



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2017

**ENGLISH HOME LANGUAGE P3
MEMORANDUM**

MARKS: 100

This memorandum consists of 8 pages.

INFORMATION FOR THE MARKER

In assessing a candidate's work, the following aspects, among others, drawn from the assessment rubric, must be borne in mind:

- The overall effect of planning, drafting, proofreading and editing of the work on the final text produced.
- Awareness of writing for a specific purpose, audience and context – as well as register, style and tone – especially in Section B.
- Grammar, spelling and punctuation.
- Language structures, including an awareness of critical language.
- Choice of words and idiomatic language.
- Sentence construction.
- Paragraphing.
- Interpretation of the topic that will be reflected in the overall content: the introduction, development of ideas, and the conclusion.

NOTE:

- Various formats of transactional/referential/informational texts have been taught/are in current practice. Therefore, this has to be considered when assessing the format.
- Give credit for appropriateness of format.
- Look for a logical approach in all writing.

SUGGESTED APPROACH TO MARKING**SECTION A: ESSAY****1.1 POSSIBLE RESPONSES**

- Narrative/reflective
 - Finding a solution
 - Looking back on a problem
- [50]**

1.2 POSSIBLE RESPONSES

- Descriptive/narrative/reflective
 - A change/the unexpected/the unknown/a twist/the unpredictable
 - Obscured future
- [50]**

1.3 POSSIBLE RESPONSES

- Argumentative/discursive/narrative/reflective
 - Emphasis on personal responsibility/importance of the individual
 - Need for change
- [50]**

1.4 POSSIBLE RESPONSES

- Argumentative/discursive/narrative/reflective
 - Criticism of mob mentality/conformity/blindly following
 - Effect of propaganda/inability to think for oneself
- [50]**

1.5 POSSIBLE RESPONSES

- Discursive/narrative/reflective/descriptive
 - Variety of the day/life
 - Changing perceptions/perspectives
- [50]**

1.6 1.6.1 POSSIBLE RESPONSES

- Narrative/discursive/reflective/descriptive
 - Freedom/escape/achievement
 - Hunting/being the hunter or the prey
 - Focus of attention/being alert/searching
- [50]**

1.6.2 POSSIBLE RESPONSES

- Narrative/discursive/reflective/descriptive
 - Gaining perspective/seeing things from another's point of view
 - School
- [50]**

1.6.3 POSSIBLE RESPONSES

- Narrative/discursive/reflective/descriptive
 - Africa/nature/the strength of your roots/foundations
 - Self-reliance/dependence/independence/inter-dependence/growth
- [50]**

TOTAL SECTION A: 50

INSTRUCTIONS TO MARKERS

Refer to SECTION A: Rubric for Assessing an Essay found on page 7 of this memorandum.

CRITERIA USED FOR ASSESSMENT	
CRITERIA	MARKS
CONTENT AND PLANNING	30
LANGUAGE, STYLE AND EDITING	15
STRUCTURE	5
TOTAL	50

1. Read the whole piece and decide on a category for CONTENT AND PLANNING.
2. Re-read the piece and select the appropriate category for LANGUAGE, STYLE AND EDITING.
3. Re-read the piece and select the appropriate category for STRUCTURE.

SECTION B: TRANSACTIONAL TEXT**LEARNERS ARE INSTRUCTED TO ANSWER TWO QUESTIONS****QUESTION 2****2.1 REVIEW**

- Response to the modernisation and controversial changes
- Reference to the aspects of a review
- Recommendation to learners [25]

2.2 FORMAL LETTER TO THE PRESS

- Formal register
- References to/examples of consumer distrust
- Consumer reaction [25]

2.3 LETTER OF REQUEST

- Formal register
- Identification of charity/cause/welfare association and reasons for choice
- Motivation and details of required sponsorship [25]

2.4 AGENDA AND MINUTES

- Formal language
- Use of past tense
- Minutes must be aligned to the agenda [25]

2.5 FORMAL SPEECH

- Formal situation
- Focus is on effective communication to ensure success at school and beyond
- Peer target audience [25]

2.6 INTERVIEW

- Continuation of the story of his life
- Inspirational content required
- Informal register acceptable [25]

INSTRUCTIONS TO MARKERS

Refer to SECTION B: Rubric for Assessing Transactional Texts found on page 8 of this memorandum.

CRITERIA USED FOR ASSESSMENT	
CRITERIA	MARKS
CONTENT, PLANNING AND FORMAT	15
LANGUAGE, STYLE AND EDITING	10
TOTAL	25

1. Read the whole piece and decide on a category for CONTENT, PLANNING AND FORMAT.
2. Re-read the piece and select the appropriate category for LANGUAGE, STYLE AND EDITING.

TOTAL SECTION B: 50
GRAND TOTAL: 100

RUBRIC FOR ASSESSING ESSAY [50 MARKS]

Criteria		Exceptional	Skilful	Moderate	Elementary	Inadequate	
CONTENT AND PLANNING (Response and ideas) Organisation of ideas for planning Awareness of purpose, audience and context 30 MARKS	Upper level	28–30 Outstanding/Striking response beyond normal expectations. Intelligent, thought-provoking and mature ideas Exceptionally well organised and coherent (connected) including introduction, body and conclusion/ending.	22–24 Very well-crafted response. Fully relevant and interesting. Ideas with evidence of maturity Very well organised and coherent (connected) including introduction, body and conclusion/ending.	16–18 - Satisfactory response - Ideas are reasonably coherent and convincing. - Reasonably organised and coherent including introduction, body and conclusion/ending	10–12 Inconsistently coherent response Unclear ideas and unoriginal Little evidence of organisation and coherence.	4–6 -Totally irrelevant response -Confused and unfocused ideas -Vague and repetitive - Unorganised and incoherent	
		Lower level	25–27 Excellent response but lacks the exceptionally striking qualities of the outstanding essay Mature and intelligent ideas Skilfully organised and coherent (connected) including introduction, body and conclusion/ending.	19–21 Well-crafted response. Relevant and interesting ideas. Well organised and coherent (connected) including introduction, body and conclusion.	13–15 Satisfactory response but some lapses in clarity. Ideas are fairly coherent and convincing. Some degree of organisation and coherence including introduction, body and conclusion.	7–9 Largely irrelevant response. Ideas tend to be disconnected and confusing. Hardly any evidence of organisation and coherence.	0–3 -No attempt to respond to the topic -Completely irrelevant and inappropriate -Unfocused and muddled
	Upper level		14–15 Tone, register, style, vocabulary highly appropriate to purpose, audience and context Language confident, exceptionally impressive – compelling and rhetorically effective in tone. Virtually error-free in grammar and spelling. Highly skilfully crafted.	11–12 Tone, register, style and vocabulary very appropriate to purpose, audience and context. Language is effective and a consistently appropriate tone is used. Largely error-free in grammar and spelling. Very well crafted.	8–9 Tone, register, style and vocabulary appropriate to purpose, audience and context. Appropriate use of language to convey meaning. Tone is appropriate. Rhetorical devices used to enhance content.	5–6 Tone, register, style and vocabulary not appropriate to purpose, audience and context. Very basic use of language. Tone and diction are inappropriate. Very limited vocabulary.	0–3 - Language incomprehensible - Tone, register, style and vocabulary less appropriate to purpose, audience and context - Vocabulary limitations so extreme as to make comprehension impossible
		Lower level	13 Language excellent and rhetorically effective in tone. Virtually error-free in grammar and spelling. Skilfully crafted.	10 Language engaging and generally effective Appropriate and effective tone. Few errors in grammar and spelling. Well-crafted	7 Adequate use of language with some inconsistencies. Tone generally appropriate and limited use of rhetorical devices.	4 Inadequate use of language. Little or no variety in sentence. Exceptionally limited vocabulary.	
LANGUAGE, STYLE AND EDITING Tone, register, style, vocabulary appropriate to purpose/effect and context Word choice Language use and conventions, punctuation, grammar, spelling 15 MARKS	Upper level	5 - Excellent development of topic - Exceptional detail - Sentences, paragraphs exceptionally well-constructed	4 -Logical development of details -Coherent -Sentences, paragraphs logical, varied	3 -Relevant details developed -Sentences, paragraphs well-constructed Essay still makes sense	2 - Some valid points - Sentences and paragraphs faulty - Essay still makes sense despite flaws.	0–1 - Necessary points lacking - Sentences and paragraphs faulty	
		Lower level	5 MARKS	MARKS RANGE	40–50	30–39	20–29

ASSESSMENT RUBRIC FOR LONGER TRANSACTIONAL TEXT HOME LANGUAGE [25 MARKS]

Criteria	Exceptional	Skilful	Moderate	Elementary	Inadequate
CONTENT PLANNING AND FORMAT Response and ideas Organisation of ideas for planning Purpose, audience and features/conventions and context 15 MARKS	13-15 <ul style="list-style-type: none"> - Outstanding response beyond normal expectations - Intelligent and mature ideas - Extensive knowledge of features of the type of text - Writing maintains focus - Coherence in content and ideas. - Highly elaborated and all details support the topic - Appropriate and accurate format 	10-12 <ul style="list-style-type: none"> - Very good response demonstrating good knowledge of features of the type of text. - Maintains focus – no digressions. - Coherent in content and ideas, very well elaborated and details support topic. - Appropriate format with minor inaccuracies. 	7-9 <ul style="list-style-type: none"> - Adequate response demonstrating knowledge of features of the type of text. - Not completely focused – some digressions. - Reasonably coherent in content and ideas - Some details support the topic - Generally appropriate format but with some inaccuracies. 	4-6 <ul style="list-style-type: none"> - Basic response demonstrating some knowledge of features of the type of text. - Some focus but writing digresses. - Not always coherent in content and ideas. - Few details support the topic. - Has vaguely applied necessary rules of format - Some critical oversights. 	0-3 <ul style="list-style-type: none"> - Response reveals no knowledge of features of the type of text - Meaning is obscure with major digressions. - Not coherent in content and ideas. Very few details support the topic. - Has not applied necessary rules of format.
LANGUAGE, STYLE AND EDITING Tone, register, style, purpose/effect, audience and context Language use and conventions. Word choice Punctuation, spelling 10 MARKS	9-10 <ul style="list-style-type: none"> - Tone, register, style, vocabulary highly appropriate to purpose, audience and context - Grammatically accurate and well-constructed - Virtually error-free. 	7-8 <ul style="list-style-type: none"> - Tone, register, style and vocabulary very appropriate to purpose, audience and context - Generally grammatically accurate and well-constructed - Very good vocabulary - Mostly free of errors 	5-6 <ul style="list-style-type: none"> - Tone, register, style and vocabulary appropriate to purpose, audience and context. - Some grammatical errors - Adequate vocabulary - Errors do not impede meaning 	3-4 <ul style="list-style-type: none"> - Tone, register, style and vocabulary less appropriate to purpose, audience and context - Inaccurate grammar with numerous errors - Limited vocabulary - Meaning is obscured. 	0-2 <ul style="list-style-type: none"> - Tone, register, style and vocabulary do not correspond to purpose, audience and context. - Error-ridden and confused - Vocabulary not suitable for purpose - Meaning seriously obscured
MARKS RANGE	20–25	15–19	10–14	5–9	0–4