

# Mark Scheme (Results)

## February 2011

Functional Skills

English - Level 2 Writing

E203

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February 2011

Publications Code FC026898

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Task	
1	<b>Indicative content</b>
	<ul style="list-style-type: none"> <li>• Response set out with attention to letter layout</li> <li>• Opens and closes letter clearly</li> <li>• Uses paragraphing and other organisational features</li> <li>• Attempts to use appropriate persuasive tone in the letter to Liam Thomas</li> </ul> <p>Answers may refer to:</p> <ul style="list-style-type: none"> <li>• purpose of the day</li> <li>• Activities for the day</li> <li>• reasons for choosing Liam Thomas to be the speaker</li> </ul> <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 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"> <li>• Presents appropriate information and develops ideas logically to a limited extent.</li> <li>• Basic ability to present complex ideas/information evident.</li> <li>• Uses language for specific purpose to a limited extent.</li> <li>• Uses a limited range of sentence structures with limited accuracy.</li> <li>• Makes limited use of paragraphing and other organisational features with basic accuracy.</li> <li>• Limited use of appropriate layout of a letter (address, date and open and close conventions).</li> </ul>
4-6	<ul style="list-style-type: none"> <li>• Presents appropriate information and develops ideas logically for some of the response.</li> <li>• Able to present complex ideas/information clearly and concisely with some lapses.</li> <li>• Uses language for specific purpose for some of the response.</li> <li>• Uses a range of sentence structures with some accuracy.</li> <li>• Makes some use of paragraphing and other organisational features with some accuracy.</li> <li>• Some use of appropriate layout of a letter (address, date, open and close conventions), though there may be omissions or inconsistencies.</li> </ul>
7-9	<ul style="list-style-type: none"> <li>• Presents appropriate information and develops ideas logically for most of the response.</li> <li>• Able to present complex ideas/information clearly and concisely, with occasional lapses.</li> <li>• Uses language for specific purpose throughout the response.</li> <li>• Uses a range of sentence structures accurately.</li> <li>• Makes consistent use of appropriate paragraphing and other organisational features with accuracy.</li> <li>• Appropriate use of the layout of a letter (address, date, open and close conventions), any omissions do not detract from the overall quality of the response.</li> </ul>

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> <li>• Uses spelling and grammar with limited accuracy, supporting meaning at a basic level.</li> <li>• Uses basic punctuation eg commas, apostrophes and inverted commas with limited accuracy.</li> </ul>
3-4	<ul style="list-style-type: none"> <li>• Uses spelling and grammar with some accuracy, supporting meaning some of the time.</li> <li>• Uses some punctuation eg commas, apostrophes and inverted commas correctly and appropriately.</li> </ul>
5-6	<ul style="list-style-type: none"> <li>• Use of spelling and grammar is mostly accurate, supporting meaning most of the time.</li> <li>• Uses a range of punctuation eg commas, apostrophes and inverted commas correctly and appropriately most of the time.</li> </ul>

Task	
2	Indicative content
	<ul style="list-style-type: none"> <li>• Uses relevant organisational features</li> <li>• Uses appropriate tone/language when writing an email about the quality of the service</li> <li>• Clearly explains the action they would like the company to take</li> <li>• Shows awareness of audience</li> </ul> <p>Answers should include:</p> <ul style="list-style-type: none"> <li>• reason for writing</li> <li>• why they are not satisfied</li> <li>• what they would like the company to do</li> </ul> <p><b>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.</b></p> <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"> <li>• Presents appropriate information, developing ideas logically and persuasively to a limited extent.</li> <li>• Basic ability to present complex ideas/information evident.</li> <li>• Uses language for the specific purpose, to a limited extent.</li> <li>• Makes use of a limited range of sentence structures with limited accuracy.</li> <li>• Makes limited use of paragraphing and other organisational features with basic accuracy.</li> </ul>
3-4	<ul style="list-style-type: none"> <li>• Presents appropriate information, developing ideas logically and persuasively for some of the response.</li> <li>• Able to present complex ideas/information clearly and concisely with some lapses.</li> <li>• Uses language for the specific purpose, for some of the response.</li> <li>• Uses a range of sentence structures with some accuracy.</li> <li>• Makes some use of paragraphing and other organisational features with some accuracy.</li> </ul>
5-6	<ul style="list-style-type: none"> <li>• Presents appropriate information, developing ideas logically and persuasively for most of the response.</li> <li>• Able to present complex ideas/information clearly and concisely with occasional lapses.</li> <li>• Uses language for the specific purpose throughout the response.</li> <li>• Uses a range of sentence structures accurately.</li> <li>• Makes consistent use of appropriate paragraphing and other organisational features.</li> </ul>

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> <li>• Uses spelling and grammar with limited accuracy, supporting meaning at a basic level.</li> <li>• Uses basic punctuation eg commas, apostrophes and inverted commas with limited accuracy.</li> </ul>
3-4	<ul style="list-style-type: none"> <li>• Use of spelling and grammar is mostly accurate, supporting meaning most of the time.</li> <li>• Uses some punctuation eg commas, apostrophes and inverted commas correctly and appropriately most of the time.</li> </ul>

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Order Code FC026898 February 2011

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