

Mark Scheme (Final)

January 2013

Functional Skills English

Writing Level 2  
E203

## General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, ie if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

### Instruction to markers:

Two grids need to be applied when assessing a candidate's response: A: Form, communication and purpose and B: Spelling, punctuation and grammar.

A candidate may write appropriately for this level, but have technical weaknesses; or a candidate may have reasonably secure technical control but may have been less successful in terms of form, audience and purpose. It is essential therefore that both marking grids, A and B, are applied independently.

Task	
1	<p><b>Indicative content</b></p> <p><b>General guidance on letters:</b></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 tone in the letter to the Editor.</li></ul> <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 <b>fully</b> or may contain <b>ideas not in the bullets</b>.</p> <p>In the letter, the learners should:</p> <ul style="list-style-type: none"><li>• explain why they are writing</li><li>• state whether they agree or disagree with the views in the letter</li><li>• give detailed reasons for their own views.</li></ul> <p>NOTE Learners may choose to write about the argument for or the argument against or to cover both sides of the argument. All of these responses could gain full marks if they are fit for purpose.</p> <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 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 (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 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	<b>Indicative content</b>
	<p><b>General guidance on emails:</b> As there is no set format for email correspondence, if the response to the task fulfils the requirements and is functional, use the mark scheme to reward accordingly.</p> <p>In the email the learner should:</p> <ul style="list-style-type: none"><li>• include clear information</li><li>• attempt to use appropriate tone/language to persuade Christina Divall to be the guest speaker</li><li>• show 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, 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, 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, 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>

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>

## Mapping to Functional Skills Coverage and Range for English Level 2

<b>Writing</b>				
<b><u>Skill Standard</u></b>				
Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively.				
<b><u>Criterion Ref. no.</u></b>	<b><u>Coverage</u></b>	<b><u>Description</u></b>	<b><u>No. of marks</u></b>	<b><u>%</u></b>
<b>L2.3.1</b>	Q1 Q2	<ul style="list-style-type: none"> <li>Present information/ideas concisely, logically, and persuasively.</li> </ul>	15	60
<b>L2.3.2</b>	Q1 Q2	<ul style="list-style-type: none"> <li>Present information on complex subjects clearly and concisely.</li> </ul>		
<b>L2.3.3</b>	Q1 Q2	<ul style="list-style-type: none"> <li>Use a range of writing styles for different purposes.</li> </ul>		
<b>L2.3.4</b>	Q1 Q2	<ul style="list-style-type: none"> <li>Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively.</li> </ul>		
<b>L2.3.5</b>	Q1 Q2	<ul style="list-style-type: none"> <li>Punctuate written text using commas, apostrophes and inverted commas accurately.</li> </ul>	10	40
<b>L2.3.6</b>	Q1 Q2	<ul style="list-style-type: none"> <li>Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types.</li> </ul>		
<b>Total for Writing</b>			<b>25</b>	<b>100</b>