



Province of the  
**EASTERN CAPE**  
EDUCATION

**INTERMEDIATE PHASE**

**GRADE 6**

**NOVEMBER 2018**

**ENGLISH FIRST ADDITIONAL LANGUAGE P3  
MEMORANDUM**

**MARKS: 30**

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This memorandum consists of 4 pages.

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**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 |
|--|---|--------------|
| <b>This must at first glance give the impression of an essay</b>   |   |              |
| <b>LAYOUT</b>  |   |              |
| Complete well-structured format.<br>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.<br>No paragraph (s)  | 0   |              |
| <b>Language Structure: Tone, vocabulary and style.<br/>At least one full paragraph of five sentences must be written before any marks for language use may be allocated.</b> |   |              |
| Correct sentence construction.<br>(Clear distinction between Subject, verb and object) Confident & skilfully constructed.  | 0-3 sentences = 0 marks<br>4-5 sentences = 1 mark<br>6-10 sentences = 2 marks | 6            |
| Correct punctuation. Tone, vocabulary and style appropriate.   | 0-3 mistakes = 2 marks<br>4-5 mistakes = 1 mark<br>6-10 mistakes = 0 marks    |              |
| Correct Spelling. Inappropriate tone. Very limited vocabulary.   | 0-3 mistakes = 2 marks<br>4-5 mistakes = 1 mark<br>6-10 mistakes = 0 marks    |              |
| <b>Content: Organisation of ideas.<br/>In order to allocate any marks in this section, at least one suitable paragraph with five sentences must have been written</b>        |   |              |
| <b>Title</b>   |   |              |
| Title/ heading correlates with given topic and essay content.  | 1   | 4            |
| No correlation between title and content.  | 0   |              |
| <b>Adherence to topic and logical sequence.</b>  |   |              |
| Whole essay adheres to given topic. Events described in a logical sequence of events.  | 1-2<br><br>1  |              |
| Non-adherence to topic and no logical sequence of events.  | 0   |              |

**QUESTION 2.1: FRIENDLY LETTER**

| CRITERIA  | MARK ALLOCATION   | MAXIMUM MARK |
|---|---|--------------|
| <b>This must at first glance give the impression of a letter</b>  |   |              |
| <b>LAYOUT/ FORMAT</b>   |   |              |
| • 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   |              |
| <b>Language Structure: Tone, vocabulary and style</b><br><b>At least one full paragraph of five sentences must be written before any marks for language use may be allocated.</b> |   |              |
| Correct sentence construction.<br>(Clear distinction between Subject, verb and object) Grammatically accurate   | 0-3 sentences = 0 marks<br>4-5 sentences = 1 mark<br>6-10 sentences = 2 marks | 6            |
| Correct punctuation   | 0-3 mistakes = 2 marks<br>4-5 mistakes = 1 mark<br>6-10 mistakes = 0 marks    |              |
| Correct spelling  | 0-3 mistakes = 2 marks<br>4-5 mistakes = 1 mark<br>6-10 mistakes = 0 marks    |              |
| <b>Content: Organisation of ideas</b><br><b>In order to allocate any marks in this section at least one suitable paragraph with five sentences must have been written</b>         |   |              |
| <b>Adherence to topic and logical sequence.</b>   |   |              |
| Whole letter adheres to given topic. Events described in a logical sequence of events. Extensive knowledge of the content.  | 3-4   | 4            |
| Topic addressed, but with some deviation and limited ideas. Not all sentences in logical sequence.  | 1-2   |              |
| Non-adherence to topic and no logical sequence of events.   | 0   |              |

**QUESTION 2.2: FORMAL LETTER**

| CRITERIA  | MARK ALLOCATION  | MAXIMUM MARK |
|---|--|--------------|
| <b>This must at first glance give the impression of a formal letter.</b>  |  |              |
| <b>LAYOUT</b>   |  |              |
| <ul style="list-style-type: none"> <li>Complete addresses of sender and addressee in the correct position with postal code</li> </ul> | 4  | 7            |
| <ul style="list-style-type: none"> <li>Sender address with correct date</li> </ul>  | 1  |              |
| <ul style="list-style-type: none"> <li>Salutation in the correct position without punctuation</li> </ul>                              | 1  |              |
| <ul style="list-style-type: none"> <li>Closing/ conclusion without punctuation</li> </ul>   | 1  |              |
| <b>Language Structure</b>   |  |              |
| <b>At least one full paragraph of five sentences must be written before any marks for language use may be allocated.</b>              |  |              |
| Correct sentence construction.<br>(Clear distinction between subject, verb and object.)   | 0-2 sentences = 0 marks<br>3-5 sentences = 1 mark<br>6-8 sentences = 2 marks | 4            |
| Correct punctuation   | 0-4 mistakes = 1 mark<br>5-8 mistakes = 0 mark                               |              |
| Correct Spelling  | 0-4 mistakes = 1 mark<br>5-8 mistakes = 0 mark                               |              |
| <b>Content:</b>   |  |              |
| <b>In order to allocate any marks in this section at least one suitable paragraph with five sentences must have been written.</b>     |  |              |
| <b>Adherence to topic and logical sequence.</b>   |  |              |
| Whole letter adheres to given topic.<br>Events described in a logical sequence of events.   | 3-4  | 4            |
| Adheres to topic, but with some deviation.<br>Not all sentences in logical sequence.  | 1-2  |              |
| Non-adherence to topic and no logical sequence of events.   | 0  |              |