

Mark Scheme (Results)

May 2011

Functional Skills English

Writing Level 1
E103

Edexcel is one of the leading examining and awarding bodies in the UK and throughout the world. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Edexcel's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please call our Functional Skills line on **0844 576 0028** or visit our website at www.edexcel.com/fs.

If you have any subject specific questions about the content of this Examiners' Report that require the help of a subject specialist, you may find our **Ask the Expert** email service helpful.

Ask The Expert can be accessed online at the following link:
<http://www.edexcel.com/Aboutus/contact-us/>

Alternatively, you can contact our English Advisor directly by sending an email to EnglishSubjectAdvisor@EdexcelExperts.co.uk

You can also telephone 0844 372 2188 to speak to a member of our subject advisor team.

May 2011

Publications Code FC028914

All the material in this publication is copyright

© Edexcel Ltd 2011

Task	
1	<p>Indicative content</p> <p>General guidance on letters:</p> <ul style="list-style-type: none"> • response set out with attention to letter layout • opens and closes the letter clearly • uses organisation features • uses appropriate tone and language for a formal application letter <p>Be prepared to award marks for responses which are fit for purpose but may not address all of the bullets below fully or may contain ideas not in the bullets.</p> <p>The letter should explain:</p> <ul style="list-style-type: none"> • why they are interested in helping in a charity shop • what experience and skills they can bring to the job • why they think they are the right person to help out <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 (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
	<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> <p>Be prepared to award marks for responses which are fit for purpose although may not address all of the bullets below fully or may contain ideas not in the bullets.</p> <p>The email should:</p> <ul style="list-style-type: none"> • attempt to use appropriate tone/language when complaining about the bus service and the problems this has caused • explain the action they want the bus company to take • show awareness of audience <p style="text-align: right;">(10 marks)</p>

Mark	A: Form, communication, 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.

Further copies of this publication are available from
Edexcel Publications, Adamsway, Mansfield, Notts, NG18 4FN

Telephone 01623 467467

Fax 01623 450481

Email publication.orders@edexcel.com

Order Code FC028914 May 2011

For more information on Edexcel qualifications, please visit
www.edexcel.com/quals

Pearson Education Limited. Registered company number 872828
with its registered office at Edinburgh Gate, Harlow, Essex CM20 2JE

Ofqual



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

