

GRADE 10 | 2024

English HL: Essay Writing and Transactional Texts

English Home Language

CAPS ALIGNED

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1. Essay Types in Grade 10

Tells a story from personal experience or imagination. Use first or third person consistently. Build tension through action, dialogue, and description.

Descriptive Essay

Creates a vivid picture in the reader's mind using sensory detail. Use figurative language: similes, metaphors, personification.

Argumentative Essay

Presents a clear point of view and argues for it logically. Use evidence, examples, and counter-arguments.

2. Essay Structure

FORMULA: Introduction: hook + background + thesis statement

Body paragraphs: topic sentence + evidence + explanation + link

Conclusion: restate thesis + summary + memorable ending

3. Transactional Writing

Formal Letter / Email

Formal tone; correct layout; clear purpose. Greeting: Dear Mr/Ms [Surname]; Closing: Yours sincerely.

Report

A factual document with headings: Introduction, Findings, Recommendations, Conclusion.

Dialogue / Interview

Use speech marks; start a new line for each speaker; use appropriate dialogue tags.

4. Mark Allocation in Writing

- Content and planning: do you address the topic fully?
- Language use: grammar, vocabulary, sentence variety
- Structure and organization: clear paragraphing and logical flow
- Length: aim for the stated word count