop or the item(s) the customer is buying.
- Penalise candidates who use rude or abusive language.

***Deductions:***

*If not in play form*                      -1 (use colons, character names must appear)

*Use inverted commas*                -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: Fax and directions (Mark according to the approved Umalusi grid out of 10 marks).**

**9.1 Fax**

- The message should be in full sentences
  - Candidates should make use of the given advertisement
  - Candidates may draw the fax form (10)
- AND

**9.2 Directions**

- May be written in a paragraph or point form.
- Candidates should mention street names and directional signals.
- Markers should read the directions in conjunction with the map to ensure that the candidate has followed the correct route.
- Landmarks may be mentioned, though not necessary. (10)

*Deductions:*

*Did not start from N4 Highway -1*

**Deduction: maximum 2 marks**

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

**Question 10: Report (Mark according to the approved Umalusi grid out of 20 marks).**

- Report should focuss on the visit and the task given to the SGB.
- Mention of plans and strategies to be implemented at school.
- Tone is factual.
- If no information was used from the paper, content can only be G/H. (20)

*Deductions:*

*No heading -1*

*No recommendations or conclusion -1*

**Deduction: maximum 2 marks**

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

**Question 11: Speech writing (Mark according to the approved Umalusi grid out of 20 marks).**

- Tone of speech should be positive and encouraging.
- Candidates should highlight which skills people need to start their own businesses.
- There should be an introduction, body and conclusion. (20)

*Deductions:*

*If not written in paragraphs*

-1

**Deduction: maximum 2 marks**

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

<b>Total for section C:</b>	<b>(20)</b>
<b>Grand Total</b>	<b>: (80)</b>