



FUNCTIONAL SKILLS

English

47202 Writing Level 1

Mark Scheme

March 2015

Version 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 The above leaflet was posted to your home and you want to tell the council about your ideas.

Write a letter to inform the Improvement Team of your views.

Write about:

- what ideas you have to improve the waste ground.
- how your ideas for the waste ground would help the community

Remember to:

- plan your answer
- write accurately in sentences and paragraphs

[10 marks]

Content

Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure, Punctuation and Spelling)		
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 - 2 marks	<ul style="list-style-type: none"> • attempts to present at least one fact or item of information • information not sequenced • writing not suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of letter not evident • attempts to provide one or more facts/ideas about waste ground etc • structure of letter barely evident • attempts to present suggestions for improvement
Band 2 3 – 4 marks	<ul style="list-style-type: none"> • limited ability to write clearly and coherently including an appropriate level of detail • present limited information in a logical sequence • limited ability to use language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of area improvement evident • information and details random or not obviously relevant • limited ability to present coherent structure to letter • limited evidence of purpose of letter in suggestions for improvement
Band 3 5 – 6 marks	<ul style="list-style-type: none"> • writes clearly and coherently including an appropriate level of detail • presents information in a logical sequence • uses language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • some relevant details/ideas about area improvement • information is selected for purpose and used effectively to address audience • some ability to present coherent structure to letter • some evidence of purpose of letter in suggestions for improvement

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	

- 2 You wish to enter the competition. Write the leaflet about internet safety for young people in your school, college or workplace.

You should write about:

- why young people need to be careful on the internet
- what actions young people should take

Remember to:

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

[10 marks]

Content

Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure, Punctuation and Spelling)		
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 leaflet
Band 1 1 - 2 marks	<ul style="list-style-type: none"> • attempts to present at least one fact or item of information • information not sequenced • writing not suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of leaflet not evident • attempts to provide one or more facts/ideas about internet safety etc • structure of leaflet barely evident • attempts to present actions to be taken to ensure safety
Band 2 3 – 4 marks	<ul style="list-style-type: none"> • limited ability to write clearly and coherently including an appropriate level of detail • present limited information in a logical sequence • limited ability to use language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of internet safety evident • information and details random or not obviously relevant • limited ability to present coherent structure to leaflet • limited evidence of purpose of leaflet in suggesting/proposing actions to be taken to ensure safety
Band 3 5 – 6 marks	<ul style="list-style-type: none"> • writes clearly and coherently including an appropriate level of detail • presents information in a logical sequence • uses language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • some relevant details/ideas about internet safety • information is selected for purpose and used effectively to address audience • some ability to present coherent structure to leaflet • some evidence of purpose of leaflet in suggesting/proposing actions to be taken to ensure safety

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