

INSERT COLLEGE LOGO HERE

SUBJECT: ENGLISH FIRST ADDITIONAL LANGUAGE

NC(V) LEVEL: 3

ASSESSMENT INSTRUMENT: IE PAPER 2

ASSESSMENT NUMBER: 7

DATE: _____ SEPTEMBER 2016

Total marks:	100
Time allocation:	2½ hours
Examiner:	L Marthinus, S Agulhas (NL)
Moderator:	E Curry (NL)

Topic	Subject Outcomes
3	All Outcomes

Marking Summary

Question	Total Mark	Examiner's Mark	Moderator's Mark
1	50		
2	30		
3/4	20		
Total	100		
%			
Rating			

Lecturer's comments

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	NAME AND SURNAME	SIGNATURE	DATE
STUDENT (I declare that the evidence provided by this assessment is my own work.)			
ASSESSOR:			
INTERNAL MODERATOR:			
COLLEGE MODERATOR:			

TIME: 2½ HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. This paper consists of THREE sections:

SECTION A:	LONG FUNCTIONAL WRITING	50
SECTION B:	SHORT FUNCTIONAL WRITING	30
SECTION C:	VISUAL	20

2. Answer ALL the questions in SECTION A and SECTION B.

3. Answer any ONE of the TWO questions in SECTION C.

4. Read ALL the questions carefully.

5. Number the answers according to the numbering system used in this question paper.

6. Start each section on a NEW page.

7. Take note of the number of marks allocated per question.

8. Plan your time carefully.

9. Write neatly and legibly.

BACKGROUND INFORMATION THE COMMUNITY CHEST TWILIGHT TEAM RUN

Read the following background information before answering the questions:



Every year come December, the Mother City centre becomes a hub of excitement, which funnily enough isn't due to Christmas being around the corner. Instead, what causes enthusiastic Capetonians to take to the streets is a race that receives over 20 000 entrants who arrive dressed in costumes.



The Twilight Team Run has nothing to do with sparkly vampires or werewolves (unless you choose to dress up as one, that is). It is a fun run that is unusual in the sense that no winners are declared, no timekeepers keep score, and there are no medals or certificates awarded to those who complete it. Instead, the focus of the run is placed squarely on the fantastical costumes donned by the fun run entrants, and the money that is raised by the event for charities.

This charity event has even become a popular year-end function for various companies. This year's theme is 'uniting the city for charity' and proceeds from the event will be invested in education. So, encourage your colleagues to join you in having some fun while making a difference. Win your share of R50 000 towards a charity of your choice.

The Twilight Team Run will take place on Friday, 2 December 2016. The race will start in Darling Street and end at Adderley Street. It starts at 17:00 sharp and the entry fee is R70 per person. There will be an after party with live performances from Chris Brown and Mi Casa which starts at 20:30 promptly.

SECTION A: LONG FUNCTIONAL WRITING

QUESTION 1: PROGRESS REPORT

The head organiser of the Community Chest Twilight Team Run is Mr Khaya Maseko. Three months before the event is planned to take place, he asks a member of the organising committee, Mr Thobela Khumalo, to write a report about the progress of the Twilight Team Run event. The Progress Report is due on 9 September 2016 in memorandum format.

The following is noteworthy:

Mr Khumalo instructed Candice Brown to confirm the live performances of Chris Brown and Mi Casa for the after party which starts at 20:30. Wanda Sanda is responsible for making sure that all tickets are delivered to Sportsmans Warehouse by 20 November 2016 for collection by clients. Andisiwe Pute has already confirmed the prizes for the dress-up competition. A weekend away to Langebaan has been donated by Club Mykonos. Avara Wellness Centre has also donated four spa vouchers. The marketing department is busy with compiling the official poster that will be displayed strategically on billboards, online and popular streets and landmarks. They are scheduled to brainstorm next week Wednesday at 13:00 in the boardroom. A final draft of the progress report is scheduled to be ready next week Friday, 9 September 2016

Carefully read the information given in the background section and use it to complete the missing sections on the template marked **Addendum A, Progress Report**.

(in Memorandum Format) **Remember to attach the Addendum to your answer sheet.**

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
34	10	6	50

[50]

TOTAL SECTION A: 50

SECTION B: LONG FUNCTIONAL WRITING

QUESTION 2: NOTICE AND AGENDA FOR A MONTHLY MEETING

On 3 October 2016, Mr Khaya Maseko, the organiser of the Community Chest Twilight Team Run event, asks the secretary to compile the notice and agenda for their next monthly meeting. The meeting will take place in the Boardroom on Friday, 28 October 2016 at 13:00.

Draft and write the internal memorandum that informs the Organising Committee members about the meeting and include the following new items on the agenda:

- Where to collect tickets
- Map
- Live performances

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
18	5	7	30

[30]

TOTAL SECTION B: 30

SECTION C: VISUAL

Answer any ONE of the TWO questions in this SECTION.

QUESTION 3: FILLING IN A FORM

You and some colleagues have decided to take part in the Twilight Team Run. Mr Khumalo supplied entry forms to everyone. Use your information to fill in the form (Addendum B).

[20]

OR

QUESTION 4: POSTER

You have been asked by the organising committee to create a poster to advertise the upcoming Twilight Team Run event.

Use the following points in addition to the **Background Information** to compose a poster:

- Prizes will be given to the best dressed groups.
- Enter now @ www.comchest.org.za

Your poster should have the following:

1. A page border
2. A clear and interesting heading
3. Interesting and varied use of font

CONTENT	GRAMMAR/STYLE	FORMAT	TOTAL
12	5	3	20

[20]

TOTAL SECTION C: 20

GRAND TOTAL: 100

Conclusion

(4)

ENTRY FORM

www.comchest.org.za

Walk Number Collection Points

- City Hall Tyger Valley
- Saturday 28/11 09:00 – 17:00 Sportsmans Warehouse Tygervally
 - Monday 30/11 13:00 – 17:00 City Hall
 - Tuesday 01/12 09:00 – 18:30 City Hall

Mr Mrs Ms Other (please specify)

Team Name:

First Names:

Surname: Age:

I.D. Number:

D.O.B:

Tel: Cel:

Address

Postal code:

E-mail:

Company name:

Would you like more information about Community Chest? Yes No

PAYMENT

Entry Fee: R70 (includes festival ticket)

Donation:

Total

Banking details:
 Beneficiary Name: Baleka Sport Management and Development
 Bank: Nedbank
 Account Number: 1039754767
 Branch: Pinelands
 Branch Code: 10470900

Where would you like your funds for charity directed?

School Shoes School Bags School stationery starter kit

RELEASE AND WAIVER:
 I agree not to hold the Community Chest of the Western Cape or any of its partners, or any person assisting in the organisation or hosting of the event, liable for any injury, illness or damage, which may occur directly or indirectly as a result of participating in the event. Entrants irrevocably consent to the Community Chest or their assignees using any photographs or film of themselves taken before, during and/or after the event, for promotional purposes.

I, the undersigned, have read and understood all the terms and conditions and all persons listed above have read and understood all the terms and conditions as written above.

REFUNDS
 No Refunds allowed

 Signature of Entrant

 Signature of Parent/Guardian (if under 18 years)

MARKING GUIDELINE

SEPTEMBER 2016 INTERNAL EXAMINATION

ENGLISH FAL: Level 3 Paper 2

SECTION A: LONG FUNCTIONAL WRITING

QUESTION 1: PROGRESS REPORT

COMMUNITY CHEST TWILIGHT TEAM RUN Memorandum

X To: Khaya Maseko

X Date: 9 September 2016

X From: Thobela Khumalo

X Tel: X123

Subject: PROGRESS REPORT ON 2016 TWILIGHT TEAM RUN √√ {CAPS}

Background

You requested √ information regarding the 2016 Twilight Team Run √ to be held at the City Hall √ on Friday, √ 2 December 2016. √ (5)

Purpose

The purpose √ is to give a breakdown √ of which tasks have been completed, √ which tasks are currently being attended to √ and those that still have to be completed. √ (5)

Tasks completed

Andisiwe Pute has already confirmed the prizes √ for the dress-up competition. √ A weekend away to Langebaan √ has been donated by Club Mykonos. √ Avara Wellness Centre √ has also donated four spa vouchers. √ (6)

X Tasks currently being attended to

Wanda Sanda is responsible for making sure that all tickets are delivered √ to Sportmans Warehouse by 20 November 2016 √ for collection by clients. √ The marketing department is busy with compiling the official poster √ that will be displayed strategically on billboards, online and popular streets and landmarks. √ They are scheduled to brainstorm √ next week Wednesday at 13:00 in the boardroom. √ A final

draft ✓ is scheduled to be ready next week Friday. ✓ (9)

Tasks still to be completed

Candice Brown needs to confirm ✓ the live performances of Chris Brown and Mi Casa
✓ for the after party which starts at 8:30 pm. ✓ (3)

Conclusion

All arrangements are running smoothly. ✓✓ We hope that the event will be enjoyed by
everyone. ✓✓ (4)

X {T.K}

Format: (6) indicated with **X**

Content: (34) indicated with ✓

GRAMMAR / LANGUAGE / STYLE (10)	
10-9	Excellent consistent style that maintains an appropriate tone; written in first person. Excellent use of vocabulary, correct sentence structure, spelling and punctuation; mainly correct language usage.
8-6	Moderately successful use of an appropriate tone; written in first person. Wide range of vocabulary; correct sentence structure; few errors in language usage, spelling and punctuation.
5-3	Style is uneven but fairly consistent, tone appropriate in places; not necessarily written in first person. Adequate vocabulary; sentence structure mostly correct; some errors in language usage, spelling and punctuation.
2-1	Style and tone not consistent or appropriate at all; not written in first person. Limited vocabulary; poor sentence structure; errors in language, spelling and punctuation.

Content	Grammar/Language/Style	Format	Total
34	10	6	50

TOTAL QUESTION 1: 50
TOTAL SECTION A: [50]

SECTION B: SHORT FUNCTIONAL WRITING

QUESTION 2: NOTICE AND AGENDA

**COMMUNITY CHEST
TWILIGHT TEAM RUN
INTERNAL MEMORANDUM X**

TO: Organising Committee Members **X** DATE: 14 – 21 October 2016 **X**

FROM: Secretary/Own name and surname **X** Tel: Ext. 123

SUBJECT: NOTICE OF MONTHLY MEETING/ ORGANISING MEETING {CAPS} **XX**

Please note that the next monthly/organising ✓ meeting will take place in the Boardroom ✓ on Friday, ✓ 28 October 2016 ✓ at 13:00 ✓

Secretary's Initials ✓

Agenda X

1. Opening and Welcome ✓
2. Apologies ✓
3. Attendance Register ✓ *(1-3 can be in any order, as long as it's the first 3)*
4. Minutes of previous meeting ✓
5. Matters arising ✓
6. New business ✓
 - 6.1 Where to collect tickets ✓
 - 6.2 Map ✓
 - 6.3 Live performances ✓
7. General ✓
8. Date of next meeting ✓
9. Closure ✓

Format: (Indicated with **X**) = 7

Content: 18

GRAMMAR AND STYLE (5)	
5	Excellent, consistent style that maintains a formal tone Excellent use of vocabulary Correct sentence structure, spelling and punctuation Mainly correct language usage No spelling, language and punctuation errors
3-4	Style is uneven but fairly consistent Tone is informal in places Adequate vocabulary Sentence mostly correct Some errors in language usage, spelling and punctuation No more than 2 spelling, language and punctuation errors
1-2	Style and tone not consistent or appropriate at all Limited vocabulary Poor sentence structure Not in full sentences More than 4 spelling, language and punctuation errors

Content	Grammar and style	Format	Total
18	5	7	30

SECTION C

QUESTION 3: FILLING IN A FORM

ENTRY FORM
www.comchest.org.za

Walk Number Collection Points

City Hall Tyger Valley
 - Saturday 28/11 09:00 – 17:00 Sportsmans Warehouse Tygervalley
 - Monday 30/11 13:00 – 17:00 City Hall
 - Tuesday 01/12 09:00 – 18:30 City Hall

Mr Mrs Ms Other (please specify) ✓

Team Name: ✓

First Names: ✓

Surname: Age: ✓

I.D. Number: ✓

D.O.B: ✓

Tel: Cel: ✓

Suburb: ✓

Postal code: ✓

E-mail: ✓

Company name: ✓

Would you like more information about Community Chest? Yes No

PAYMENT

Entry Fee: R70 (includes festival ticket) ✓

Donation: ✓

Total ✓

Banking details:
 Beneficiary Name: Baleka Sport Management and Development
 Bank: Nedbank
 Account Number: 1039754767
 Branch: Pinelands
 Branch Code: 10470900

Where would you like your funds for charity directed?

School Shoes School Bags School stationery starter kit ✓

RELEASE AND WAIVER:
 I agree not to hold the Community Chest of the Western Cape or any of its partners, or any person assisting in the organisation or hosting of the event, liable for any injury, illness or damage, which may occur directly or indirectly as a result of participating in the event. Entrants irrevocably consent to the Community Chest or their assignees using any photographs or film of themselves taken before, during and/or after the event, for promotional purposes.

I, the undersigned, have read and understood all the terms and conditions and all persons listed above have read and understood all the terms and conditions as written above.

REFUNDS
 No Refunds allowed

Signature of Entrant _____ ✓
 Signature of Parent/Guardian (if under 18 years) _____

TOTAL QUESTION 3: 20

Note to the Marker:

No marks should be allocated for blank spaces. Instead, "N/A" is sufficient for a mark.

OR

QUESTION 4: POSTER

CONTENT : 12

- The Twilight Team Run will take place on Friday ✓ 2 December 2016 ✓
- The race will start in Darling Street ✓
- and end at Adderley Street. ✓
- It starts at 17:00 sharp. ✓
- There will be an after party ✓ with live performances ✓
- from Chris Brown and Mi Casa ✓
- which starts at 20:30 promptly. ✓
- Prizes will be given to the best dressed groups. ✓
- Enter now @ www.comchest.org.za ✓
- Entry fee: R70 ✓

LANGUAGE AND STYLE: (5)	
5	Correct spelling and punctuation.
4	1-2 Errors in language, spelling and punctuation.
3	3-4 Errors in language, spelling and punctuation.
2	5-6 Errors in language, spelling and punctuation.
1	7+ Errors in language, spelling and punctuation.

FORMAT: 3

Heading ✓

Different font sizes ✓

Border ✓

Content	Grammar/Language/Style	Format	Total
12	5	3	20

TOTAL QUESTION 4: 20

TOTAL SECTION C: [20]

GRAND TOTAL: 100

PRE-ASSESSMENT ANALYSIS GRID

SUBJECT& LEVEL: English FAL Level 3	EXAMINER: L. Marthinus & S. Agulhas (NL)
TASK: September Internal Paper 2	MODERATOR:

Topic(s)	SO(s)	LO(s)	Item No.	Format/ Type			± Time (Min)	Mark allocation and Cognitive Level			Total
				Short Response	Medium Response	Extended Response		1 Knowledge	2 Application	3 Analysis, Synthesis and Evaluation	
3	1	1,2,3,5,6	1			√	50		50		50
3	1	1,2,3,5,6	2			√	30		30		30
3	1	1,2,3,5,6 choose 1 of (3-4)	3/4	√			30		20		20
		Reading time					20				
TOTAL			4				150		100		100

SR = Short Response (multiple-choice, one-word, definitions, bulleted list, etc.)

MR = Medium Response (short explanations / descriptions requiring a couple of sentences)

ER = Extended Response (long explanations / descriptions requiring several or more sentences)

	Signature	Date
EXAMINER:	L. Marthinus S. Agulhas	26 February 2016
MODERATOR:	E Curry	3 June 2016