

ENGLISH SECOND LANGUAGE P3 HG MEMORANDUM 2013 Workbook

english second language p3 hg memorandum 2013 is a vital resource for both students and educators preparing for the 2013 Grade 12 English Second Language Paper 3 (P3) exam in South Africa. This memorandum provides detailed solutions, marking schemes, and guidance on how to approach various questions, ensuring learners understand the expectations and can maximize their scores. For educators, it serves as a blueprint to mark scripts consistently and fairly, while students benefit from understanding the correct answers and the examiner's perspective. In this comprehensive article, we will explore the key components of the 2013 memorandum, offer insights into effective exam strategies, and discuss how to utilize this resource to improve performance in English Second Language P3.

Understanding the Purpose of the Memorandum

What Is the P3 Memorandum?

The P3 memorandum is an official document issued by the Department of Basic Education that accompanies the exam paper. It outlines the correct solutions, marking guidelines, and specific criteria for awarding marks. The memorandum ensures transparency and consistency across marking centers and helps learners understand what is expected in their responses.

Why Is the 2013 Memorandum Important?

The 2013 memorandum is particularly significant because it reflects the marking standards and question types that appeared in that year's exam. Reviewing it allows students to:

- Understand the structure of the exam.
- Practice with authentic questions and solutions.
- Learn how examiners allocate marks.
- Identify common pitfalls and how to avoid them.

Key Components of the 2013 P3 HG Memorandum

Section Breakdown

The 2013 P3 exam typically consisted of three sections, each testing different skills:

- Section A: Comprehension and language use.
- Section B: Literary appreciation or comprehension based on a given passage.
- Section C: Writing and language structures.

The memorandum provides detailed solutions and marking schemes for each section.

Marking Guidelines

A crucial element of the memorandum is the marking guideline, which clarifies:

- The allocation of marks for different question parts.
 - The acceptable answers and synonyms.
 - The minimum requirements for a correct answer.
 - Common alternative responses that still earn marks.
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- Clear criteria for comprehension questions.
 - Guidance on awarding partial marks for incomplete answers.
 - Specific notes on language accuracy and style.

How to Use the 2013 Memorandum Effectively

For Students

Students should approach the memorandum as a learning tool rather than just a marking guide. Here's how:

- **Practice with Past Papers:** Use the 2013 P3 exam papers and compare your answers with the memorandum solutions.
- **Understand Marking Criteria:** Pay attention to how marks are awarded, especially for language and comprehension questions.
- **Identify Common Mistakes:** Review explanations for errors and learn how to avoid them.
- **Improve Vocabulary and Language Skills:** Study the model answers to expand your vocabulary and sentence structures.

For Educators and Markers

Educators can utilize the memorandum to:

- Maintain consistency in grading across different scripts.
- Ensure that all students are assessed fairly according to standardized criteria.
- Identify key areas where learners struggle and tailor future lessons accordingly.
- Use the memorandum during moderation to justify marks awarded.

Sample Questions and Model Answers from the 2013 Memorandum

Comprehension Questions

For example, a comprehension passage might ask:

Question:

What was the main message of the passage?

Model Answer (from the memorandum):

The main message was the importance of perseverance and positive attitude in overcoming challenges.

Marking Scheme:

- Correct identification of the main message: 2 marks
- Supporting points or explanation: 1 mark
- Language accuracy: 1 mark

This demonstrates that concise, accurate responses aligned with the passage are rewarded.

Language and Style Questions

Questions might ask students to correct errors or improve sentences.

Example:

Correct the following sentence:

"He go to the shop yesterday."

Model Answer:

He went to the shop yesterday.

Marking Points:

- Correct verb tense: 2 marks
- Correct spelling: 1 mark

Strategies for Excelling Using the Memorandum

Practice with Past Exam Papers

Regularly practicing past papers, especially the 2013 exam, helps familiarize learners with question patterns and difficulty levels.

Focus on Language Accuracy

Since language use is heavily weighted, learners should work on grammar, vocabulary, and sentence construction.

Develop Critical Reading Skills

Effective comprehension hinges on understanding context, tone, and inference. Use the memorandum to see how examiners interpret responses.

Time Management

Practice completing questions within the allocated time to ensure all sections are answered thoroughly.

Additional Resources and Support

Supplementary Study Materials

- Past papers from other years for broader practice.
- Language guides focusing on grammar and vocabulary.
- Sample essays and creative writing prompts.

Online Platforms and Forums

Join online study groups or forums where learners discuss past papers and share insights about the memorandum.

Conclusion

The **english second language p3 hg memorandum 2013** serves as a cornerstone resource for mastering the Paper 3 exam. By understanding its structure, utilizing it effectively, and practicing with genuine questions, students can significantly improve their chances of achieving top marks. Educators, too, benefit from the memorandum's detailed marking schemes, ensuring fair and consistent assessment. Ultimately, the memorandum demystifies the marking process and provides clear guidance on what examiners look for, empowering learners to approach their exams with confidence and competence. Regular engagement with this resource, combined with dedicated study and practice, is the key to success in English Second Language Paper 3.

English Second Language P3 HG Memorandum 2013: A Comprehensive Guide to Understanding and Excelling

Navigating the English Second Language P3 HG Memorandum 2013 can seem daunting for both learners and educators. This memorandum serves as an essential resource, providing detailed insights into the assessment criteria, marking schemes, and expected responses for the examination. Whether you're a student aiming to improve your performance or a teacher preparing learners for success, understanding the core components of this memorandum is vital. In this guide, we'll explore the key elements of the memorandum, offer strategies for effective study, and analyze how to interpret and utilize it to maximize your exam results.

What Is the English Second Language P3 HG Memorandum 2013?

The English Second Language P3 HG Memorandum 2013 is an official document issued by the examining body, outlining the marking guidelines, answers, and expected responses for the 2013 English Second Language Paper 3 (P3) examination. Its primary purpose is to ensure consistent and fair marking across all candidates and to serve as a reference for teachers when preparing learners for the exam.

This memorandum covers various question types, including comprehension, language use, writing, and oral components, aligning with the curriculum standards for that year. Having access to and understanding this memorandum enables educators and students to:

- Recognize the key areas of focus
- Understand what examiners look for in responses
- Identify common pitfalls and how to avoid them

- Develop targeted revision and practice strategies

Breakdown of the Memorandum's Structure

Understanding the structure of the 2013 memorandum helps in navigating its contents efficiently. Typically, the memorandum is organized into the following sections:

- General Instructions and Marking Guidelines
 - Explains how to allocate marks
 - Clarifies what constitutes a correct, partially correct, or incorrect response
 - Provides emphasis on language accuracy, content relevance, and coherence
- Section-by-Section Model Answers and Marking Notes
 - Detailed solutions for each question
 - Annotated responses highlighting key points
 - Common student errors and how to award marks accordingly
- Sample Responses and Exemplar Answers
 - Examples of high-scoring answers
 - Guidance on how to improve lower-scoring responses
- Assessment Criteria and Rubrics
 - Clear criteria for assessing language, content, structure, and presentation
 - Rubrics indicating how marks are distributed across different aspects of responses

Key Components of the 2013 Memorandum

To utilize the memorandum effectively, it's crucial to understand its core elements. Let's explore these in detail:

- Comprehension Questions

The memorandum provides model answers that demonstrate how to extract and interpret information from texts. Key points include:

- Accurate identification of main ideas
- Ability to infer meaning from context
- Using direct quotations where relevant
- Structuring answers logically

Example: For comprehension questions asking about a story's theme, the memorandum might highlight that a high-scoring response references specific events and explains their significance to demonstrate understanding.

- Language Use and Grammar

Marking guidelines specify acceptable language structures and common errors to avoid:

- Correct application of grammar rules
- Appropriate vocabulary usage
- Sentence variety and coherence
- Spelling and punctuation accuracy

Tip: The memorandum might illustrate common mistakes like subject-verb agreement errors and how to correct them.

- Writing Tasks

The memorandum outlines expectations for formal and informal writing tasks, such as essays, letters, or reports:

- Clear introduction, body, and conclusion
- Coherence and logical flow
- Use of appropriate register and tone
- Demonstration of language skills and vocabulary

Example: For a letter, the model answer would include proper salutation, polite language, and relevant content aligned with the prompt.

- Oral Component (if applicable)

Although primarily for written responses, the memorandum may also include scoring guidelines for oral assessments, such as pronunciation, fluency, and confidence.

Strategies for Using the Memorandum to Prepare Effectively

Having a thorough understanding of the 2013 memorandum can significantly enhance preparation efforts. Here are key strategies:

- Study Model Answers Carefully
 - Analyze high-scoring responses to understand what examiners expect.
 - Note the language structures used, vocabulary, and response length.
 - Observe how answers are structured logically.
- Practice with Past Papers and Memorandum Marking Schemes
 - Attempt past papers under exam conditions.
 - Use the memorandum to mark your answers objectively.
 - Identify areas where your responses diverge from model answers and work on improving them.
- Focus on Common Pitfalls Highlighted in the Memorandum
 - Be aware of frequent errors identified by examiners.
 - Develop strategies to avoid these mistakes in your own responses.
- Revise Language and Content Based on Marking Criteria

- Tailor your practice to meet the expectations around content relevance and language accuracy.
- Incorporate vocabulary and grammatical structures outlined in the memorandum.

Practical Tips for Students Preparing for P3

To leverage the 2013 memorandum effectively, students can adopt the following practical tips:

- Create a Revision Checklist: Based on the memorandum, list key language features, common question types, and marking criteria.
- Practice Writing Regularly: Use prompts similar to past papers, then compare your responses to model answers.
- Expand Vocabulary: Focus on words and phrases highlighted in the memorandum as high-scoring language.
- Seek Feedback: Share responses with teachers or peers for constructive critique aligned with the memorandum's standards.
- Simulate Exam Conditions: Practice under timed conditions to build confidence and manage time effectively.

For Educators: Using the Memorandum to Enhance Teaching

Teachers can utilize the 2013 memorandum to:

- Develop targeted lesson plans focusing on areas where students typically struggle.
- Design mock assessments that mirror the marking scheme.
- Provide detailed feedback based on the criteria outlined.
- Train learners on how to structure responses to meet the expected standards.

Key Takeaways

- The English Second Language P3 HG Memorandum 2013 is more than just a marking guide; it's a roadmap to understanding what examiners look for.
- Familiarity with model answers and marking schemes helps students tailor their responses for maximum marks.
- Both learners and teachers should use the memorandum proactively to identify strengths and areas for improvement.
- Consistent practice aligned with the memorandum's guidelines will boost confidence and performance.

Final Words

Mastering the English Second Language P3 HG Memorandum 2013 is an essential step toward excelling in the exam. By dissecting its structure, understanding its expectations, and practicing responses accordingly, students can approach their assessments with clarity and confidence. Remember, success lies in understanding the criteria, honing your language skills, and applying what you learn diligently. With dedicated effort and strategic use of the memorandum, achieving your desired results is well within reach.

Good luck in your studies and examinations! Stay focused, practice smart, and utilize resources like the 2013 memorandum to guide your journey.

Question What is the main focus of the English Second Language P3 HG Memorandum 2013? The memorandum primarily provides guidance on the assessment criteria, structure, and marking guidelines for the Grade 3 English Second Language paper in 2013. How does the 2013 memorandum suggest preparing students for the English Second Language exam? It emphasizes practicing comprehension, vocabulary, grammar, and writing skills through past papers and targeted exercises aligned with the memorandum's guidelines. What are the key components assessed in the English Second Language P3 exam according to the 2013 memorandum? Key components include reading comprehension, language structures, vocabulary, writing, and oral skills, each with specified weighting and assessment criteria. How are marks allocated in the 2013 English Second Language P3 exam? Marks are allocated based on the accuracy and quality of responses in comprehension questions, language exercises, and writing tasks, with detailed marking guidelines provided in the memorandum. Does the 2013 memorandum include sample questions or answers for the English Second Language P3 exam? Yes, it provides sample questions, model answers, and marking schemes to help teachers and students understand expectations and improve performance. What strategies does the 2013 memorandum recommend for improving students' language skills? It recommends consistent practice, reading various texts, expanding vocabulary, grammar exercises, and engaging in speaking and listening activities. Are there specific guidelines for grading oral assessments in the 2013 memorandum? Yes, the memorandum includes criteria for assessing speaking and listening skills, with detailed descriptions of performance levels and scoring rubrics. How does the 2013 memorandum address common challenges faced by learners in English Second Language assessments? It offers targeted strategies for areas like comprehension and vocabulary, and emphasizes the importance of practice, exposure, and understanding assessment criteria. Is the 2013 memorandum still relevant for current English Second Language teaching and assessment? While some guidelines may have evolved, the 2013 memorandum remains a valuable resource for understanding foundational assessment principles and can be adapted for current use. Where can educators access the full 2013 English Second Language P3 HG Memorandum? It is typically available through official education department websites, teacher resource centers, or school administration offices specializing in curriculum support.

Related keywords: English second language, P3, HG memorandum, 2013, ESL exam guide, grade 11 English, language proficiency, exam preparation, memoranda, P3 paper solutions

an introduction to english language

An Introduction to English Language

The English language is one of the most widely spoken and influential languages in the world today. From global business and international diplomacy to entertainment and technology, English serves as a vital communication tool across countless domains. Understanding the roots, development, and characteristics of the English language is essential for learners, educators, linguists, and anyone interested in global communication. This comprehensive guide aims to provide an insightful introduction to the English language, exploring its history, structure, global significance, and future trends.

Historical Background of the English Language

The Origins of English

English is a Germanic language that originated in early medieval England. Its roots can be traced back to the Anglo-Saxon tribes—Angles, Saxons, and Jutes—that migrated to the British Isles around the 5th century AD. The language spoken by these tribes formed the basis of Old English.

The Evolution Through Ages

The history of English is marked by several distinct periods:

- **Old English (c. 450–1150 AD):** Characterized by Germanic roots, Old English was heavily influenced by Norse invaders and Latin church influence.
- **Middle English (c. 1150–1500 AD):** Marked by Norman conquest in 1066, which introduced Norman French vocabulary and grammar influences.
- **Early Modern English (c. 1500–1700 AD):** The Renaissance brought a revival of classical learning, expanding vocabulary and standardizing spelling and grammar.
- **Modern English (1700 AD to present):** The language continued to evolve with colonial expansion, technological advances, and globalization, leading to the diverse forms of English spoken today.

The Role of Literary and Cultural Influences

English literature, from Geoffrey Chaucer's *Canterbury Tales* to William Shakespeare's plays and modern authors like J.K. Rowling, has significantly shaped the language's development. Cultural exchanges through colonization, trade, and diplomacy have also contributed to the vocabulary and idiomatic expressions in English.

The Structure and Features of the English Language

Phonology and Pronunciation

English phonology includes a wide range of vowel and consonant sounds. The pronunciation varies significantly across different regions and accents, which adds to the language's richness but also presents challenges for learners.

Vocabulary and Lexicon

English boasts one of the largest vocabularies among languages, with estimates ranging from 150,000 to over a million words, considering technical and scientific terms. This extensive lexicon is a result of:

- Borrowings from Latin, French, Greek, and other languages
- Coining of new terms during technological and scientific advancements
- Slang and colloquialisms evolving over time

Grammar and Syntax

English grammar is characterized by:

- Relatively simple verb conjugation compared to other languages
- Use of auxiliary verbs for tense and aspect (e.g., be, have, do)
- Flexible word order, with Subject-Verb-Object being standard
- Extensive use of prepositions and articles

Writing System

English uses the Latin alphabet, consisting of 26 letters. Its orthography (spelling system) can be complex due to historical spelling conventions, silent letters, and irregular pronunciation rules.

The Global Significance of the English Language

English as a Global Lingua Franca

Today, English is regarded as the world's primary lingua franca—an auxiliary language used for international communication. It is the official or working language in over 50 countries and widely used in international organizations like the United Nations and the International Olympic Committee.

English in Business and Commerce

English dominates international business, finance, and trade. Many multinational corporations operate primarily in English, and proficiency is often a prerequisite for global career opportunities.

English in Science, Technology, and Education

A significant portion of scientific research, technological development, and academic publications are in English. Universities worldwide offer courses in English to attract international students.

English in Media and Entertainment

English-language media, including movies, music, television, and literature, have a global reach. Hollywood films, English pop music, and online streaming platforms have popularized the language worldwide.

English on the Internet and Social Media

English is the dominant language on the internet, accounting for a large percentage of online content. Social media platforms facilitate global interaction primarily in English, further fostering its universal status.

Learning and Teaching the English Language

Why Learn English?

Learning English offers numerous benefits:

- Access to a vast amount of information and educational resources
- Enhanced employability and career prospects
- Ability to communicate with people worldwide
- Participation in global culture and entertainment

Methods of Learning English

Effective approaches include:

- Classroom instruction with trained teachers
- Online courses and language learning apps
- Immersive experiences through travel and cultural exchange
- Practice with native speakers or language exchange partners

Challenges in Learning English

Some common difficulties faced by learners are:

- Complex spelling and pronunciation rules
- Irregular verb forms
- Idiomatic expressions and phrasal verbs
- Regional accents and dialects

The Future of the English Language

Emerging Trends

English continues to evolve with technological innovations:

- Increased influence of digital communication and social media
- Emergence of new slang and internet vernacular
- Globalization leading to more diverse accents and dialects
- Integration of loanwords from other languages due to cultural exchange

Potential Challenges

As the language grows, there are concerns about:

- Language homogenization potentially overshadowing regional dialects
- Loss of linguistic diversity
- Difficulty in maintaining standardization across different regions

Conclusion

The English language remains a dynamic and influential means of communication. Its rich history, extensive vocabulary, and widespread use make it an invaluable global asset. Whether for personal growth, academic pursuits, or professional development, learning English opens doors to countless opportunities. As the world continues to embrace globalization and technological innovation, the role of English is poised to expand further, shaping the future of international communication.

Keywords for SEO Optimization:

- Introduction to English language
- History of English
- English language structure
- Global importance of English
- Learn English online
- English language development
- English as a lingua franca
- Benefits of learning English
- Future of the English language
- English language learning tips

Introduction to the English Language: A Comprehensive Overview

The English language, often regarded as the global lingua franca, has a rich history, complex structure, and widespread influence that permeates nearly every corner of the world. As one of the most widely spoken and studied languages today, understanding its fundamentals offers invaluable insights into its role in communication, culture, and international relations. This detailed exploration delves into the origins, evolution, grammatical features, vocabulary, phonetics, and the significance of English in contemporary society.

Historical Background of the English Language

Origins and Early Development

The roots of English trace back over 1,400 years to the Germanic tribes—namely the Angles, Saxons, and Jutes—who migrated to the British Isles around the 5th century AD. These tribes brought with them their languages, which gradually coalesced into what we now call Old English.

Key points about early English:

- Old English (circa 450?1150 AD): Characterized by a complex system of inflections, a vocabulary heavily influenced by Latin and Norse, and a rich oral tradition including epic poetry like Beowulf.
- Influence of Latin and Norse: Latin arrived through Christian missionaries, while Norse influence increased due to Viking invasions, shaping vocabulary and syntax.

Middle English and the Norman Conquest

The Norman Conquest of 1066 marked a pivotal turning point:

- Norman French influence: The ruling class spoke Norman French, which heavily influenced the vocabulary, especially in law, governance, art, and cuisine.
- Language features: Middle English (circa 1150?1500) saw simplification of inflectional endings and an expansion of vocabulary.

Early Modern English and the Renaissance

From the late 15th to the early 17th century:

- The Renaissance: Brought a revival of classical learning and an influx of Latin and Greek words.
- The printing press: Invented by Johannes Gutenberg, it standardized spelling and grammar, making literature more accessible.
- Notable figures: William Shakespeare and the King James Bible significantly shaped the language.

Modern English and Global Spread

Since the 17th century:

- Colonial expansion: British colonization spread English worldwide.
- Industrial Revolution: Facilitated international trade and communication.
- Contemporary English: Continues to evolve with influences from numerous languages and cultures, especially in the digital age.

Structural Aspects of the English Language

Phonetics and Pronunciation

English phonetics is known for its complexity and variability:

- Consonant and vowel sounds: The language features approximately 24 consonant sounds and around 20 vowel sounds, with many variations.
- Spelling and pronunciation discrepancies: Due to historical influences, English spelling often does not align directly with pronunciation (e.g., though vs. through).

Grammar and Syntax

English grammar, while relatively straightforward compared to some languages, has distinctive features:

- Parts of speech: Nouns, verbs, adjectives, adverbs, pronouns, prepositions, conjunctions, and interjections.
- Sentence structure: Typically follows a Subject-Verb-Object (SVO) order.
- Tenses: Present, past, future, along with perfect and progressive aspects.
- Agreement: Subject-verb agreement in number and person.
- Modifiers: Use of adjectives and adverbs to add detail.

Vocabulary and Lexicon

English boasts an extensive vocabulary, estimated at over a million words:

- Loanwords: Borrowed extensively from Latin, French, Greek, German, and many other languages.
- Synonyms and antonyms: Rich variety of words with nuanced differences, offering precision and expressiveness.
- Neologisms: Continual creation of new words, especially in technology and popular culture.

Unique Features of the English Language

Orthography and Spelling

English spelling can be irregular due to its diverse origins:

- Historical influences: Words retain spellings from older forms or borrowed languages.
- Examples: Knight, psychology, colonel.

- Spelling reforms: There have been proposals but no widespread standardization.

Idioms and Phrasal Verbs

Idiomatic expressions and phrasal verbs are integral:

- Idioms: Phrases whose meanings are not deducible from individual words (e.g., kick the bucket).
- Phrasal verbs: Verb + particle combinations with idiomatic meanings (e.g., look up, give in).

Varieties and Dialects

English manifests in numerous dialects:

- British English: Variations like Cockney, Received Pronunciation.
- American English: Distinct vocabulary and pronunciation.
- Other varieties: Australian, Canadian, Indian English, each with unique features.

The Role of English in the Modern World

Global Lingua Franca

English is the primary language of:

- International diplomacy
- Business and commerce
- Science and technology
- Entertainment and media

English in Education and Research

- Most scientific journals publish in English.
- Universities worldwide offer courses in English.
- English proficiency is often a requirement for international careers.

The Digital Age and English

- Dominance in internet content, social media, and digital communication.
- Emergence of digital slang, memes, and abbreviations, influencing language evolution.

Cultural Impact

- English-language music, films, and literature shape global pop culture.
- Cultural exchange and understanding facilitated through shared language.

Learning and Teaching English

Methods and Approaches

- Traditional grammar-translation
- Communicative language teaching
- Immersive and bilingual approaches
- Use of technology and online platforms

Challenges for Learners

- Irregular spelling and pronunciation
- Idiomatic expressions
- Extensive vocabulary
- Variations in dialects and accents

Resources and Tools

- Language apps (Duolingo, Babbel)
- Online courses and tutorials
- Media and literature in English
- Language exchange programs

Conclusion

The English language remains a dynamic, influential, and complex means of communication. Its history reflects centuries of cultural exchange and adaptation, shaping a language that is both diverse and adaptable. For learners, educators, and global citizens alike, understanding English's structure, history, and role in society unlocks numerous opportunities for connection, learning, and

cultural appreciation. As it continues to evolve in the digital age, English's significance is poised to grow, cementing its status as a cornerstone of international communication.

In summary, mastering the English language provides access to a vast repository of knowledge, culture, and opportunities. Its rich history and widespread use make it a fascinating subject of study and an essential skill in today's interconnected world. Whether for academic pursuits, professional advancement, or cultural engagement, an introduction to English opens the door to endless possibilities.

QuestionAnswer What are the key features that define the English language? English is a West Germanic language characterized by a rich vocabulary, extensive use of loanwords, and a flexible grammar system. It is known for its adaptability, widespread global use, and its role as a lingua franca in international communication. How did the English language develop over time? English evolved from the Anglo-Saxon languages brought to Britain by Germanic tribes around the 5th century. It was later influenced by Norman French, Latin, and other languages, leading to the Modern English we use today. This development spans Old English, Middle English, and Modern English periods. Why is English considered a global language? English is considered a global language because it is the primary or secondary language in many countries, used extensively in international business, science, technology, entertainment, and diplomacy, making it a key tool for global communication. What are the main components of learning the English language? Learning English involves mastering four main components: reading, writing, listening, and speaking. Additionally, understanding grammar, vocabulary, pronunciation, and cultural context are essential for effective communication. How has the internet influenced the spread and evolution of the English language? The internet has accelerated the global spread of English, introduced new slang, abbreviations, and digital communication styles, and facilitated intercultural exchange, thereby continuously shaping and evolving the language in real-time.

Related keywords: English language, language learning, linguistics, grammar, vocabulary, pronunciation, syntax, phonetics, language skills, language history

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