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| **GRADE(S)** | **12 (SUITABLE FOR 10&11)** |
| **WORKSHEET** | **1 MARKING GUIDELINES** |
| **SUBJECT** | **ENGLISH HOME LANGUAGE (FET)** |
| **WEEK** | **13-14** |
| **TOPIC** | **SUMMARY WRITING SKILLS** |
| **SUBMITTED BY** | **S.P. NDLOVU** |
| **DISTRICT** | **O.R. TAMBO INLAND DISTRICT** |

**Marking the summary**

* Marking should be based on the validity and correctness of facts/ points.
* Mark as follows:
* 7 marks for 7 points
* 3 marks for language
* Total marks + 10
* Language mark distribution:
* 1-3 points correct: award a mark.
* 4-5 points correct: give 2 marks
* 6-7 points correct: give 3 marks
* Mark distribution for verbatim quotes:
* 6-7 quotes: no mark awarded.
* 1-5 quotes: award I mark for language

NB:

* Verify the word-count.
* No marks should be deducted if there is no / wrong indication of the word-count.
* If the word limit exceeds. Read up to the last sentence above the stipulated limit and disregard the rest.

**Summary Points**

Learning from home will be a big change for those that are forced to do so due to schools closing in response to the COVID-19 pandemic. A few things you can do to make this temporary transition successful are:

• Maintain your normal school routine

• Get up at the same time

• Work through subjects in the same order

• Be disciplined

• Keep in contact with your teachers

• Don't act as if you have a free vacation from school

• Remember to take breaks

• Get up and move around regularly so as to stay alert