



Province of the  
**EASTERN CAPE**  
EDUCATION

**SENIOR PHASE**

**GRADE 7**

**NOVEMBER 2017**

**ENGLISH FIRST ADDITIONAL LANGUAGE P3  
MARKING GUIDELINE**

**MARKS: 30**

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This marking guideline consists of 6 pages.

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**NOTE TO MARKERS:**

1. This memorandum is only a guideline to be used together with the assessment rubrics that are provided at the back of this memorandum.
2. Candidates' creativity and imagination should be appropriately acknowledged.
3. Use the rubrics provided to mark SECTION A and SECTION B.

**SECTION A: ESSAY****QUESTION 1****DESCRIPTIVE ESSAY****1.1 MY DREAMS FOR THE FUTURE**

- Descriptive essay paints a picture in words.
- Use of descriptive words, adjectives, adverbs and figures of speech should have been appropriately used.
- Candidates should describe their dreams for the future as indicated in the topic.

**[20]****1.2 NO RULES!**

- Descriptive essay
- Candidates should explain and give examples of how the world would be like without rules.
- Calm, well-reasoned and well supported statements should be made.
- Candidates should give an indication of his or her opinion at the end of the essay but this should only be done in the conclusion.

**[20]****1.3 NARRATIVE ESSAY****MY BIGGEST MISTAKE**

- Narrative/Story essay
- Story must have a strong storyline and be convincing.
- Candidates should have written in the past tense.
- The introductory paragraph should capture the reader's attention.

**[20]**

**1.4 DESCRIPTIVE OR NARRATIVE ESSAY**

**PICTURE ESSAY**

- There must be a clear link between the picture and the essay.
- A mere description of the picture is not acceptable.

**INTERPRETATION OF THE PICTURE:**

- The candidate may interpret the picture in any way.
- The candidate may choose to write a narrative or a descriptive essay.
- The candidate may write in any appropriate tense.

**[20]**

**TOTAL SECTION A: 20**

**SECTION B: TRANSACTIONAL WRITING****QUESTION 2****NOTE:**

1. The correct format, tone and style are important in this section and should be appropriate for the chosen topic.
2. Use these guidelines together with the assessment rubric.

**2.1 FRIENDLY LETTER**

- The tone should be friendly but respectful.
- The following aspects should be included in the format:
  - Address of the sender
  - Date
  - Greeting/Salutation
  - Introductory paragraph/Body and Conclusion
  - Suitable closing
- Candidate should mention the argument FOR or AGAINST the decision of a friend or relative taking up boxing as a sport.
- Deduct up to 2 marks only for errors in format. **[10]**

**2.2 DIALOGUE**

A dialogue is a conversation between two or more people. It is a record of the exchanges as they occur, directly from the speaker's point of view.

**When writing a dialogue consider the following:**

- Write the names of the characters on the left side of the page.
- Use a colon after the name of the character who is speaking.
- Use a new line to indicate each new speaker.
- Deduct up to 2 marks only for errors in format. **[10]**

**TOTAL SECTION B: 10**  
**GRAND TOTAL: 30**

## RUBRIC FOR ASSESSING AN ESSAY – FIRST ADDITIONAL LANGUAGE (20 MARKS)

CRITERIA	7: OUTSTANDING 80–100%	6: MERITORIOUS 70–79%	5: SUBSTANTIAL 60–69%	4: ADEQUATE 50–59%	3: MODERATE 40–49%	2: ELEMENTARY 30–39	1: NOT ACHIEVED 0–29%
<b>CONTENT AND FORMAT 12 MARKS</b>	<b>11–12 marks</b> Outstanding response to topic Ideas exceptionally creative/interesting/mature Excellent use of planning and drafting to improve essay.	<b>9–10 marks</b> Very good response to topic Ideas very creative Planning and drafting used very well to improve essay	<b>7–8 marks</b> Good response to topic Ideas creative Planning and drafting has produced a good essay	<b>5–6 marks</b> Adequate response to topic Ideas fairly creative Planning and drafting used to some effect	<b>4 marks</b> Content ordinary Ideas mostly relevant Planning and drafting not used effectively	<b>3 marks</b> Content not always clear Few ideas/repetitive Inadequate evidence of planning/drafting Essay not well Planned or drafted	<b>0–2 marks</b> Content off-topic Ideas repetitive or irrelevant Poor or no planning and drafting
<b>LANGUAGE, STYLE AND EDITING 5 MARKS</b>	<b>4–5 marks</b> Excellent use of language and punctuation Use figurative language very well Excellent choice of words Tone and register highly suited the topic Almost no errors after proofreading and editing	<b>3–4 marks</b> Effective use of language and punctuation Uses figurative language Very good choice of words Tone and register suited the topic Almost no error after proofreading and editing	<b>3–3½ marks</b> Language and punctuation mostly effectively used Some attempt to use figurative language Good word choice Tone and register mostly suited to topic Very few errors after proofreading and editing	<b>2½–3 marks</b> Language simple, punctuation adequate Choice of words adequate Tone and register mostly suited; may be some lapses Some errors after proofreading and editing	<b>2–2½ marks</b> Language simple, Punctuation often incorrect Choice of words basic Tone and register often not appropriate Several errors despite proofreading and editing	<b>1½ marks</b> Language and punctuation very weak Choice of words limited Tone and register inappropriate Many errors despite proofreading and editing	<b>0–1 mark</b> Language and punctuation very difficult to understand Choice of words extremely basic or inappropriate Tone and register completely inappropriate Many errors; little/no evidence of proofreading
<b>STRUCTURE 3 MARKS</b>	<b>3 marks</b> Extremely coherent Excellent paragraphing Excellent sentence structure Length correct	<b>2½–3 marks</b> Very coherent Very good paragraphing Very good sentence structure Length correct	<b>2–2½ marks</b> Coherent Good paragraphing Good sentence structure Length almost correct	<b>1½–2 marks</b> Fairly coherent Adequate paragraphing Adequate sentence structure Length almost correct	<b>1–1½ marks</b> At least one or two points developed Sentence and paragraphs faulty but ideas can be understood Length: too long /short	<b>½–1 mark</b> Sometimes off topic Ideas difficult to follow Sentence and paragraphs very elementary Length: too long /short	<b>0 marks</b> Mostly/completely off topic Sentences and paragraphs very poorly constructed/muddled. Length: too long /short

## RUBRIC FOR ASSESSING AN TRANSACTIONAL TEXTS – FIRST ADDITIONAL LANGUAGE (10 MARKS)

CRITERIA	7: OUTSTANDING 80–100%	6: MERITORIOUS 70–79%	5: SUBSTANTIAL 60–69%	4: ADEQUATE 50–59%	3: MODERATE 40–49%	2: ELEMENTARY 30–39	1: NOT ACHIEVED 0–29%
<b>CONTENT AND FORMAT 7 MARKS</b>	<b>6–7 marks</b> Excellent knowledge of text requirements Highly focused and completely coherent Has applied all the necessary rules of format (0–2 errors)	<b>6–6½ marks</b> Very good knowledge of text requirements Very focused and coherent Has applied the rules of format (Max. 2–3 errors)	<b>4.5–5½ marks</b> Good knowledge of text requirements Focused and coherent Most rules have been applied (Max. 3–4 errors)	<b>3.5–4½ marks</b> Adequate knowledge of text requirements Mostly focused and coherent Rules of format have been adequately applied (Max. 5 errors)	<b>2½ –3½ marks</b> Some knowledge of text requirements May be vague/off topic in places Has some idea of format requirements but some critical errors (Max. 6 errors)	<b>1½ –2½ marks</b> Very basic knowledge of text requirements Text not always coherent; few details to support topic Slight attempt to apply rules of format but flawed (7 or more errors)	<b>0–1½ marks</b> Little or no knowledge of the requirements of the text Text lacks coherence and detail Necessary rules of format have not been applied
<b>LANGUAGE, STYLE AND EDITING 3 MARKS</b>	<b>3 marks</b> Language and punctuation very effectively used Excellent choice of words Tone and register highly suited to purpose Almost no errors after proofreading and editing	<b>2½ marks</b> Language and punctuation very effectively used Very good choice of words Tone and register suited to purpose Almost no errors after proofreading and editing	<b>2 marks</b> Language and punctuation very effectively used Good choice of words Tone and register mostly suited to purpose Very few errors after proofreading and editing	<b>1½ marks</b> Language simplistic and punctuation adequate Choice of words adequate Tone and register mostly suited to purpose Some errors after proofreading and editing	<b>1½ marks</b> Language simplistic and punctuation inaccurate Choice of words basic Tone and register often not appropriate Several errors despite proofreading and editing	<b>1 mark</b> Language and punctuation flawed Choice of words basic Tone and register often inappropriate Many errors despite proofreading and editing	<b>0 marks</b> Language and punctuation seriously flawed Choice of words extremely basic or inappropriate Tone and register completely inappropriate Many errors; little/ no evidence of proofreading