

**ENGLISH HL 23 August 2025**

**GRADE 12 PAPER 3 – LONGER TRANSACTIONAL TIPS**

These are the transactional pieces that are tested in Paper 3.

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| **CATEGORY A** | **CATEGORY B** | **CATEGORY C** |
| Letter to the Press Formal Letter (request, application, business, complaint, sympathy, congratulatory, thanks) Informal Letter, CV and Covering Letter and Email | Formal/Informal Report Review Newspaper/Magazine Article/Editorial Agenda and Minutes of a Meeting  | Dialogue Interview Formal/Informal Speech Obituary (not the same as a Eulogy)  |

**Suggestions for Improvement**

* Answer **TWO** transactional **pieces.**
* NB: in the examination you will be tested on 6 genres i.e. 6 topics on different genres will be set. Do not answer on the newspaper article if you are not comfortable with the genre even though you may be familiar with the topic.
* **Identifying and focusing on key words** in questions to ensure that you respond appropriately to all aspects of the question.
* Add **realistic,** substantial **details** to writing to make it more **authentic**.
* The **registe**r should match the **intention and audience** of the piece. For example, **formal language** is **inappropriate in dialogues**; it sounds unnatural and is stylistically ineffective. A dialogue should capture the feel of a conversation in real life; hence **contractions and informal language are recommended.**
* Other transactional pieces should also ideally **imitate their real-life counterparts. Magazine articles**, for example, **are seldom written in a formal register**. **A formal letter**, on the other hand, should have a **business-like tone and objective style**.
* Learn all **Formats**
* Familiarise yourself with the **descriptors on the marking rubrics**. This will make you aware of how your writing will be assessed.
* The **length of texts** ranges from:

Grade 10 /Grade 11/Grade 12 - **180 –200 words**



**CATEGORY A**

**FORMAL/INFORMAL LETTERS**

|  |  |
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| **1. Letter to a friend**   | **2. Letter to a relative (e.g. an uncle)**   |
|  621 Nelson Mandela Drive  Bloemfontein  9301  10 August 2024  |  27 Lechwe Street  Johannesburg  2000  10 August 2024  |
| XXXX *OPEN LINE*  | XXXX *OPEN LINE*  |
| Dear Nombuso  | Dear Uncle Sagren  |
| XXXX *OPEN LINE*  | XXXX *OPEN LINE*  |
| Ever heard about tales around the evening fire? Well, my friend, what I am going to tell you is not one of these tales, and neither is it a tall story.  | I hope you have fully recovered the use of your right hand since the encounter with the lion. You can only imagine how the number of my Facebook “Likes” increased when I posted the picture of you in the hospital posing with a picture of “Simba” by your side.  |
| XXXX NEW PARAGRAPH  | XXXX NEW PARAGRAPH  |
| My uncle Sagren single-handedly saved a lamb from the jaws of a marauding lion…  | My Life Orientation project for this term is to identify someone in the community who can be referred to as a hero and interview them. …  |
| XXXX MORE PARAGRAPHS  | XXXX MORE PARAGRAPHS  |
| I am sure that you are still recovering from the gruesome details of my uncle’s experience. We can chat further about this when you visit me this holiday.  | I look forward to hearing from you, Uncle Sagren.  |
| XXXX *OPEN LINE*  | XXXX *OPEN LINE*  |
| Yours sincerely  | Your loving niece  |
| Jessica  | Jess  |

|  |  |
| --- | --- |
| **1. Letter to the Editor/Press**   | **2. Application for Vacant Post**   |
| 27 Lechwe Street Pietermaritzburg  3201 17 February 2020  |  27 Lechwe Street  Pietermaritzburg  3201  17 February 2020  |
| *XXX OPEN LINE*  | XXX *OPEN LINE*  |
| The Editor City Post Magazine 79 Sort Street Durban 4000  | The ManagerSABC 55 Tabloid Street Johannesburg2000  |
| *XXX OPEN LINE*  | XXX *OPEN LINE*  |
| Sir/Madam  | Sir/ Madam (may refer to Dear Mr/Mrs Smith)  |
| XXX *OPEN LINE*  | XXX *OPEN LINE*  |
| **CORONAVIRUS ON THE RISE**  | **APPLICATION FOR VACANT POST**   |
| *XXX OPEN LINE*  | XXX *OPEN LINE*  |
| PARAGRAPHS  | PARAGRAPHS  |
| XXX *OPEN LINE*  | XXX *OPEN LINE*  |
| Concerned citizen *Kihika (pseudonym)* **OR** Yours faithfully Keabetswe K.  | Yours faithfully Katlego K. (Ms)  |

**EXAMPLE OF THE LETTER TO THE PRESS**

 8 Tara Close

 Phoenix

 4056

 12 March 2024

The Editor

The Daily News

P.O. Box 1234

Durban

4000

Sir

**Proudly South African ‘a joke’**

In response to your article on countless accounts relating to this epidemic of crime, I wish to emphasise how this situation is becoming unbearable. Crime has reduced our number of tourists and demoralised schools; and now it is targeting our homes. As a patriotic citizen, it is difficult to be ‘Proudly South African’ when people are brazenly hijacked every day, houses are burgled when people are relaxing at home with their families or young women are victims of horrific abuse by people they know and trust. Even the ‘small things’ like vandalism can be enough to chase loyal, hardworking South Africans out of their communities.

The youth have aired their intentions of leaving South Africa as soon as they are able to, thus resulting in an exodus of skilled South African talent. Who can blame them? Crime is making our beautiful country and communities uninhabitable. The rise of crime in my area is unacceptable, yet is not treated seriously. My fellow residents have had to make numerous calls to the police, who have been rumoured to stop at a ‘drive-through’ before attending to our needs.

Countless people are sending their children to boarding school in fear of having to travel through these suburbs in the evenings after attending school events. This is ridiculous. The possible solutions to this problem would be implementing patrols around various suburbs, a more stream-lined and efficiently reacting police squad, even a police force with a better attitude towards the residents, would suffice.

My community is not the only community dealing with these problems. If we are truly “Proudly South African” we need to recognise that crime has as much destructive power as a nuclear weapon, and if not addressed, our beautiful country will become the next Chernobyl.

Yours faithfully

Jabu Joseph

**FORMAL WRITING Remember:**

* Do not use everyday, colloquial language, slang or jargon.
* Do not use contractions (I’m; it’s, we’ve, etc.)
* Do not use emotive, subjective language (e.g. terrible, rubbish etc.)
* Use modal verbs such as would, could and should.
* Use more formal phrases and expressions e.g. “I would be grateful if you could send me…” instead of “Please send me…”
* Don’t overdo it though and don’t make your language too formal or maybe old-fashioned
* You make the reason why you are writing the letter clear
* Clear topic paragraphs
* A concluding paragraph which lets the reader know what you would like to happen
* ‘Yours faithfully.’ (If letter was started with the name of the person ‘Dear Mr Monyaki’ then the letter may end with ‘Yours sincerely’
* Do not write an angry, sarcastic or threatening response

**CV & COVERING LETTER: Ensure a neat and readable format for the CV.**

|  |  |
| --- | --- |
|  | **CURRICULUM VITAE OF PRIYEN NAIDOO**  |
| *SURNAME*  | :  | Naidoo  |
| *FIRST NAMES*  | :  | Priyen  |
| *ID NUMBER*   | :  | 000206 5217 08 4  |
| *DATE OF BIRTH*  | :  | 06 Feb 2001  |
| *RESIDENTIAL*  | :  | 34 Redham Road, Scottsville, Pietermaritzburg, 3201  |
| *ADDRESS*  *POSTAL ADDRESS*   |  :  | P.O. Box 9321, Scottsville, 3200  |
| *HEALTH*  | :  | Good  |
|  *NATIONALITY*  | :  | South African  |
|  *CURRENT SCHOOL*  | :  | ABC Secondary School  |
|  *SUBJECTS TAKEN*    | :   | English, Afrikaans, Mathematics, Physical Science, Life Sciences, Geography, Life Orientation  |
| *HOBBIES*   | :  | Philately; Writing song lyrics  |
| LANGUAGES   | :  | English, Afrikaans, IsiZulu  |
|  (OPTIONAL HEADINGSDRIVER’S LICENCE DISABILITIES OTHER SKILLS   *CONTACT*  | )   | Home : 039 – 979 1425  |
| *DETAILS*    | :    | Mobile : 072 – 987 3434 E-Mail : priyen@gmail.com  |
| REFERENCE      | :    | Mr P Pather Principal: ABC Secondary School Tel : 039 – 929 5331 E-Mail : abcsec@gmail.com  |

Your covering letter will be in the same format as your formal letter and should not duplicate information from the CV but include a brief (sincere) motivation of why you are the best candidate for the job.

Insincerity and appeals for sympathy are always in bad taste.

**HOW TO WRITE AN EMAIL**

Emails have the reputation of being informal. The degree of formality depends mostly on your register. Your choice of register depends on who you are writing to and what you are writing about.

**Use the following tips on structure and style:**

* Start with the word To: followed by the email address of the person/company to whom you are writing. For example:
* Option 1: Claire Fondant <c.fondant@icing.co.za>
* This option indicates that the person is in your address book and you have probably communicated with them before.
* Option 2: c.fondant@icing.co.za
* This option indicates that you have typed the address in and it may not be in your address book.
* If you are listing more than one recipient then separate their email addresses with a comma.
* In the next line write **Date:** insert an appropriate date (day month year)
* In the next line write **From**: followed by your email address.
* In the next line write **CC**: followed by the relevant email address.
* This is for if you want to send a copy of the email directed to someone else.
* In the next line write **BCC:** do not write an address here OR write Undisclosed.
* This is for if you want to send a copy of the email to someone but you do not want the recipient to see who else is receiving a copy.
* In the next line write **Subject**: followed by a short and accurate heading which describes what the email is about.
* Skip a line.
* Start your email with Dear \_\_\_\_\_\_\_\_
* If it is an informal email you can use the first name of the person.
* If it is about a serious issue and to someone you do not know personally, use the person’s title and name and surname.
* **Introduction**:
* Explain who you are and why you are writing.
* **Body:**
* Provide the details of why you are writing.
* Use logical connectors if you are using more than one paragraph.
* Use strong topic sentences to organise your thinking logically.
* **Conclusion:**
* Suggest the action you would like to see taken as a result of your email.
* Thank the recipient.
* **Greeting:**
* If you know the recipient and the email is informal you can greet informally.
* If you do not know the recipient and the email is formal you should end with

Yours faithfully, skip a line and type your title, name and surname

* In this case you may wish to, underneath your name and surname, write your position at a company and contact details.

 **[Source:Somerset College English Department 3CGs]**

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| --- |
| **EMAIL** |
|  |
| **FROM:** | Sender’s address (nhlakamazibuko954@gmail.com |
| **TO:** | Recipient’s address (mazibukonhlakanipho@yahoo.com) |
| **CC (CARBON COPY):** | (Optional: other RCL members may be cc’d or the deputy principalas the person responsible for RCLs) |
| **SUBJECT:** | Stating the purpose of the email. For example: |
|  | REQUEST FOR A MODERN SCHOOL UNIFORM (DESIGN) |
| XXXX *OPEN LINE* |
| **INTRODUCTION:** | Briefly states the purpose of the email. |
| XXXX *OPEN LINE* |
| **BODY:** | Responds to the question directly requesting and persuading theprincipal to consider the design and launch of a modern (new) school uniform. |
| Learners should use persuasive words and relay the message or request in a formal and polite manner. They should not accuse or intimidate the principal. Rather they should be persuasive anddiplomatic in convincing the principal otherwise. |
| XXXX *OPEN LINE* |
| **CONCLUSION:** | Summarises the letter and emphasises its purpose. The writer canalso bid the recipient (principal) farewell or wish him/her a blessed and productive day ahead. |
| XXXX *OPEN LINE* |
| Regards |
| Name and surname |