

ENGLISH HOME LANGUAGE

GRADE 12

PAPER 1: SUMMARY WRITING MARKING GUIDELINE

RESOURCES: Grade 12 Past examination papers

QUESTION 1: SUMMARISING IN YOUR OWN WORDS

Use the following main points that the candidate should include in the summary as a guideline.

Any 7 valid points are to be credited in paragraph-form.

(Sentences and/or sentence fragments must be coherent.)

NO.	QUOTATIONS	NO.	POINTS
1	'Assertive communication is not about dominating a situation but rather allowing for collaboration between employees.'/'Open dialogue must be created so that all employees can participate.'	1	Assertive communication allows for open discussion and co-operation.
2	'Everyone should be encouraged to brainstorm to find solutions.'/'creates a platform where all possible solutions can be considered.'	2	Everyone should be encouraged to participate in finding solutions.
3	'Constructive criticism guides people rather than breaking them down.'/'it's more accurate to think of it as effective feedback.'	3	People are given direction when constructive criticism is given and this allows for growth.
4	'it is better to communicate with someone on a personal level first.'	4	A personal approach initially is important.
5	'To avoid one-sided dominance, go into each communication with an understanding of your goal and an open mind about how to get there.'	5	Always have an objective in mind and consider alternative perspectives.
6	'This includes understanding the context in which the communication occurs.'/'This requires you to get into a meeting with all the facts.'/'Conflict is reduced when there is a focus on facts.'	6	Be aware of the context/facts before embarking on a discussion.
7	'During the conversation be decisive rather than uncertain.'/'If you think and talk about yourself positively it creates an impression of credibility.'	7	Being assertive adds value to the impression made on others.
8	'When starting a conversation be careful of being accusatory.'/'You need to talk about the behaviour that is problematic, not the person.'	8	The issue should be the focus point in the conversation without being personal and emotional.
9	'Afterwards, draw up clear points about what was discussed and what is expected. This clarifies understanding and minimises confusion.'	9	A systematic approach will obviate misunderstanding between parties.

PARAGRAPH-FORM

NOTE: What follows is merely an example. It is not prescriptive and must be used very carefully.

Assertive communication allows for open discussion and everyone should be encouraged to participate in finding solutions. In this way, people are given direction and opportunities for growth. While it is important to have a personal approach, an objective must always be borne in mind and alternative perspectives must be considered. This means that the contextual facts must be ascertained prior to any discussion. Being assertive is an invaluable attribute. Furthermore, the issue should be the focus without being personal and emotional. This systematic approach will obviate misunderstanding between parties.

(85 words)

Marking the summary:

The summary should be marked as follows:

- **Mark allocation:**

- 7 marks for 7 points (1 mark per main point)
- 3 marks for language

Total marks: 10

- **Distribution of language marks when candidate has not quoted verbatim:**

- 1–3 points correct: award 1 mark
- 4–5 points correct: award 2 marks
- 6–7 points correct: award 3 marks

- **Distribution of language marks when candidate has quoted verbatim:**

- 6–7 quotations: award no language mark
- 1–5 quotations: award 1 language mark

NOTE:

- **Word Count:**

- Markers are required to verify the number of words used.
- Do not deduct any marks if the candidate fails to indicate the number of words used or if the number of words used is indicated incorrectly. If the word limit is exceeded, read up to the last sentence above the stipulated upper limit and ignore the rest of the summary.

TOTAL: 10

QUESTION 2: SUMMARISING IN YOUR OWN WORDS

Use the following main points that the candidate should include in the summary as a guideline.

Any 7 valid points are to be credited in paragraph-form.

(Sentences and/or sentence fragments must be coherent.)

NO.	QUOTATIONS	NO.	POINTS
1	'instead of pleasing others, simply expect to be treated with respect.'	1	You deserve to be treated with respect: expect it.
2	'The real path to success can come only through your belief in yourself.'/'they are confident enough in themselves'	2	Self-confidence/Self assurance leads to success.
3	'the only way to get what you want in life, is to say what you want and go after it.'	3	Verbalise your goals and commit yourself to achieving them.
4	'trusting your own abilities, which you garner through risk-taking'	4	Risk-taking allows you to build confidence in your own abilities.
5	'learn to grow from feedback rather than to shrink from it.'	5	Understand that constructive criticism promotes growth.
6	'they do not fear to be brutally honest when necessary.'	6	Absolute honesty is beneficial.
7	'to commit to what you believe in and to speak out.'	7	Do not fear to express your beliefs and thoughts.
8	'You don't need to apologise for your existence'	8	Be unapologetic about your actions.
9	'you need to be bold enough to make mistakes.'	9	Be courageous enough to accept that you will make mistakes.

PARAGRAPH-FORM

NOTE: What follows is merely an example. It is not prescriptive and must be used very carefully.

You deserve to be treated with respect. Because self-confidence leads to success, it is imperative to verbalise your goals and commit yourself to them. Furthermore, risk-taking allows you to build confidence in your own abilities. However, understand that constructive criticism promotes growth. Moreover, successful people are self-assured and they know that absolute honesty is beneficial. They also never fear to express their beliefs and they are unapologetic about their actions. Lastly, it is imperative to be courageous enough to accept that human beings are not flawless.

(86 words)

Marking the summary:

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Total marks: 10

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TOTAL: 10

QUESTION 3: SUMMARISING IN YOUR OWN WORDS

Use the following main points that the candidate should include in the summary as a guideline.

Any 7 valid points are to be credited in paragraph-form.

(Sentences and/or sentence fragments must be coherent.)

NO.	QUOTATIONS	NO.	POINTS
1	'As the internet continues to gain considerable power and agency around the world, many governments have moved to regulate it.'	1	Several governments have censored the internet because it has become so powerful and persuasive.
2	'Governments often claim that internet access is blocked in the interest of public security and order.'	2	Governments justify censorship of a perceived threat, citing safety concerns.
3	The first strategy is that 'the state completely blocks access to the internet on all platforms.'/'some states resort to internet shutdowns/or deliberate disruptions.'	3	The most drastic censorship is a total shutdown/disruption of the internet.
4	'It's arguably the most punitive, with significant social, economic and political costs.'/'The financial costs can run into millions of dollars for each day the internet is blocked, damaging businesses, discouraging investments, and hindering economic growth.'	4	Censorship by governments can damage a country economically, socially and politically.
5	The second strategy is that 'governments restrict internet access (is) by applying content-blocking techniques.'/'They restrict access to particular sites or applications.'/'The idea is to stop or limit conversations on these platforms.'	5	Governments block access to certain platforms to restrict social discourse.
6	'The third strategy, done almost by stealth, is the use of what is generally known as "bandwidth throttling".'	6	An insidious means of censorship is sabotage of the functionality of internet systems.
7	'the desire to control the internet is rooted in governments' determination to control the political narrative.'	7	Governments wish to censor the internet so that they can dominate political discourse.
8	'Many see the internet as an existential threat that must be contained'.	8	Many believe that the internet poses a threat and its usage should be restricted.
9	'The irony, however, is that as these shutdowns continue, even proliferate, there is scant evidence they actually work.'/'they seem to animate dissent and encourage precisely the kind of responses considered subversive by many governments.'	9	Ironically, clamping down on the internet actually encourages the dissent governments wish to avoid.
10	'The absence in many African countries of enforceable constitutional guarantees that protect the public's right to information means there are few opportunities for legal redress.'	10	Citizens' right to information is not protected by law.

PARAGRAPH-FORM

NOTE: What follows is merely an example. It is not prescriptive and must be used very carefully.

Several governments have censored the internet because it has become so powerful and persuasive. Governments justify censorship of a perceived threat, citing safety concerns. The most drastic censorship is a total shutdown of the internet, causing severe economic losses. Secondly, governments block access to restrict social discourse or stop it completely. A third, insidious means of censorship is sabotage of the functionality of internet systems. Governments censor the internet to dominate political discourse; ironically, this practice encourages the dissent governments wish to avoid. However, citizens' right to information is not protected by law.

(93 words)

Marking the summary:

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