



Province of the  
**EASTERN CAPE**  
EDUCATION

**INTERMEDIATE PHASE**

**GRADE 6**

**NOVEMBER 2014**

**ENGLISH FIRST ADDITIONAL LANGUAGE P3  
MEMORANDUM**

**MARKS: 30**

---

This memorandum consists of 3 pages.

---

**QUESTION 1: ESSAY**

Indicate on the learner's script the mark allocated to the Format = 5, Language, Grammar, Spelling, Punctuation Marks = 5 and Content = 5:  
TOTAL = 15

CRITERIA	MARK ALLOCATION			
	0–1 mark	2–3 marks	4 marks	5 marks
Format = 5 Marks	Very limited adherence to topic. No paragraph (s)	Partial adherence to format. Has at least one paragraph.	Good adherence to format. Fairly appropriate length. At least three complete sentences per paragraph.	Complete adherence to format. Appropriate length. Has two to three paragraphs.
	0–1 mark	2–3 marks	4 marks	5 marks
Language. Spelling, Punctuation Marks = 5 Marks	Completely inappropriate language and tone. Weak sentence structure with no subject and verb. Numerous spelling and grammatical errors.	Inappropriate structure and tone. Incomplete sentences. Few grammatical, spelling and punctuation errors. At least two sentences mostly without error.	Mostly appropriate structure and tone. Complete sentences, few grammatical, spelling and punctuation errors. At least four sentences written with subject and verb.	Appropriate structure and tone. Variation of sentence types. Good use of language, spelling, and punctuation marks with few errors. At least five or more sentences written complete with subject and verb.

**QUESTION 2: INFORMAL LETTER**

Indicate on the learner's script the mark allocated to the Format = 5, Language, Grammar, Spelling, Punctuation Marks = 5 and Content = 5:  
TOTAL = 15

CRITERIA	MARK ALLOCATION			
	0–1 mark	2–3 marks	4 marks	5 marks
Format = 5 Marks	Very limited adherence to the letter format, no address, no salutation or ending. No paragraph (s)	Partial adherence to the format. Has at least one paragraph. Has one short paragraph.	Good adherence to the format. Fairly appropriate length. At least three complete sentences per paragraph. Address, salutation and ending are present but incorrectly structured.	Complete adherence to the format. Appropriate length.
	<b>0–1 mark</b>	<b>2–3 marks</b>	<b>4 marks</b>	<b>5 marks</b>
Language. Spelling, Grammar, Punctuation Marks = 5 Marks	Completely inappropriate language and tone. Weak sentence structure with no subject and verb. Numerous spelling and grammatical errors.	Inappropriate structure and tone. Incomplete sentences. Few grammatical, spelling and punctuation errors. At least two sentences mostly without error.	Mostly appropriate structure and tone. Complete sentences, few grammatical, spelling and punctuation errors. At least four sentences written with subject and verb.	Highly appropriate structure and tone. Variation of sentence types. Good use of language, spelling and punctuation marks with no spelling errors. At least five or more sentences written with subject and verb.
	<b>0–1 mark</b>	<b>2–3 marks</b>	<b>4 marks</b>	<b>5 marks</b>
Content = 5 Marks	Completely off the topic. Purpose not achieved at all.	Mention the topic with no adherence to it. Purpose not achieved.	Adheres to topic with minor deviations. Achieves purpose partially.	Complete adherence to topic. Achieves purpose fully.