

# Mark Scheme (Results)

## March 2011

**Functional Skills**

English - Level 2  
Writing

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](http://www.edexcel.com/fs).

If you have any subject specific questions about the content of this Mark Scheme 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 speak directly to a subject specialist at Edexcel on our dedicated English telephone line: **0844 372 2188**

March 2011

Publications Code FC026899

All the material in this publication is copyright

© Edexcel Ltd 2011

Task	
1	<p><b>Indicative content</b></p> <p>General guidance on letters:</p> <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 Arnold Hatcher</li> </ul> <p><b>Be prepared to award marks for responses which are fit for purpose although they may not address all of the bullets below or may contain ideas not in the bullets below.</b></p> <p>Answers may refer to:</p> <ul style="list-style-type: none"> <li>• what they think of the changes</li> <li>• the effect of the changes on passengers</li> <li>• any other comments about the service</li> </ul> <p style="text-align: right;"><b>(15 marks)</b></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 the 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, 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 (addresses, 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 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>B: Spelling, punctuation and grammar</b>
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	<b>Indicative Content</b>
	<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><b>Be prepared to award marks for responses which are fit for purpose although may not address all of the bullets below or may contain ideas not in the bullets below.</b></p> <ul style="list-style-type: none"> <li>• uses relevant organisational features</li> <li>• uses appropriate tone/language when writing an email to the site-manager about the problems with the cycle shelter</li> <li>• clearly explains the action they would like the site-manager to take</li> <li>• shows awareness of audience</li> </ul> <p style="text-align: right;"><b>(10 marks)</b></p>

Mark	A: Form, communication and purpose
0	No rewardable material.
1-2	<ul style="list-style-type: none"> <li>• Presents appropriate information and developing ideas logically 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 and developing 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 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 and developing 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 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>

<b>Mark</b>	<b>B: Spelling, punctuation and grammar</b>
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>

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

Telephone 01623 467467  
Fax 01623 450481

Email [publications@linneydirect.com](mailto:publications@linneydirect.com)

Order Code FC026899 March 2011

For more information on Edexcel qualifications, please visit [www.edexcel.com/quals](http://www.edexcel.com/quals)

Edexcel Limited. Registered in England and Wales no.4496750  
Registered Office: One90 High Holborn, London, WC1V 7BH