

## **INTERMEDIATE PHASE**

**GRADE 6** 

### **NOVEMBER 2014**

# ENGLISH FIRST ADDITIONAL LANGUAGE P3 MEMORANDUM

MARKS: 30

This memorandum consists of 3 pages.

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#### **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:

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 adherence to format. Appropriate length. Has two to	
- 5 Iviaires	No paragraph (5)		complete sentences per paragraph.	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.	

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### **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:

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

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