

INTRODUCTORY COMMENTS:

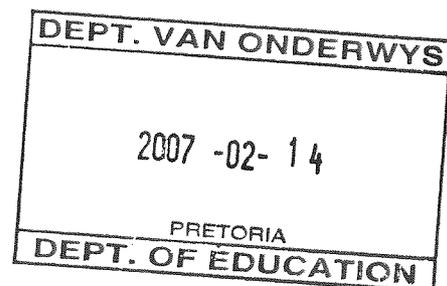
1. **OBJECTIVITY:** Markers should understand that objectivity is very important in the marking of extended and transactional writing. The aim is to assess the candidates' ability to communicate in writing and not their background, political affiliation and/or religion. The piece of work should be read from the candidate's point of view and may include figurative interpretations of the topic or fantasy. If a marker feels that any piece of writing is offensive or problematic, he/she should rather consult with the senior marker than give a biased mark.
2. **SELECTION OF TOPIC:** Markers should not assume that a piece of writing that is not obviously related to the topic is pre-learned. They should allow for creativity and a variety of interpretations that do not necessarily appear in the memo. In case of doubt senior markers should be consulted.
3. **ASSESSMENT:** All pieces of writing are marked according to the Umalusi grid provided.
4. **PRESENTATION:** Assessment should not be unduly biased by poor presentation. Candidates who use capital letters throughout the piece of writing should be judged individually, as in certain instances, they are fully aware of sentence construction and indicate the beginning of a sentence by enlarging the first letter. A maximum of 10% may be deducted from the total mark obtained out of 80 if the use of capitals presents a problem.

Section A: Extended writing

- All essays are marked out of 40 according to the approved Umalusi grid.
- If the candidate does not supply a title, one (1) mark should be deducted from the final mark. The deduction should be indicated at the top and again next to the final mark.
- When an essay is too long, markers are expected to mark the full essay. There will be no specific penalty, as candidates will be penalised for repetition and lack of planning. Markers should indicate at the bottom: "Essay too long."
- When an essay is too short, the grid can be used to penalise that piece of work. The essay should be assessed in the usual way using the following guideline:
 - 100 to 150 words – no higher than F
 - 50 to 100 words – no higher than G
 - Fewer than 50 words – no higher than HIndicate at the bottom: 'Essay too short'.

Note that where a candidate has written a powerful, yet short piece, it should be assessed outside of the above guidelines.

- Markers should not hesitate to reward excellent writing. An 'A' essay should be outstanding. Markers should be guided by the grid.
- Markers should only award an 'H' and '8/9' on the grid if the essay is totally irrelevant or unintelligible.
- One category should be dropped for language if the essay has no paragraphs.
- Only the errors and not the entire sentence or paragraph should be underlined.
- Ticks must be used to indicate commendable ideas and/or excellent language use.



**Question 1: Do money and material possessions bring happiness?
(Discursive/argumentative)**

- Candidate must give his/her point of view after considering whether money and material things bring happiness.
- Candidate must substantiate with examples from own experience and/or experience of others.

Question 2: Age is a state of mind (Reflective)

- Candidate should express his/her point of view on the issue of age.
- Relevant examples to substantiate the candidate's point of view must be evident.
- Allow for humorous response.

Question 3: Sam (Narrative)

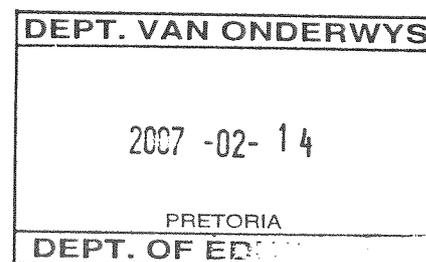
- Accept first person or third person narrative.
- Sam could be anything – person / animal / inanimate.
- What makes Sam special – the crux of the essay.
- 'Special' may be interpreted in a variety of ways.

Question 4: THE BENEFITS OF SPORT (Discursive)

- Candidate must discuss the positive aspects of sport as detailed in the topic: uniting people. The issues of instilling pride, providing positive diversion for the youth, and promoting a healthy life-style are elements of the positive benefits that sport may have on the community and on the individual.
- The issue of unity may be discussed at local/school/national/ international level.

Question 5: WHAT MUSIC MEANS TO ME (Descriptive and Discursive)

- Candidate must identify their type of music they enjoy and the reason why they listen to it.
- Description of their favourite music artists must also be incorporated.
- Candidate must also discuss the role of music in the lives of the writer.



Section B: Shorter Pieces of writing

- Mark according to the approved Umalusi grid out of 20 marks.
- In transactional writing tone, register, style and structure are as important as language and content. Individual requirements are dictated in each question below.

Question 6: Informal letter

- The tone should be friendly, register polite, style semi-formal (not colloquial or slang).
- Advice which is realistic as well as motivational / inspiring needs to be included to fulfil the requirements of the question.
- Incorrect structure should be penalized as follows:
 - Sender's address information left out = -1
incorrect order = -1
PO Box plus street address = -1)

P O Box with or without full stops = acceptable

Dates must be written: day, month, year.

- Salutation Dear Depressed / Salutation may have name/s)
- Conclusion 'Yours sincerely' or such-like = correct

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: Business letter

- Tone should be respectful, register polite, style formal.
- Personal details should be relevant to the application. Candidate's financial situation and motivation for request should realistically reflect need for financial aid.
- Incorrect structure should be penalized as follows:

- Sender's address: information left out = -1
incorrect order = -1
PO Box plus street address = -1

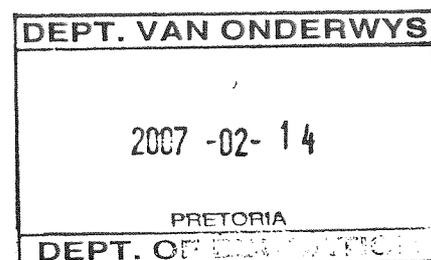
Dates must be written: day, month, year.

- Recipient's address if not against the margin = -1
must also have The Admissions Officer

- Salutation Admissions Officer/Sir/Madam/name= acceptable,
not Dear Technicon

- Topic / subject line Must come after the salutation, capitalized or
underlined, otherwise -1

- Conclusion Yours faithfully / Yours sincerely are the only
options. Initials and surname or full name must be
included.



Deduct one mark per block even if a candidate makes more than one error in that particular block.

Deduction: maximum 2 marks

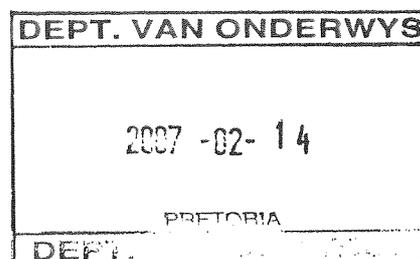
Indicate the deduction next to the error and again next to the total.

Question 8 : Newspaper report

- Headline, and may include paragraphs, sub-headings / lead-line.
- Details should include the how, what, where, when, who and why of the programme.
- Factual content / objectivity should predominate but the fact that the journalist is local may give a certain subjective edge to the report of the unusual event, and should not be penalized.
- Interpretation of what is considered to be unusual is open but it must be newsworthy.
- Incorrect structure should be penalized as follows:
 - no headline = -1
 - no name of newspaper reporter = -1

Deduction: maximum 2 marks

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



Section C: Other shorter pieces of writing

- Mark according to the approved Umalusi grid out of 10 marks.
- In transactional writing tone, register, style and structure are as important as language and content. Individual requirements are dictated in each question below. However, as not all candidates have been instructed in conventional layouts / formats, a max. of 1 mark only may be deducted in each sub-question below.

Question 9.1: Notice of a meeting

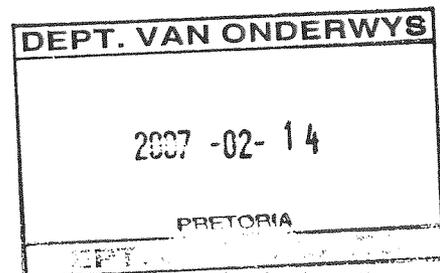
- Candidate must include the date, time and venue as well as purpose of the meeting.
- Who calls the meeting, detailed items for discussion (damage to property and graffiti) and target group as well as appropriate layout and presentation of the notice, i.e. brevity and clarity, need to be credited.
- Abbreviated sentence construction should not be penalized.

Question 9.2: Minutes of the meeting

- Candidates are expected to write minutes on items 3 (Vandalism: Damage to property and painting on community walls) and 4 (Solutions and suggestions) only. Mark only these two items.
- Minutes must be written in full sentences – if not full sentences, penalise under language.
- If reported speech is used, the reported speech conventions should apply
- There should be a logical exposition of the proceedings of the meeting from problem to solution: Item 3 then Item 4 ...
- No heading, signature, etc required.

10.1 Facsimile

- Tone is formal, apologetic.
- Must be dated and signed.
- Names of sender and recipient must be evident, and may include designation.
- Apology for non-attendance at the event, as well as a credible reason must be explicit in the answer.

**10.2 Invitation**

- Tone and style must be formal
- This invitation may take the form of a letter or conventional invitation format
- If it takes the form of a letter the proper conventions of formal letter layout must be followed.
- It must contain details of date, time, venue, nature of function, role in the programme.
- Additional details like mention of accompanying programme and target group, reason for inviting him / her in particular must be given credit.

11.1 Brochure

- Tone must be positive and enthusiastic (marketing mode) and style must be informative.
- May take any written form.
- Two sites must be mentioned. Consider real and imaginary sites.
- Credit descriptive language and success in attracting the reader to visit these sites.

11.2 Directions

- Register and tone should be informative and detailed, and style semi-formal.
- Mention must be made of a minimum of 4 directions, 3 landmarks, distance and the location of the site.
- May take form of paragraph or points may be listed.
- Credit clarity and relevance of detail as well as creative text which retains an informative style.
- Drawn map - not acceptable. If map accompanies directions, ignore map. If two sites, mark only the first site.

