

Mark Scheme (Results)

February 2011

Functional Skills

English - Level 1 Writing

E103

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Task	
1	Indicative content
	<ul style="list-style-type: none"> • Response set out with attention to letter layout. • Opens and closes the letter clearly. • Uses organisational features. • Uses appropriate tone and language for a formal application letter. <p>The letter should include:</p> <ul style="list-style-type: none"> • where the job was advertised • details about skills • previous experience or qualifications • type of work they are interested in • their availability for work. <p>Be prepared to award marks for responses which are fit for purpose although may not address all of the bullets above or may contain ideas not in the bullets above.</p>

Mark	A: Form, communication and purpose
0	No rewardable material.
1-3	<ul style="list-style-type: none"> • Communicates occasionally appropriate information and develops ideas at a basic level. • Information is presented with limited sequencing of ideas. • Uses language, format and structure for specific audience and purpose to a limited extent. • Limited use of appropriate layout (address, date, open and close conventions).
4-6	<ul style="list-style-type: none"> • Communicates some appropriate information and develops ideas with some success. • Information is presented with some logical sequencing of ideas, although this is not sustained throughout the response. • Uses language, format and structure for specific audience and purpose, for some of the response. • Some use of appropriate layout (address, date, open and close conventions), though there may be omissions and inconsistencies.
7-9	<ul style="list-style-type: none"> • Communicates mostly appropriate information and develops ideas successfully, although there may be minor lapses. • Information is presented with a logical sequencing of ideas and this is evident for the majority of the response. • Uses language, format and structure for specific audience and purpose throughout the response, although there may be occasional slips/omissions. • Appropriate use of layout (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"> • There is limited use of correct grammar and use of tense is minimal. • Spelling and punctuation are used with limited accuracy and errors will often affect clarity of meaning.
3-4	<ul style="list-style-type: none"> • There is some correct use of grammar and some correct use of tense although not sustained throughout the response. • Spelling and punctuation are used with some accuracy although errors will sometimes affect clarity of meaning.
5-6	<ul style="list-style-type: none"> • There is correct use of grammar and consistent use of tense throughout the response, although there may be occasional errors. • Spelling and punctuation are used with general accuracy and meaning is clearly conveyed, with only occasional lapses.

Task	
2	Indicative content
	<ul style="list-style-type: none"> • Uses relevant organisational features. • Uses appropriate tone/language when requesting a refund of the additional payment. • Shows awareness of audience. <p>The email should include:</p> <ul style="list-style-type: none"> • details of the original booking • details of the new booking • why they are unhappy with the situation • what they would like the airline company to do about it <p>Be prepared to award marks for responses which are fit for purpose although may not address all of the bullets above or may contain ideas not in the bullets above.</p> <p>NOTE: As there is no set format for email correspondence, if the response to a task fulfils the requirements and is functional, use the mark scheme to reward accordingly.</p>

Mark	A: Form, communication and purpose
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • Communicates occasionally appropriate information and develops ideas at a basic level. • Information is presented with limited sequencing of ideas. • Uses language, format and structure for specific audience and purpose to a limited extent. • Response has limited level of appropriate detail.
3-4	<ul style="list-style-type: none"> • Communicates some appropriate information and develops ideas with some success. • Information is presented with some logical sequencing of ideas, although this is not sustained throughout the response. • Uses language, format and structure for specific audience and purpose, for some of the response. • Response has some level of appropriate detail.
5-6	<ul style="list-style-type: none"> • Communicates mostly relevant information and develops ideas successfully, although there may be minor lapses. • Information is presented with a logical sequencing of ideas and this is evident for the majority of the response. • Uses language, format and structure for specific audience and purpose throughout the response, although there may be occasional slips/omissions. • Response has developed level of appropriate detail.

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • There is some use of correct grammar and some appropriate use of tense. • Spelling and punctuation are used with limited accuracy and errors will sometimes affect clarity of meaning.
3-4	<ul style="list-style-type: none"> • There is mostly correct use of grammar and mostly consistent use of tense throughout the response, although there may be occasional errors. • Spelling and punctuation are used mostly with accuracy, with some lapses.

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