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ENGLISH
GRADE 9 TEACHER DEVELOPMENT PROGRAMME
Transactional Text: Task 4

Name:	
School:	
Programme:	Date:
Marks: 20	Time: 2 hours

PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. This question paper consists of **TWO** sections: **A** and **B**.
 - SECTION **A** has **FIVE** questions (Longer transactional text)
 - SECTION **B** has **THREE** questions (Shorter transactional texts)
2. Choose either **ONE** question from section **A**,
- OR**
3. **TWO** questions from section **B**.
4. **REMEMBER to follow the writing process when answering your chosen questions.**
5. **PLAN your answers before writing the final edit by using a mind map.**

SECTION A: ANSWER ONE QUESTION**[20]****QUESTION 1****1.1 Agenda and minutes**

Your school has a "no cellphone" policy. You are the leader of the Representative Council for Learners (RCL) at your school.

The learners at your school are expressing concerns that about not having access to the internet during class for research and learning purposes.

One reason being that they feel they need to be equipped with skills for the 21st century and face the new industrial revolution which is a combination of advances in artificial intelligence (AI), robotics, the Internet of Things (IoT), and other technologies.

Information Technology (IT) is the force behind many products and services that are fast becoming indispensable to modern life.

You have called a meeting to discuss this issue.

Write the Agenda for the meeting as well as the minutes of what happened during the meeting.

1.2 Write a newspaper article.

You are a member of your local community's Neighbour Hood Watch. Last week you witnessed a pack of dogs attack a young child walking home from school.

Write a newspaper article about this. Remember to give information about; what, when, where, who, why, how and any other relevant information about this shocking incident.

1.3 Write a curriculum vitae (CV) and covering letter.

You are looking to earn extra cash over the weekends. You found the advertisement (revert to page 3) on Facebook.

Write a **short CV and a covering letter** to apply for the job advertised with dial-a-stocktaker.



Dial a Stocktaker Application Form

DIAL A STOCKTAKER – INTRODUCTION

Dial a Stocktaker is a division of Dial a Student that was established in 1988.

This division was created in order to give school leavers and students a chance to gain work experience and earn extra cash for study fees, books, and small luxuries. Over the years we have become a highly trusted and well-known force in the recruitment industry. Please look for us on the internet and look at our Facebook page (<https://www.facebook.com/DialAStocktaker/>) to learn more about us.

WEEKEND AND PART-TIME JOBS

Do you need extra cash? Do you meet the minimum requirements?

Here is a legal and easy way to reach your goal.

Join Dial a Stockbroker and work over weekends doing stocktaking at various retail stores including Shoprite, Checkers, Pick 'n Pay, Game and Spar.

We will train you as a stocktaker and issue you with a stocktaker certificate and student card.

Minimum requirements:

- ❖ **Honest and hardworking.**
- ❖ **Valid proof of identification.**
- ❖ **Basic maths literacy skills.**
- ❖ **Neat handwriting.**

How to sign up?

Email a copy of your curriculum vitae with a covering letter.
Visit our website www.stocktaking.co.za for more information.

IT HAS NEVER BEEN EASIER TO EARN EXTRA MONEY!

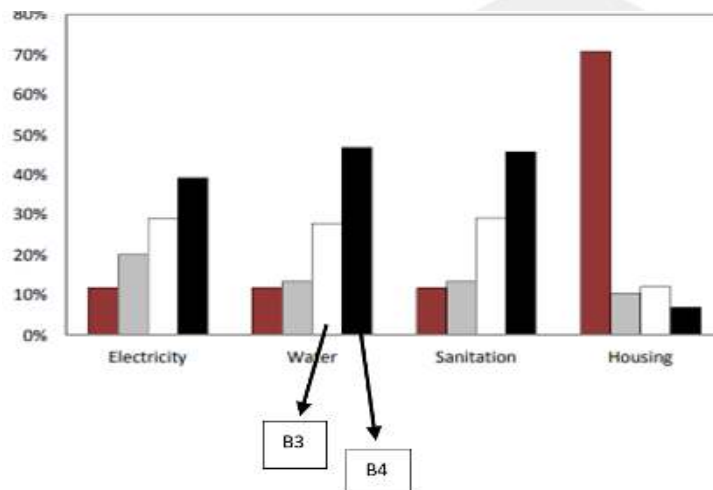
1.4 Write a formal report

Your community are complaining about service delivery, **particularly the shortage of water**. Municipal **water** is not being delivered to your community on a regular basis.

Your local Councilor has requested that you write a formal report on the matter insisting on the timely and **regular delivery of water** in your community.

Your Councilor will present your report to the local Municipality.

In your community both B3 and B4 have the highest number of **backlogs in water delivery** as indicated in the graph below.



1.5 Write a formal letter.

You are a member of the Youth League fundraising committee in your community. Winter is around the corner and the president of the Youth League has decided to source blankets to donate to less fortunate members within the community.

You been asked to write a formal letter to Dr Sooliman from Gift of the Givers Foundation requesting a donation of 2000 blankets.

Dr Sooliman's address:

Dr Sooliman

Gift of the Givers Foundation

P O Box 321

Johannesburg

2006

About Gift of the Givers Foundation.

The Gift of the Givers Foundation is the largest disaster response, non-governmental organisation of African origin on the African continent.

It works to unite people, with a common vision, to make a real and telling difference by serving mankind for the 'Greater Good.'

Gift of the Givers restores the hope and dignity of the most vulnerable in their time of need, rebuilding prosperous communities and empowering leaders of tomorrow.

SECTION B: ANSWER TWO QUESTIONS**[20]****QUESTION 2****2.1 Write and design an advertisement**

You have created a successful permaculture garden. (Permaculture is the development of agricultural ecosystems intended to be sustainable and self-sufficient).

You are almost ready to harvest the following five vegetables groups:

Spinach, tomatoes, potatoes, onions and carrots.

Write and design an advertisement advertising your vegetables for sale.

Remember to include the important features of an advert such as colour (if possible), fonts, pictures (or draw diagrams), persuasive language, price, quantities in order for your advert to attract as many customers as possible.

2.2 Write a blog.

You are very passionate about reading.

Write a blog about the benefits of reading.

Your blog should have 2 entries.

2.3 Create and design a poster.

Your school is hosting a fund-raising event to raise funds for the Gr 12 matric dance.

- Local musicians have agreed to play music free of charge as entertainment.
- Local arts and crafts will be on sale.
- Food and drinks will be on sale.
- Competitions will be run throughout the day as well as lucky ticket prize draws.
- Entrance fee is R10.00 for adults, R 5,00 for children and pensioners.

Design a poster to advertise this fund-raising event.

Make sure you put in enough information so that people know what the fund raiser is about.

Your poster must be attractive in order to capture people's attention.

Include details such as: entrance fees, time, prizes to be won, entertainment, goods on sale and any other item that you think will persuade people to attend.

2 x 10 = 20 marks

TOTAL: 20

RUBRIC FOR GRADE 9 TRANSACTIONAL WRITING SECTION A

RITERIA	EXCEPTIONAL	SKILLFUL	MODERATE	ELEMENTARY	INADEQUATE
CONTENT, PLANNING & FORMAT Response and ideas. Organisation of ideas. Features/conventions and context. 12 MARKS	10 – 12 Outstanding response beyond normal expectations. Intelligent and mature ideas. Extensive knowledge of features of the type of text. Writing maintains focus. Coherence in content and ideas. Highly elaborated and all details support the topic. Appropriate and accurate format.	8 – 9 Very good response demonstrating good knowledge of features of the type of text. Maintained focus – No digressions. Coherence in content and ideas, very well elaborated and all details support the topic. Appropriate format with minor inaccuracies.	5 – 7 Adequate response demonstrating good knowledge of features of the type of text. Not completely focused -some digressions. Reasonably coherent in content and ideas. Some details support the topic. Generally appropriate format but some inaccuracies.	3 – 4 Basic response demonstrating good knowledge of features of the type of text. Some focus but writing digresses. Not always coherent in content and ideas. Few details support the topic. Necessary rules of format vaguely applied. Some critical oversights.	0 – 3 Response reveals no knowledge of the features of the type of text. Meaning obscure with major digressions. Not coherent in content and ideas. Very few details support the topic. Necessary rules of format not applied.
LANGUAGE, STYLE & EDITING Tone, register, style, vocabulary appropriate to purpose and context. Language use and conventions. Word choice. Punctuation and spelling. 8 MARKS	7 – 8 Tone, register, style, and vocabulary highly appropriate to purpose, audience and context. Grammatically accurate and well-constructed. Virtually error-free.	5 – 6 -Tone, register, style, and vocabulary very appropriate to purpose, audience and context. Generally, grammatically accurate and well-constructed. Good use of vocabulary. Mostly free of errors.	4 Tone, register, style, and vocabulary appropriate to purpose, audience and context. Some grammatical errors. Adequate use of vocabulary. Errors do not impede the meaning.	3 Tone, register, style, and vocabulary less appropriate to purpose, audience and context. Inaccurate grammar with numerous errors. Meaning obscured.	0 – 2 Tone, register, style, and vocabulary do not correspond to purpose, audience and context. Error-ridden and confusing. Vocabulary not suitable for purpose. Meaning seriously impaired.
MARK RANGE	17 – 20	13 – 15	9 – 11	6 – 7	0 – 5

RUBRIC FOR GRADE 9 TRANSACTIONAL WRITING SECTION A

RITERIA	EXCEPTIONAL	SKILLFUL	MODERATE	ELEMENTARY	INADEQUATE
CONTENT, PLANNING & FORMAT Response and ideas. Organisation of ideas. Features/conventions and context. 6 MARKS	6 Outstanding response beyond normal expectations. Intelligent and mature ideas. Extensive knowledge of features of the type of text. Writing maintains focus. Coherence in content and ideas. Highly elaborated and all details support the topic. Appropriate and accurate format.	5 Very good response demonstrating good knowledge of features of the type of text. Maintained focus – No digressions. Coherence in content and ideas, very well elaborated and all details support the topic. Appropriate format with minor inaccuracies.	4 Adequate response demonstrating good knowledge of features of the type of text. Not completely focused -some digressions. Reasonably coherent in content and ideas. Some details support the topic. Generally appropriate format but some inaccuracies.	3 Basic response demonstrating good knowledge of features of the type of text. Some focus but writing digresses. Not always coherent in content and ideas. Few details support the topic. Necessary rules of format vaguely applied. Some critical oversights.	0 – 2 Response reveals no knowledge of the features of the type of text. Meaning obscure with major digressions. Not coherent in content and ideas. Very few details support the topic. Necessary rules of format not applied.
LANGUAGE, STYLE & EDITING Tone, register, style, vocabulary appropriate to purpose and context. Language use and conventions. Word choice. Punctuation and spelling. 4 MARKS	4 Tone, register, style, and vocabulary highly appropriate to purpose, audience and context. Grammatically accurate and well-constructed. Virtually error-free.	3 -Tone, register, style, and vocabulary very appropriate to purpose, audience and context. Generally, grammatically accurate and well-constructed. Good use of vocabulary. Mostly free of errors.	2 Tone, register, style, and vocabulary appropriate to purpose, audience and context. Some grammatical errors. Adequate use of vocabulary. Errors do not impede the meaning.	1 Tone, register, style, and vocabulary less appropriate to purpose, audience and context. Inaccurate grammar with numerous errors. Meaning obscured.	0 Tone, register, style, and vocabulary do not correspond to purpose, audience and context. Error-ridden and confusing. Vocabulary not suitable for purpose. Meaning seriously impaired.
MARK RANGE	10	8	6	4	0 – 2