This memorandum consists of 6 pages and 3 rubrics - 50, 30 and 10 mark rubrics
SECTION A

Instructions to markers:
- Candidates are expected to write ONE of the essays.
- Marking must be objective. Consider the point of view of the candidate and credit relevant ideas even if they do not agree with your own.
- Use the marking rubric out of 50.

QUESTION 1

1.1 My plans for the next ten years.
- Reflective/Descriptive/Expository essay
- Candidates are expected to describe their plans for the next 10 years.
- The plans could include a further education, employment, personal goals, etc.

1.2 My role model
- Descriptive/Expository/Reflective essay
- The role model should be named or it should be clear exactly who the person is.
- The candidate should justify why he or she admires this person.

1.3 I am proud of South Africa
- Descriptive/Expository/Reflective essay
- The essay should be positive.
- The pride that the candidate takes in the country should be justified by mentioning a number of different aspects.

1.4 South Africa is/is not ready for a woman president
- Argumentative essay
- Candidates should take a definite stand for or against the topic.
- Candidates should give reasons for their point of view.

1.5 The strangest sight
- Narrative/Descriptive essay
- The candidate should state what the strange sight was.
- The story should be related in some way to what was seen.

1.6 Boys/Girls are so much easier to get along with
- Argumentative essay
- Candidates should take a definite stand for or against the topic.
- Candidate should give reasons for their view.

TOTAL SECTION A: 50

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SECTION B

Instructions to markers:
- Candidates are required to answer ONE question.
- Use the 30 mark rubric to mark the pieces in this section.

QUESTION 2

2.1 Formal letter
- The letter should be addressed to the school principal.
- Candidates should mention different problems experienced because of the gate being locked.
- The tone of the letter should be polite.
- Consider the following aspects of format and deduct one mark for an error in any one of the categories. However, the maximum deduction for format is two marks.
  - Sender’s address
  - Address of the addressee
  - Greeting and subject/title line
  - “Yours faithfully” and signature / name in print.

2.2 Speech
- Candidates are expected to write a speech in which they congratulate a friend at a birthday party.
- The tone should be positive.
- The speech should be written in paragraph form. Deduct a maximum of two marks if no paragraphs are used or if the speech is written in point form.

2.3 Dialogue
- Deduct a maximum of two marks for incorrect use of dialogue format.
- Candidates are expected to write a dialogue in which they try and convince a parent/guardian to let them go to a party.
- It should be clear from the dialogue that the parent/guardian is not keen on the idea of a party.
- The outcome of the negotiation should be clear.
- The dialogue should have a clear beginning and an end.
2.4 Informal letter

- It should be clear from the letter that the candidate has not seen the friend for a while.
- The main aim of the letter should be to express condolence and to wish the friend a speedy recovery.
- The tone should be positive and polite.
- Consider the following aspects of format and deduct one mark for an error in each of the categories. However, the maximum deduction for format is two marks.
  - Sender’s address
  - Greeting
  - “Yours sincerely”, “Love”, etc and signature.

TOTAL SECTION B: 30

SECTION C

Instructions to markers:
- Candidates are expected to write ONE piece from Question 3
- Use the 10 mark rubric to mark the pieces in this section.
- Assess format and functionality by using the grid.

QUESTION 3

3.1 Fax

- The following should be given:
  - Date
  - To: (Name of presenter and the name of radio station/programme)
  - From: (Name of sender)
  - Fax number:
- The message should give the title of the song and give details about why the candidate regards the song a special.

3.2 Vote of thanks

- The vote of thanks should be written in paragraph form.
- The name of the famous person should be given.
- There should be some indication of what the well-known person spoke about.
- The candidate should convey the appreciation of the audience and school.
3.3 Postcard

- The recipient’s name and address must be given.
- The postcard must be dated and the name of the sender must be reflected.
- The content must refer to the writers experiences and to the teams’ performance.

TOTAL SECTION C: 10

SECTION D

QUESTION 4

Instructions to markers:
- Candidates are required to write ONE piece from Question 3
- Use the 10 mark rubric to mark the pieces in this section.
- Assess format and functionality by using the grid.

4.1 Advertisement

The following information must be included:
- Name of the school
- The exact nature of the event to be held
- Some details about the event
- The date and time of the event
- The cost may be mentioned.

Consider the following when assessing functionality and language use:
- Will the poster motivate the public to attend the event?
- Is the language used persuasive?

4.2 Writing instructions/rules

- Candidates can choose either one of the topics.
  - Instructions on how to study effectively.
  - Rules for learners to ensure that discipline is maintained.
- The instructions/rules should be written in point form and may be numbered or bulleted.
- Content should be factual and relevant to the topic chosen.
- Instructions/rules should be clearly formulated.
4.2 Poster

- An eye-catching heading should be provided.
- The heading should clearly indicate the aim of the poster which is to dissuade people from smoking or starting to smoke.
- Points given should support the aims of the campaign.
- A really good candidate will be able to use humour.

TOTAL SECTION D: 10

GRAND TOTAL: 100