

# ENTRY LEVEL CERTIFICATE STEP UP TO ENGLISH Gold Step 5973/1

Component 1 Literacy Topics – Planning the Prom  
Non-exam Assessment Task and Teachers' Notes

Specimen 2015

Time allowed: 1 hour and 30 minutes

Please write clearly, in block capitals.

Centre number

Candidate number

Surname

Forename(s)

**Notice to Candidate.** The work you submit for assessment must be your own. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified.

**Candidate declaration.** I have read and understood the Notice to Candidate and can confirm that I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

Candidate signature \_\_\_\_\_

**Details of additional assistance (if any).** Did the candidate receive any help or information in the production of this work? If the answer is yes, please give details.

Yes  No

### Teacher declaration

I confirm that the candidate's work was conducted under the conditions laid out by the specification. I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

Signature of teacher..... Date.....

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## Non-exam Assessment Tasks

### Time allowed

- Responses should be produced under controlled conditions and formal supervision in time totalling no more than 1 hour and 30 minutes. The total time allowed may take place over one or more sessions.

### Instructions

- Students should complete all the tasks in each section.

### Information

- The assessment criteria can be found in the mark scheme.
- Marks are shown in brackets.
- The maximum mark for this topic is 60.

### Important reminders

- These tasks are confidential until the time of issue.
- You should ensure that students are given the correct tasks for the year of submission.
- Full details of the conditions for these tasks are given in the relevant specification documents.
- Students can be assessed only once on a given context for a given task.
- This booklet should be used to show how the criteria have been applied to the work of the student. The booklet should then be submitted to the moderator.

**Please complete the boxes below before submitting the booklet to the moderator:**

	Maximum mark	Mark awarded
Total mark for Spoken Language	12	
Total mark for Reading	24	
Total mark for Writing	24	
<b>Total mark for topic</b>	60	

**Step Up to English Gold Step Component 1****Sample Topic – Planning the Prom****Time allowed: 1 hour and 30 minutes**

This topic is based around the planning of a school event for school leavers. The responsibility for planning and organising the event is delegated to students. In order to prepare students for assessment, the following checklist contains skills and activities that may need to be developed.

Assessment focus	Required literacy skills	Suggested activities	Assessment objective
<b>Reading</b>			
Read and extract information from non-fiction texts.	Decode Consonant Vowel Consonant (CVC), Consonant Vowel Consonant Consonant (CVCC) and simple polysyllabic words. Use contextual clues to decode unfamiliar words. Read first 100 high frequency words. Read first 100 medium frequency words. Scanning. Skimming, perhaps including how to identify and use topic sentences. Text mapping eg understand the layout of different non-fiction texts.	Read a range of non-fiction texts and: extract key information identify key features.	AO1 AO4
Show an understanding and summarise the main messages of whole texts.	Use contextual clues to help decode messages. Skimming, including topic sentences.	Identify topic sentences.	AO4
Make inferences based on evidence in a text.	Writers' technique eg rhetorical questions, bias, exaggeration, emotive language.	Highlighting key words. Commenting on key words.	AO1 AO2
<b>Writing</b>			
Communicate information in writing for a variety of audiences, including relevant points and organise it clearly.	Knowledge of specific audiences. Phonetic knowledge. Punctuation eg full stops, commas, question marks, exclamation marks, speech marks. Capital letter usage. Sentence structure. Understanding of the six main non-fiction text purposes eg explain, inform, instruct, discuss, persuade, recount. Paragraphing. Vocabulary for style. Spelling patterns eg vowel blends, common suffixes, prefixes		AO5

	Spell high frequency & medium frequency words. Knowledge of how to edit and proof read writing.		
Write using Standard English including correct spelling.	Knowledge of phonics. Long and short vowel sounds. Blends eg sh, th, ch, fl. How to use a dictionary.	Emails. Letters. Texts. Reports. Action plans.	AO6
Construct sentences and use some connectives for clarity.	Sentence structure. Connectives. Parts of speech eg verbs, nouns, adjectives, adverbs, prepositions.	Building sentences from simple to complex. Connective games eg add a sentence to peers using a given connective. Connective synonyms.	AO5
Choose appropriate vocabulary for purpose and audience.	Knowledge of the context of words. Vocabulary for effect eg adjectives, adverbs, power verbs.	Speaking frames. Thesaurus challenges.	AO6
Present writing in a way that will gain the respect of the reader.	Draft. Knowledge of text mapping Letter orientation. Punctuation.	Drafting work.	AO5
<b>Spoken Language</b>			
Outline plans and ideas to others in a brief presentation using language appropriate to the purpose and audience.	Know the features of good speaking eg talk audibly, gesture, eye contact, tone of voice, pausing for effect, emphasis. Understand that adjectives add interest. Understand how to present different arguments.	Group mind mapping. 1:1 discussion. PowerPoint.	AO7 AO8 AO9
Contribute to a discussion by listening and responding to the ideas of others.	Know the features of good listening eg eye contact, encouraging, asking questions for clarity. Understand how to respond respectfully.	Role play cards.	AO7 AO8 AO9
Contribute to a discussion by taking a role such as chair, note-taker, summariser.	Turn taking. How to respect others views. How to work in a group.		AO8

## Assessment

### Spoken Language Task

#### Stage 1 - preparation

In a group, students begin to plan the school prom. The aims of the meeting are:

- to gather ideas and suggestions for the event
- to agree on the best ideas
- to decide on actions to follow the meeting
- to encourage students to think about the needs of the entire year group.

#### Stage 2 - delivery

Make an individual presentation of your ideas for the school prom to your teacher explaining what you want to do and why. Answer questions that seek additional information and/or clarification.

**[12 marks] AO7 AO8 AO9**

### Teacher annotation on Spoken Language Task

Please fill in the box below with your comments on the Spoken Language task. Teacher annotation should comment on performance, justifying the mark awarded, as well as describing the context of the activity and any support provided.

Comments and notes on contextualisation	
<b>Mark awarded</b>	

**Reading Task 1**

Read this information about last year's prom.

**Report on school leavers' dinner/dance 2014**

150 students went to the Crown Hotel.

100 students completed a survey giving their opinion on the event. The results of the survey were:

Aspect	Judgements				Comments
	Very good	Good	OK	Poor	
Organisation of the event on the night	33	45	18	4	It all went smoothly. It was a great night with no problems. Everyone knew what was happening. Some great ideas that made it special.
Hotel	17	39	31	13	Everywhere looked really smart. All very 'grown-up'. The hotel was lovely and the grounds were nice too. The dance floor was too small. Some of the staff were a bit unfriendly.
Food and drink	2	15	52	31	The food was OK but the main course could have been warmer. The chicken was tough. The vegetarian meal was really horrible. It took ages to get served. I liked the dessert but not the rest. Big portions and tasty enough.
Music	31	48	19	2	Great choice of sounds – the dance floor was crammed most of the time. The DJ was gorgeous. Too loud. Great – something for everyone. The DJ really got everyone going.
Photography	29	51	17	3	The photographer was really friendly. Good quality pictures and not too expensive. Good but a bit pricey. The photo made me look fat.

Answer the following questions.

- 1 How many students thought the hotel was very good? Tick the right answer. **[1 mark] AO1**

17	<input type="checkbox"/>
39	<input type="checkbox"/>
31	<input type="checkbox"/>
13	<input type="checkbox"/>

- 2 Do you like or dislike the way the results have been presented? Look at the survey and give two reasons. **[3 marks] AO4**

Like  Dislike

Reason 1 \_\_\_\_\_

\_\_\_\_\_

Reason 2 \_\_\_\_\_

\_\_\_\_\_

- 3** For this year's prom, choose one thing you would keep the same and one thing you would change. Give reasons based on the survey.

**[4 marks] AO4**

<b>One thing you would keep the same</b>	<b>One thing you would change</b>




**Reading Task 2**

Look at these pages from a hotel information guide.

*The Crown Hotel*

1

2



3

*Events:*

- ❖ *Weddings*
- ❖ *Conferences*
- ❖ *Proms*

*All in a beautiful setting*

4

↓

We offer:

- ❖ A personal service from our event organiser who will help you plan your event
- ❖ A choice of two elegant rooms to suit your needs:
  - ❖ The King Suite – large enough to host a dinner dance for up to 180 people with a bar and dance floor
  - ❖ The Queen’s Room – a smaller room for parties with its own terrace overlooking the hotel’s beautiful grounds
- ❖ Resident DJ with state of the art sound equipment
- ❖ The luxurious Princess Bar
- ❖ A newly-equipped fitness centre
- ❖ A business centre with photocopying
- ❖ A wedding planner
- ❖ Free hire of sound equipment
- ❖ An award-winning catering team

*Come to The Crown. We aim to please.*

‘I run my business conference at The Crown every year. I can’t fault the service I get. Everything is done to ensure smooth running. The guests get a great welcome.’  
Sean Davis, Business Enterprise.

5

↖

Answer the following questions.

- 1 Look carefully at the guide. It has been marked with numbers. Write a description for each number. One has been done for you.

**[4 marks] AO1**

Number	Description
1	Picture of the hotel
2	
3	
4	
5	

- 2 Give two types of events that the hotel is able to offer.

**[2 marks] AO1**

1 \_\_\_\_\_

2 \_\_\_\_\_

- 3 Give three ways that the information on the page is organised to make it clear and attractive?

**[3 marks] AO2**

1 \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

### Reading Task 3

Read the letter:

Fabulous Photography Ltd  
12 Lightbox Walk  
Castlefield

Miss Jane Smith  
Chair of Organising Committee,  
South Park School  
Castlefield

15 March 2014

Dear Miss Smith

I am delighted that you have chosen us to be the official photographers at the school leavers' event.

I enclose two copies of our terms and conditions. Please read these carefully. If you agree, one copy will have to be signed and returned to me. You will want to ask a senior member of staff to do this as the form is a legal contract.

I will need some more details from you about the event such as timings. I will also need you to display some publicity material in school for me. Please let me know when you have gained permission to do this and I will send you the materials.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Jed Fawkes

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Answer the following questions.

1 Look at these statements and then tick true or false.

[5 marks] AO1

Statement	True	False
Jane Smith is the headteacher.		
Fabulous Photography has been chosen to take pictures at the prom.		
Jed Fawkes has sent important documents with his letter.		
Jed Fawkes now has all the information he needs for the job.		
Jed Fawkes will come to the school to put up a display.		

2 Give two tasks that Jane will have to do after she has read the letter.

[2 marks] AO1

1 \_\_\_\_\_

2 \_\_\_\_\_

## Writing Task

You have been asked to email your teacher. She wants to know about your plans for the prom. Use the planning grid below to help you.

Remember to:

- plan your email
- write carefully in sentences and paragraphs
- check your spelling
- think about who you are writing for.

**[24 marks] AO5 AO6**

Plan your email here:

Date and time of event	
Place	
What will happen	
What students will pay	
How to advertise	
Possible problems and how to avoid them	

Write your email here:

The image shows a 'New Message' window with a title bar containing three window control buttons (minimize, maximize, close) and a close button. Below the title bar, there are three input fields: 'To:' with the text 'teacher@school.com', 'Cc:', and 'Subject:'. The main body of the window is a large text area with horizontal dotted lines for writing. On the right side of the text area, there is a vertical scrollbar and a small area with up and down arrow buttons.

The form consists of a large rectangular area with horizontal dotted lines for writing. On the right side, there is a vertical grey bar with a rounded top. At the bottom right corner of this bar, there are two small black triangles pointing up and down, and a small square with a diagonal line.

**END OF QUESTIONS**

**There are no questions printed on this page**

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