



Province of the
EASTERN CAPE
EDUCATION

INTERMEDIATE PHASE

GRADE 6

NOVEMBER 2016

ENGLISH FIRST ADDITIONAL LANGUAGE P3 MEMORANDUM

MARKS: 30

This memorandum consists of 4 pages.

QUESTION 1: ESSAY

Indicate marks per section on learner s' script:
 Format = 5, Language, Grammar, Spelling, Punctuation Marks = 6 and Content = 4:
 TOTAL = 15

CRITERIA	MARK ALLOCATION	MAXIMUM MARK	
This must at first glance give the impression of an essay.			
LAYOUT			
Complete adherence to format. Has four to five paragraphs each with 4–5 sentences.	4–5	5	
Good adherence to format. At least two to three complete sentences per paragraph each with 2–3 sentences.	2–3		
Partial adherence to format. Has at least one paragraph with one sentence.	1		
No adherence to format. No paragraph(s).	0		
Language structure: At least one full paragraph of five sentences must be written before any marks for language use may be allocated.			
Correct sentence construction. (Clear distinction between subject, verb and object)	0–3 sentences = 0 marks 4–5 sentences = 1 mark 6–10 sentences = 2 marks	6	
Correct punctuation	0–3 mistakes = 2 marks 4–5 mistakes = 1 mark 6–10 mistakes = 0 marks		
Correct Spelling.	0–3 mistakes = 0 marks 4–5 mistakes = 1 mark 6–10 mistakes = 2 marks		
Content: In order to allocate any marks in this section at least one suitable paragraph with five sentences must have been written			
Title			
Title/heading correlates with given topic and essay content.	1	4	
No correlation between title and content.	0		
Adherence to topic and logical sequence.			
Whole essay adheres to given topic. Events described in a logical sequence of events.	1–2 1		
Non adherence to topic and no logical sequence of events.	0		

TOTAL SECTION A: 15

QUESTION 2: LETTER

CRITERIA	MARK ALLOCATION	MAXIMUM MARK
This must at first glance give the impression of an letter		
LAYOUT		
• Complete address in the correct position with postal code.	2	5
• Correct date	1	
• Salutation in correct position without punctuation	1	
• Closing/conclusion without punctuation	1	
Language structure: At least one full paragraph of five sentences must be written before any marks for language use may be allocated.		
Correct sentence construction. (Clear distinction between subject, verb and object)	0–3 sentences = 0 marks 4–5 sentences = 1 mark 6–10 sentences = 2 marks	6
Correct punctuation	0–3 mistakes = 2 marks 4–5 mistakes = 1 mark 6–10 mistakes = 0 marks	
Correct Spelling.	0–3 mistakes = 0 marks 4–5 mistakes = 1 mark 6–10 mistakes = 2 marks	
Content: In order to allocate any marks in this section at least one suitable paragraph with five sentences must have been written		
Adherence to topic and logical sequence.		
Whole letter adheres to given topic. Events described in a logical sequence of events.	3–4	4
Topic addressed, but with some deviation. Not all sentences in logical sequence.	1–2	
Non-adherence to topic and no logical sequence of events.	0	

QUESTION 2.2: DIARY

CRITERIA	MARK ALLOCATION	MAXIMUM MARK
This must at first glance give the impression of an letter		
LAYOUT		5
• Date and day indicated	2	
• Clear paragraphs	1	
• Written in first person	1	
• Written in full sentences	1	
Language structure: At least one full paragraph of five sentences must be written before any marks for language use may be allocated.		
Correct sentence construction. (Clear distinction between subject, verb and object)	0–3 sentences = 0 marks 4–5 sentences = 1 mark 6–10 sentences = 2 marks	6
Correct punctuation	0–3 mistakes = 2 marks 4–5 mistakes = 1 mark 6–10 mistakes = 0 marks	
Correct Spelling.	0–3 mistakes = 0 marks 4–5 mistakes = 1 mark 6–10 mistakes = 2 marks	
Content: In order to allocate any marks in this section at least one suitable paragraph with five sentences must have been written.		
Adherence to topic and logical sequence.		4
Whole diary entry adheres to given topic. Events described in a logical sequence of events.	3–4	
Topic addressed, but with some deviation. Not all sentences in logical sequence.	1–2	
Non-adherence to topic and no logical sequence of events.	0	

TOTAL SECTION B: 15
GRAND TOTAL: 30