



FUNCTIONAL SKILLS

English

47252 Writing Level 2

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 Your leader wants team members to write a leaflet which tells people about the ideas of the Clothe the Earth organisation and persuades them to contribute clothes. Write the leaflet.

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, 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 – 3 marks	<ul style="list-style-type: none"> • presents information/ideas with limited conciseness, logic 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 organisation or principles • reasons for writing leaflet barely mentioned • limited understanding of purpose/audience of leaflet • undeveloped/unhelpful 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 readers to donate • includes information in a number of categories (e.g. environment, funding, economic injustice etc) • purpose/audience of leaflet addressed with some effect • structure provides some element of enhancement of meaning
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 organisation's message to readers • information in different categories (e.g. environment, funding, economic injustice etc) incorporated in a logical way • purpose/audience of leaflet is clearly and successfully addressed through content • leaflet form and structure enhances meaning

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 recently visited Porcelain Cat Internet Café but were not happy with your visit. Write an email to Madelaine Croft, informing her of your experience there.

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, 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 email
Band 1 1 – 3 marks	<ul style="list-style-type: none"> • presents information/ideas with limited conciseness, logic 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 internet cafe and/or facilities • limited attempt to provide key information • 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"> • some sense of issues in regards to internet cafe and facilities • includes information in a number of categories (e.g food and drink, staff, internet connection etc) • some logical structure to email • purpose/audience of email addressed with some effect
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 case • information in a number of categories (e.g food and drink, staff, internet connection etc) clearly and successfully selected for purpose • clear understanding of the function of the email in conveying information using an appropriate tone • email structured in a logical way • purpose/audience of email is clearly and successfully addressed through content

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