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# FUNCTIONAL SKILLS

# English

47202 Writing Level 1

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**Mark Scheme**

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June 2015

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Version V1: 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](http://aqa.org.uk)

- 1 You have seen this advertisement in a shop window. Write an email to Kirsty Niven applying to volunteer to work with The River Rangers.

You should write about

- why you want to apply
- what skills and qualities you have
- why you would be a good choice

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

**[10 marks]**

**Content**

<b>Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure, Punctuation and Spelling)</b>		
<b>Marks</b>	<b>Skills Descriptors</b>	<b>Content Descriptors</b>
0	<ul style="list-style-type: none"> <li>• writes nothing; fails to present any factual information; completely incoherent</li> </ul>	<ul style="list-style-type: none"> <li>• no evidence of understanding of purpose or structure of email</li> </ul>
Band 1 1 - 2 marks	<ul style="list-style-type: none"> <li>• attempts to present at least one fact or item of information</li> <li>• information not sequenced</li> <li>• writing not suitable for purpose and audience</li> </ul>	<ul style="list-style-type: none"> <li>• topic of email not evident</li> <li>• attempts to provide one or more facts/ideas about rivers/self etc</li> <li>• structure of email barely evident</li> <li>• attempts to present grounds for employment</li> </ul>
Band 2 3 – 4 marks	<ul style="list-style-type: none"> <li>• limited ability to write clearly and coherently including an appropriate level of detail</li> <li>• present limited information in a logical sequence</li> <li>• limited ability to use language, format and structure suitable for purpose and audience</li> </ul>	<ul style="list-style-type: none"> <li>• topic of rivers/self evident</li> <li>• information and details random or not obviously relevant</li> <li>• limited ability to present coherent structure to email</li> <li>• limited evidence of purpose of email in presenting grounds for employment</li> </ul>
Band 3 5 – 6 marks	<ul style="list-style-type: none"> <li>• writes clearly and coherently including an appropriate level of detail</li> <li>• presents information in a logical sequence</li> <li>• uses language, format and structure suitable for purpose and audience</li> </ul>	<ul style="list-style-type: none"> <li>• some relevant details/ideas about rivers/self</li> <li>• information is selected for purpose and used effectively to address audience</li> <li>• some ability to present coherent structure to email</li> <li>• some evidence of purpose of email in presenting grounds for employment</li> </ul>

**Accuracy**

Mark 0

- 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

- 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

- uses correct grammar
- subject/verb agreement
- correct and consistent use of tense
- accurate punctuation and spelling
- meaning is clear

- 2 You visited Belvedere Hall with a group of friends and enjoyed the visit. You want to write about your visit for a holiday website.

You should write about:

- what you did at Belvedere Hall
- why it was enjoyable
- why you would recommend Belvedere Hall to others

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

**[10 marks]**

**Content**

<b>Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure, Punctuation and Spelling)</b>		
<b>Marks</b>	<b>Skills Descriptors</b>	<b>Content Descriptors</b>
0	<ul style="list-style-type: none"> <li>• writes nothing; fails to present any factual information; completely incoherent</li> </ul>	<ul style="list-style-type: none"> <li>• no evidence of understanding of purpose or structure of writing</li> </ul>
Band 1 1 - 2 marks	<ul style="list-style-type: none"> <li>• attempts to present at least one fact or item of information</li> <li>• information not sequenced</li> <li>• writing not suitable for purpose and audience</li> </ul>	<ul style="list-style-type: none"> <li>• topic of visit not evident</li> <li>• attempts to provide one or more facts/ideas about Belvedere Hall etc</li> <li>• structure of report barely evident</li> </ul>
Band 2 3 – 4 marks	<ul style="list-style-type: none"> <li>• limited ability to write clearly and coherently including an appropriate level of detail</li> <li>• present limited information in a logical sequence</li> <li>• limited ability to use language, format and structure suitable for purpose and audience</li> </ul>	<ul style="list-style-type: none"> <li>• topic of visit evident</li> <li>• information and details about Belvedere Hall random or not obviously relevant</li> <li>• limited ability to present coherent structure to writing</li> <li>• limited evidence of purpose of writing in conveying positive message</li> </ul>
Band 3 5 – 6 marks	<ul style="list-style-type: none"> <li>• writes clearly and coherently including an appropriate level of detail</li> <li>• presents information in a logical sequence</li> <li>• uses language, format and structure suitable for purpose and audience</li> </ul>	<ul style="list-style-type: none"> <li>• some relevant details/ideas about Belvedere Hall</li> <li>• information is selected for purpose and used effectively to address audience</li> <li>• some ability to present coherent structure to writing</li> <li>• some evidence of purpose of letter in conveying positive message</li> </ul>

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