

Process wri tun format



**ASSIGN
BUSTER**

MARKING SCHEME FOR WRITING PORTFOLIO (20 MARKS) WRITING

PORTFOLIO (20%) PORTFOLIO 1. MARK Entry 1 2 paragraphs with topic sentences in 2 different locations 2. Entry 2 2 paragraphs that have different strategies of introduction 3. Entry 3 i) one(1) paragraph with a number of cohesive devices ii) two(2) paragraphs with different strategies of conclusion. 4. Entry 5 2 marks (1 mark for each introduction strategy) 3 marks (1/2 mark for each cohesive device : at least 2 cohesive devices) (1 mark each for conclusion strategy) Entry 4 5. 2 marks (1 mark for each topic entence) 7 marks (1 mark for each error free Acknowledge the sources of portfolio entry 1-3 using source) the APA format (7 paragraphs from 7 different sources) 6 marks (1 mark for each point) Thorough analysis of an expository essay: i) Introduction strategy ii) Thesis statement iii) Topic sentences iv) Type of supporting detail v) Cohesive devices vi) Concluding strategy TOTAL = 20 MARKS xxv MARKING SCHEME FOR SUMMARY WRITING (30 MARKS) (QUIZ 20%) *subject to change Content: 11 marks Documentation: Language: 4 marks 10 marks Paraphrasing: 5 marks _____ 0 marks 1. Content: 11 marks Topic sentence/introduction Supporting details Concluding sentence 2. 1 mark 9 marks (6 details @ 1? points each - ? for the technique, 1 for elaboration) 1 mark Documentation: 4 marks Quotation Paraphrase with proper use of one reporting verb. Reference 3. mentioning 1 mark 1 mark 2 marks Language Band Very Good to Excellent 9 - 10 Highly organized order of relevant points. Effective use of transition words and phrases for a smooth flow of sentences a nd messages are clearly conveyed. Minimal errors in grammar, spelling and punctuation.

Fairly Good to Good 7-8 Logical order of relevant points. Adequate use of transition words and phrases for a satisfactory flow of sentences and messages are sufficiently conveyed. Several errors in grammar, spelling and punctuation. xxvi Fair to Average 4-6 Loosely organized with a scattering of relevant points. Inadequate use of transition words and phrases leading to a lack of continuity in sentence flow and relatively distorted message. Frequent errors in grammar, spelling and punctuation. Very Poor to Poor 1-3

4. Extremely disorganized with disjointed points.

An absence of transition words and phrases leading to total disarray in sentence flow, hardly communicating any message. Numerous errors in grammar, spelling and punctuation. Paraphrasing Band Very Good to Excellent 5 Impressive paraphrasing; very little lifting from original text. Fairly Good to Good 4 A satisfactory attempt at paraphrasing; some lifting from original text. Fair to Average 3 Very little paraphrasing; mainly lifting chunks out of original text. Very Poor to Poor 1-2 Copying word for word from original text. xxvii

MARKING SCHEME FOR ARGUMENTATIVE ESSAY (50 MARKS) WRITTEN ASSIGNMENT (5%) CONTENT: 20 MARKS RHETORICAL STRUCTURE: 10 MARKS LANGUAGE: 20 MARKS CONTENT (20 MARKS) PREPARATION AND INTRODUCTION (5 MARKS) Audience 1 mark Purpose 1 mark (to convince/ to persuade/ to urge/ to influence) INTRODUCTION General statement : 1 mark Writer's Stand : 1 mark Thesis statement : 1 mark (must include 2 pro-arguments & 1 counter argument) BODY PARAGRAPHS (12 MARKS) PRO-ARGUMENT PARAGRAPH 1 (4 marks) Topic Sentence Supporting details 1 mark 3 marks (1 ? mark for each relevant supporting detail) PRO-ARGUMENT PARAGRAPH 2 (4 marks) Topic Sentence

Supporting details 1 mark 3 marks (1 ? mark for each relevant supporting detail) COUNTER-ARGUMENT PARAGRAPH (4 marks) Topic Sentence Supporting details 1 mark 3 marks (1 ? mark for each relevant supporting detail) CONCLUDING PARAGRAPH (3 MARKS) Summary/Restatement of ideas Comment Restatement of stand 1 mark 1 mark 1 mark xxviii RHETORICAL STRUCTURE (10 MARKS) This refers to the ability of the writer to persuade his or her stand using ideas, connective words and staying within the topic. Marks in this section are awarded for the following: Unity: This refers to the points made.

All statements must be related to the point being made. If there are irrelevant statements in the paragraph, then we say that there is no unity in the paragraph. Coherence: Refers to the arrangement or ordering of sentences and paragraphs (time order, order of importance, cause and effect order, etc.) Transitions: the signal words that are used to show the link between sentences and ideas (firstly, next, moreover, however.) MARKS IMPRESSION DESCRIPTORS 9-10 Very good Appropriate linking words are used effectively to link the sentences and ideas. There is very strong unity in the paragraphs.

Paragraphs have been ordered to a preconceived pattern of organization. 7-8 Good Appropriate linking words are used less effectively to link the sentences and ideas. There is a strong unity in the paragraphs. Paragraphs have been ordered to a reasonable preconceived pattern of organization. 5-6 Average Appropriate linking words are used to link the sentences and ideas but sometimes inadequately. There is some unity in the paragraphs. Paragraphs have been ordered and some parts of the pattern can be

discerned. 3-4 Weak Some appropriate linking words are used to link the sentences and ideas but insufficient.

There is hardly unity in the paragraphs. Paragraphs have been ordered but no pattern can be discerned. xxix 0-2 Poor No appropriate linking words are used to link the sentences and ideas. There is no unity in the paragraphs. Paragraphs have not been ordered. They are just blocks of writing not related to one another. LANGUAGE (20 MARKS) MARKS IMPRESSION DESCRIPTORS 17-20 Very good Language accurate with very few minor errors. Spelling mostly accurate. Uses appropriate and varied vocabulary. Uses variety of sentence structures to express ideas Presents views effectively. 13-16 Good

Language used fairly accurate with some minor errors. Spelling to a large extend accurate, although errors are found. Vocabulary used is varied and appropriate although some may not be appropriate. Variety of sentence structures are used although not perfect. Presents view points quite effectively. 10-12 Average Language used may sometimes be inaccurate. Spelling mistakes do occur but do not affect comprehensibility. Uses some appropriate vocabulary but generally lacking in variety. Uses sentence structures that are simple to express ideas. Attempts to presents views satisfactorily. xxx 5-9

Weak A lot of grammatical mistakes in the script. Spelling mistakes are very rampant which makes reading difficult. Poor vocabulary. Sentences structures are mainly simple types. Hardly any attempt to present view points. 0-4 Poor Multiple errors found throughout the script. Meaning is not clear. Vocabulary inappropriate. No attempt to present view points. xxxi

ORAL PRESENTATION EVALUATION FORM (50 MARKS) ORAL PRESENTATION

15% ORAL PRESENTATION (GROUP: _____) Debate topic:

_____ Affirmative

(Speaker A) Negative (Speaker B)

Affirmative/ Negative (Speaker C) Name : _____ Name :

_____ Name : _____ Matric No: _____ Matric

No: _____ Matric No: _____ SPEAKER A DELIVERY

SPEAKER B SPEAKER C 1 2 3 4 5 Eye contact 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Fluency 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 Enthusiasm 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Body Language 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 Adherence to time limits 1 2 3 4

5 1 2 3 4 5 SPEAKER A 1 2 3 4 CONTENT 5 SPEAKER B Definition/Explanation

of SPEAKER C 1 2 3 4 5 1 2 3 4 5 Proposition 1 2 3 4 5 Refutation/Rebuttal 1

2 3 4 1 2 3 4 5 1 2 3 4 5 Supporting evidence 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Language 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 Organisation 1 2 3 4 5 1 2 3 4 5

Speaker A: _____/50 marks Speaker B: _____/50 marks Speaker C:

_____/50 marks xxxii MARKING SCHEME FOR EXEMPLIFICATION &

COMPARISON AND CONTRAST ESSAYS (50 MARKS) (FINAL EXAMINATION

50%) CONTENT: 20 MARKS RHETORICAL STRUCTURE: 10 MARKS LANGUAGE:

20 MARKS CONTENT (20 MARKS) INTRODUCTION (3 MARKS) Introductory

statement: 1 mark Background information: 1 mark Thesis statement: 1

mark (must include 3 main points) BODY PARAGRAPHS (15 MARKS)

BODY PARAGRAPH 1 (5 marks) Topic Sentence Supporting details 1 mark 4

marks (Award 2 marks for each relevant supporting detail) *0 mark for off-

topic supporting detail/topic sentence BODY PARAGRAPH 2 (5 marks) Topic

Sentence Supporting details 1 mark 4 marks (Award 2 marks for each

relevant supporting detail) *0 mark for off-topic supporting detail/topic sentence BODY PARAGRAPH 3 (5 marks) Topic Sentence Supporting details 1 mark 4 marks (Award 2 marks for each relevant supporting detail) *0 mark for off-topic supporting detail/topic sentence CONCLUDING PARAGRAPH (2 MARKS) Summary/Restatement

Comment (Concluding technique) 1 mark 1 mark xxxiii RHETORICAL STRUCTURE (10 MARKS) This refers to the ability of the writer to persuade his or her stand using ideas, connective words and staying within the topic. Marks in this section are awarded for the following: Unity: This refers to the points made. All statements must be related to the point being made. If there are irrelevant statements in the paragraph, then we say that there is no unity in the paragraph. Coherence: Refers to the arrangement or ordering of sentences and paragraphs (time order, order of importance, cause and effect order, etc. Transitions: the signal words that are used to show the link between sentences and ideas (firstly, next, moreover, however.) MARKS IMPRESSION DESCRIPTORS 9-10 Very good Appropriate linking words are used effectively to link the sentences and ideas. There is very strong unity in the paragraphs. Paragraphs have been ordered to a preconceived pattern of organization. 7- 8 Good Appropriate linking words are used less effecti vely to link the sentences and ideas. There is a strong unity in the paragraphs. Paragraphs have been ordered to a reasonable preconceived pattern of organization. 5-6 Average

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