



FUNCTIONAL SKILLS ENGLISH

47252 Writing Level 2
Mark Scheme

January 2015

Version/Stage: 1.0 Final mark scheme

Mark schemes are prepared by the Lead Assessment Writer and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation events which all associates participate in and is the scheme which was used by them in this examination. The standardisation process ensures that the mark scheme covers the students' responses to questions and that every associate understands and applies it in the same correct way. As preparation for standardisation each associate analyses a number of students' scripts: alternative answers not already covered by the mark scheme are discussed and legislated for. If, after the standardisation process, associates encounter unusual answers which have not been raised they are required to refer these to the Lead Assessment Writer.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of students' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

Further copies of this Mark Scheme are available from aqa.org.uk

1 You have noticed the following article in a local newspaper.

You wish to respond to the Council's plans. Write a persuasive letter to Darcy McWilliams putting forward your views in support of, or against, the Council's plans .

Remember to:

- plan your answer
- write accurately in sentences and paragraphs

[15 marks]

Content

Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure)		
Marks	Skills Descriptors	Content Descriptors
0	<ul style="list-style-type: none">• writes nothing; fails to present any factual information; completely incoherent	<ul style="list-style-type: none">• no evidence of understanding of purpose or structure of letter
Band 1 1 – 3 marks	<ul style="list-style-type: none">• presents information/ideas with limited concision, logical and persuasiveness• presents limited information on complex subject• limited success in using a style of writing appropriate to purpose	<ul style="list-style-type: none">• limited mention of street lights/ savings• reasons for expressing support or opposition barely mentioned• limited understanding of purpose of letter• undeveloped structure
Band 2 4 – 6 marks	<ul style="list-style-type: none">• presents some information/ideas concisely, logically and persuasively• presents some information on complex subject concisely and clearly• some success in using a style of writing appropriate to purpose	<ul style="list-style-type: none">• some awareness of need to persuade council• includes information in a number of categories (e.g. safety, crime, council priorities)• shows a sense of the function of the letter• readership of letter is addressed effectively• some elements of letter form
Band 3 7 – 9 marks	<ul style="list-style-type: none">• presents information/ideas concisely, logically and persuasively• presents information on complex subjects concisely and clearly• uses a style of writing appropriate to purpose• uses a range of sentence structure including complex sentences	<ul style="list-style-type: none">• clear and successful presentation of writer's case to council• information incorporated in a logical way• inclusion of different categories adds depth to answer (e.g. safety, crime, council priorities)• readership of letter is clearly and successfully addressed through content• letter form enhances meaning and purpose

Accuracy

Mark 0	
<ul style="list-style-type: none">• no evidence of grammatical structure• no subject/verb agreement• use of tense completely inappropriate• no punctuation or entirely inaccurate with extremely poor spelling• meaning incomprehensible	
Band 1	Marks 1-2
<ul style="list-style-type: none">• inconsistent and inadequate grammar• limited subject/verb agreement• inadequate and inconsistent use of tense• random use of punctuation and common spelling errors• meaning not always clear	
Band 2	Marks 3-4
<ul style="list-style-type: none">• uses correct grammar• subject/verb agreement• correct and consistent use of tense• accurate punctuation and spelling• meaning is clear	
Band 3	Marks 5-6
<ul style="list-style-type: none">• punctuates accurately using commas, apostrophes and inverted commas• uses accurate grammar and spelling• meaning is clear	

- 2 You have used the above company to travel to another area but are unhappy with the service you received. Write an email to customer services informing the company about the details of your journey and why you are unhappy.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs

[15 marks]

Content

Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure)		
Marks	Skills Descriptors	Content Descriptors
0	<ul style="list-style-type: none"> • writes nothing; fails to present any factual information; completely incoherent 	<ul style="list-style-type: none"> • no evidence of understanding of purpose or structure of email
Band 1 1 – 3 marks	<ul style="list-style-type: none"> • presents information/ideas with limited concision, logical and persuasiveness • presents limited information on complex subject • limited success in using a style of writing appropriate to purpose 	<ul style="list-style-type: none"> • limited mention of events of journey • reasons for making complaint barely mentioned • limited understanding of purpose of email • undeveloped structure
Band 2 4 – 6 marks	<ul style="list-style-type: none"> • presents some information/ideas concisely, logically and persuasively • presents some information on complex subject concisely and clearly • some success in using a style of writing appropriate to purpose 	<ul style="list-style-type: none"> • presents some sense of complaint • includes information in a number of categories (e.g. comfort, punctuality, cleanliness etc) • shows a sense of the function of the email • readership of email is addressed effectively • some structure to email
Band 3 7 – 9 marks	<ul style="list-style-type: none"> • presents information/ideas concisely, logically and persuasively • presents information on complex subjects concisely and clearly • uses a style of writing appropriate to purpose • uses a range of sentence structures, including complex sentences 	<ul style="list-style-type: none"> • clear and successful presentation of writer's sense of complaint • information incorporated in a logical way • inclusion of different categories adds depth to answer (e.g. comfort, punctuality, cleanliness etc) • readership of email is clearly and successfully addressed through content • email structure enhances meaning and purpose

Accuracy

Mark 0	
<ul style="list-style-type: none">• no evidence of grammatical structure• no subject/verb agreement• use of tense completely inappropriate• no punctuation or entirely inaccurate with extremely poor spelling• meaning incomprehensible	
Band 1	Marks 1-2
<ul style="list-style-type: none">• inconsistent and inadequate grammar• limited subject/verb agreement• inadequate and inconsistent use of tense• random use of punctuation and common spelling errors• meaning not always clear	
Band 2	Marks 3-4
<ul style="list-style-type: none">• uses correct grammar• subject/verb agreement• correct and consistent use of tense• accurate punctuation and spelling• meaning is clear	
Band 3	Marks 5-6
<ul style="list-style-type: none">• punctuates accurately using commas, apostrophes and inverted commas• uses accurate grammar and spelling• meaning is clear	