

if the just is from elsewhere, CAPS - misuse of capital letters.
don't award a mark.

Members discussed & agreed - do not score.
The discussed issue should be brought out clearly.

Language and mechanics of writing

(8 marks)

Descriptions of language at different levels of proficiency are given below. The examiner should place each candidate's work accordingly.

Group D (01 - 02 Marks)

- Candidate does not communicate and their language ability is so minimal that the examiner has to guess what they intended to write.

- Poor use of expressions
- Poor use of punctuation marks
- Hardly any correct sentences
- Spelling errors

Broken usage must be identified to justify the given score.

Group C (03 - 04 Marks)

Lack of confidence in language use:

- Very simple sentences
- All manner of grammatical errors
- Mother tongue interference
- Poor organization of ideas

Group B (05 - 06 Marks)

Communicates fluently, with ease of expression:

- Well-constructed sentences
- Correct punctuation and spellings
- Good use of vocabulary
- Some errors of grammar

Group A (07 - 08 Marks)

- Ease of expression
- No errors of punctuation, spelling and grammar
- Good planning/organization of ideas
- Clever use of vocabulary and maturity in language use
- Definite spark

Vag|| - vague - unclear meaning.

○ - repeated words.

R - repeated ideas.

Br|| - broken - the candidate does not communicate.

penalties.
It not environment sub
2000 and p oral
for the future.

[over that] communicate
all
gross omission
construction error.

Penalties

Wrong format - 2 AD (WF)
Mixed format two or more foreign elements - 1 AD MF

Minor irrelevancy -

uses that don't answer the question
Blatant irrelevancy
AD MI
From format
is not
minutes
content is
wrong
OO Th Script

Marking guide

= gross errors - spelling errors
✓ subject verb agreement
✓ missing punctuation marks
✓ sentence construction errors & common verbs
✓ joining of words that should be separated and vice versa
✓ joining articles
✓ using contracted forms
✓ poor paragraphing.

Minor errors

- misspelling of difficult words.

△ gross omission

C|| construction error

△ minor omission

p|| poor paragraphing

|| | || |

Minutes of the Environmental Club

2 items score.
1 item doesn't score

1. Format - 6 marks

- Title
- List of attendance - Present
 - Absent with apologies
 - In attendance

Some of the club ✓
Date ✓
Time ✓
Venue ✓
Link → Not beyond 2024.
in school (score)

Candidate should include the elements of minutes writing as follows:

- Agenda
- Preliminaries
- Reading and confirmation of the previous minutes
- Matters arising from the previous minutes
- Invitation of a guest Speaker
- At least one other issue (to cover 'among other issues')
- AOB
- Adjournment
- Signing off

Order - Chairperson ✓
Chairperson ✓
Don't deny a mark for lack of order (long sentence) for 'disorganisation'

Content - 6 marks

- Invitation of a guest from NEMA ✓ 2 marks
- One other relevant activity ✓ 2 marks
- Correctness of content from any two:

- Agenda
- Preliminaries
- Matters arising AOB ✓ AOB

Absent with apologies ✓
Patron ✓
In attendance: ✓
- Patron ✓

Ann James (Patron) ✓
Ann James X
That names (doesn't)

965,501

- Min 1/7/24: Preliminaries ✓
- Min 2/7/24: Reading and confirmation of the previous minutes ✓
Meeting X
- Min 3/7/24: Matters arising ✓
Chair can call the meeting to order
- Min 4/7/24: Invitation of a guest speaker from NEMA (Invitation) ✓
Award a name for first item if there is inconsistency in the agenda
- Min 5/7/24: Other agenda ✓
No mark for one agenda.
- Min 6/7/24: A.O.B ✓
There must be a second agenda to score the first agenda.
- Min 7/7/24: Adjournment ✓

Signing off ✓

Chairperson _____

Secretary _____

Date _____

if signed award no mark

both chair & secretary must appear to score

2.

- But
- For
- avoid
- thus/therefore *hence*
- case
- already
- were
- might/would
- its
- probably

3. (a)

- Rhyme scheme – aa bb cc dd ee
Regular rhyme scheme

(1 mark)

(1 mark)

(Total marks = 2 marks)

- Assonance: repetition of vowel sounds in the same line e.g. line 5 – I, I'd, lightly, fly

Consonance: repetition of consonant sounds in words that are in close proximity.

e. g. line 1: turtle, started, out, to, toad

Effect:- Create the rhythm of the poem

- Enhance memorability of the poem.

- Make the poem musical.

create poetry / makes the poem enjoyable / musical.

1 mark for identification

1 mark for illustration

1 mark for effect

(1 x 3 = 3 marks)

- Voice variation to distinguish between direct speech and indirect speech.

- Pause where there are commas.

use falling intonation to my friends, finality / end of the poem.

(2 x 2 = 4 marks)

- Wail
 - towed
 - flew

I would stress the content words as I would want friend to draw attention to my friends.

I would sigh to show exasperation of the turtles look for a solution.

(Each 1 mark = 3 marks)

non verbal

smile to show the amusement of the dog towards the struggling turtle.

smile to show the friendliness of the dog.

I would walk around in circle to demonstrate how the dog walks around the hole.

I would use gestures as I would draw a circle in motion to show walking.

- (c) - use Simple language.
 - Refer to landmarks
 - Give appropriate distance approximate e.g. kilometres, metres e.t.c.
 - Indicate right or left turns
 - Use compass directions e.g. north, south, east / cardinal directions.
 - Give street names

Student should introduce the answer using an action verb.
 Describe how our house/gate looks like.

- (d) (i) re. ject
 (ii) re. ceipt
 (iii) rea. son.. able
 (iv) ex. er. cise

Description of the colour of the wall, repeat the directions for clarity. Ask the friend to repeat the instructions. Give approximate directions in a systematic manner. (Any 4 each 1 mark = 4 marks)

- (e) hulu (i) they also need to do chores like other students. (Each, 1 mark = 4 marks)
 Matano (ii) the chores might interfere with their revision or even stress them? - (2 marks)
 (should include 'revision' and 'stress'.)

(duties/tasks) would speak in a systematic manner. (1 mark)

- hulu (iii) they should take a break and attend to their chores. (Should include break and chores). (2 marks)

- Matano (iv) Is doing chores a form of exercise? Is it beneficial/important? (1 mark)
 Is it advisable to do the chores?

- hulu (v) if Form Four students don't do chores, who will do them on their behalf? (2 marks)

- hulu (vi) too have to prepare for end of year exams / examinations. They too have (2 marks)
 (vii) to take home good results.

- (viii) is one who starts preparing for the final exam. (2 marks)
 A good student is one who values the exams

Pause at the commas for suspense and anticipation.