

Mark Scheme (Results)

February 2013

Functional Skills English

Writing Level 1
E103

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Task	
1	<p>Indicative content</p> <p>General guidance on articles: As there is no set format for writing an article, if the response to a task fulfils the requirements and is functional, use the mark scheme to reward accordingly.</p> <ul style="list-style-type: none">• uses appropriate tone/language when writing the article• includes some details regarding the local attractions, leisure facilities, shopping and local markets, etc• shows awareness of audience in terms of clarity of information provided• uses appropriate organisational features to structure the response <p>Be prepared to award marks for responses which are fit for purpose and develop ideas appropriately even though they may not address all of the bullets below or may contain ideas not in the bullets.</p> <p>In their article, learners may include:</p> <ul style="list-style-type: none">• local attractions• leisure facilities• shopping and local markets <p>They can add any other useful information.</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"> 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.
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.
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.

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	<p>Indicative content</p> <p>General guidance on emails: As there is no set format for an email correspondence, if the response to the 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 and develop ideas appropriately even though they may not address all of the bullets below fully or may contain ideas not in the bullets.</p> <p>In their emails, the learners should:</p> <ul style="list-style-type: none">• state whether they agree or disagree with the letter• give reasons that support their views. <p>NOTE Learners may choose to initially agree or disagree with the views presented in the letter. However, they may then go on to consider an alternative viewpoint. If such a response is fit for purpose, it could gain full marks.</p> <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.

Mapping to Functional Skills Coverage and Range for English Level 1

Writing				
Skill Standard				
Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience.				
Criterion Ref. no.	Coverage	Description	No. of marks	%
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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