

Mark Scheme (Results)

Functional Skills

English - Level 1

Writing

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| Task | |
|-------------|---|
| 1 | Indicative content |
| | <ul style="list-style-type: none"> • Response set out with attention to letter layout. • Uses relevant organisational features. • Opens and closes the letter clearly. • Attempts to use appropriate tone/language when giving your views about the plans. <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"> • 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 of a letter (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 of a letter (address, date, open and close conventions). |
| 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 of a letter (address, date, open and close conventions). |
| 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 writing about the Charity Showcase. • Shows awareness of audience such as using features of email response. <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"> • 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. <p>Response has limited level of appropriate detail.</p> |
| 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. |

Mapping to Functional Skills for English Level 1

| Writing | | | | |
|--|------------------------|---|----------------------------|-----------------|
| <u>Skill Standard</u> | | | | |
| Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience. | | | | |
| <u>Criterion Ref. no.</u> | <u>Coverage</u> | <u>Description</u> | <u>No. of marks</u> | <u>%</u> |
| L1.3.1 | Q1 Q2 | <ul style="list-style-type: none"> Write clearly and coherently, including an appropriate level of detail. | 15 | 60 |
| L1.3.2 | Q1 Q2 | <ul style="list-style-type: none"> Present information in a logical sequence. | | |
| L1.3.3 | Q1 Q2 | <ul style="list-style-type: none"> Use language, format and structure suitable for purpose and audience. | | |
| L1.3.4 | Q1 Q2 | <ul style="list-style-type: none"> Use correct grammar, including correct and consistent use of tense. | 10 | 40 |
| L1.3.5 | Q1 Q2 | <ul style="list-style-type: none"> Ensure written work includes generally accurate punctuation and spelling and that meaning is clear. | | |
| Total for Writing | | | 25 | 100 |

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