

Mark Scheme (Results)

Functional Skills

English - Level 2

Writing

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Task	
1	Indicative content
	<ul style="list-style-type: none"> • uses appropriate tone/language when writing the letter • some detail regarding the content of the letter and its purpose • some explanation of the events introduced or improved • who the event would appeal to in the community • some review of the current programme • appropriate layout of a letter (including addresses, opening and closing) <p style="text-align: right;">(15 marks)</p>
Mark	A: Form, communication and purpose
0	No rewardable material.
1-3	<ul style="list-style-type: none"> • Presents appropriate information and develops ideas logically to a limited extent. • Basic ability to present complex ideas/information evident. • Uses language for specific purpose to a limited extent. • Uses a limited range of sentence structures with limited accuracy. • Makes limited use of paragraphing and other organisational features with basic accuracy. • Limited use of appropriate layout of a letter (address, date, open and close conventions).
4-6	<ul style="list-style-type: none"> • Presents appropriate information and develops ideas logically for some of the response. • Able to present complex ideas/information clearly and concisely with some lapses. • Uses language for specific purpose for some of the response. • Uses a range of sentence structures with some accuracy. • Makes some use of paragraphing and other organisational features with some accuracy. • Some use of appropriate layout of a letter (addresses, date, open and close conventions), though there may be omissions or inconsistencies.
7-9	<ul style="list-style-type: none"> • Presents appropriate information and develops ideas logically for most of the response. • Able to present complex ideas/information clearly and concisely, with occasional lapses. • Uses language for specific purpose throughout the response. • Uses a range of sentence structures accurately. • Makes consistent use of appropriate paragraphing and other organisational features with accuracy. • Appropriate use of layout of a letter (address, date, open and close conventions), any omissions do not detract from the overall quality of the response.
Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • Uses spelling and grammar with limited accuracy, supporting meaning at a basic level. • Uses basic punctuation eg commas, apostrophes and inverted commas with limited accuracy.
3-4	<ul style="list-style-type: none"> • Uses spelling and grammar with some accuracy, supporting meaning some of the time. • Uses some punctuation eg commas, apostrophes and inverted commas correctly and appropriately.
5-6	<ul style="list-style-type: none"> • Use of spelling and grammar is mostly accurate, supporting meaning most of the time.

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| | <ul style="list-style-type: none">• Uses a range of punctuation eg commas, apostrophes and inverted commas correctly and appropriately most of the time. |
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Task	
2	Indicative content
	<ul style="list-style-type: none"> • uses relevant organisational features (heading, paragraphs etc) • uses appropriate tone/language when writing a review • shows awareness of audience <p style="text-align: right;">(10 marks)</p>
Mark	A: Form, communication and purpose
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • Presents relevant information/ideas logically, using persuasive language as appropriate, to a limited extent. • Basic ability to present complex ideas/information evident. • Uses language for the specific purpose, to a limited extent. • Makes use of a limited range of sentence structures with limited accuracy. • Makes limited use of paragraphing and other organisational features with basic accuracy.
3-4	<ul style="list-style-type: none"> • Presents relevant information/ideas logically, using persuasive language as appropriate, for some of the response. • Able to present complex ideas/information clearly and concisely with some lapses. • Uses language for the specific purpose, for some of the response. • Uses a range of sentence structures with some accuracy. • Makes some use of paragraphing and other organisational features with some accuracy.
5-6	<ul style="list-style-type: none"> • Presents relevant information/ideas logically, using persuasive language as appropriate, for most of the response. • Able to present complex ideas/information clearly and concisely with occasional lapses. • Uses language for the specific purpose, throughout the response. • Uses a range of sentence structures accurately. • Makes consistent use of appropriate paragraphing and other organisational features.
Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • Uses spelling and grammar with limited accuracy, supporting meaning at a basic level. • Uses basic punctuation eg commas, apostrophes and inverted commas with limited accuracy.
3-4	<ul style="list-style-type: none"> • Use of spelling and grammar is mostly accurate, supporting meaning most of the time. • Uses some punctuation eg commas, apostrophes and inverted commas correctly and appropriately most of the time.

Mapping to Functional Skills Criteria for English Level 2

Writing				
<u>Skill Standard</u>				
Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively.				
<u>Criterion</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of</u>	<u>%</u>
<u>Ref. no.</u>			<u>marks</u>	
L2.3.1	Q1 Q2	<ul style="list-style-type: none"> Present information/ideas concisely, logically, and persuasively. 	15	60
L2.3.2	Q1 Q2	<ul style="list-style-type: none"> Present information on complex subjects clearly and concisely. 		
L2.3.3	Q1 Q2	<ul style="list-style-type: none"> Use a range of writing styles for different purposes. 		
L2.3.4	Q1 Q2	<ul style="list-style-type: none"> Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively. 		
L2.3.5	Q1 Q2	<ul style="list-style-type: none"> Punctuate written text using commas, apostrophes and inverted commas accurately. 	10	40
L2.3.6	Q1 Q2	<ul style="list-style-type: none"> Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types. 		
Total for Writing			25	100

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