Task 1 – 2012

ENGLISH FIRST ADDITIONAL LANGUAGE

GRADE 12

TRANSACTIONAL WRITING

MARKS: 20

CHOOSE ONE OF THE FOLLOWING TOPICS AND WRITE A RESPONSE OF 150 TO 200 WORDS:

1. Business letter : You have to write a letter to The Chief Accountant of Smith & Jones Clothing Store. In the letter you must explain to them why you have not been paying your account. You still owe them R560-25.
2. Letter to the Editor: Write a letter to the Sunday Times and express your opinion about young children and dogs being left in cars in the sun.
3. Newspaper Article: Write a newspaper article about a burglary that took place at the local computer shop.
4. Magazine Article: Write a magazine article about: A healthy lifestyle – Keeping thin and fit.
5. Feature Article: Write an article about a famous personality.
6. Editorial: Write an editorial in which you comment on whether it is a good thing that schools charge school fees.
7. Review: Write a review about a film that you found extremely interesting and enlightening.
8. Formal Report: You are an eye-witness to a hit-and-run accident. Write your formal report of what you saw happening to the police. You are able to identify the vehicle that caused the hit-and-run and drove off.
9. Dialogue: Write a dialogue that a client has with a shopkeeper. The client is returning a malfunctioning product.
10. Interview: Write down the interview you had with a famous sport personality.

The different formats can be looked at in the following text book that is in your possession:

English Handbook and Study Guide



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