

Mark Scheme

Set 1 2012-2013

Edexcel Functional Skills
qualifications in English at
Entry Level 3 - Writing

Entry 3: Writing mark scheme

Task	Content required	
1	<p>Letter to a manager requesting a visit. Responses could include why they are writing, brief details of their course/training, why they would like to visit that work place, when they would like to visit and how many people there are in the group. Response can include any valid information and will reflect the experiences of the learner.</p> <p>The letter to a manager shows the learner is able to:</p>	
	Coverage and range	Mark
	<ul style="list-style-type: none"> • plan work(1) • draft before beginning final version(1) • organise ideas (1) • include appropriate details for the intended audience (1) <p>Award 1 mark for evidence of each up to four marks. Bullet points 3 and 4 may be evidenced either in the plan/draft or in the final version. Up to a maximum of four marks.</p>	4
	Coverage and range	Mark
	<p>sequence writing logically and clearly</p> <ul style="list-style-type: none"> • considerable clarity and logical organisation = 3 marks • reasonable clarity / organisation = 2 marks • limited clarity / organisation = 1 mark <p>Up to a maximum of three marks</p>	3
	Coverage and range	Mark
	<ul style="list-style-type: none"> • basic grammar is correct (1) • appropriate verb tense (1) • appropriate subject/verb agreement (1) <p>Award 1 mark for each up to a maximum of three marks</p>	3
	Coverage and range	Mark
	<ul style="list-style-type: none"> • with few exceptions, common words are spelt correctly (1) • there is accurate use of full stops and question marks(1) <p>Award 1 mark for each up to a maximum of two marks</p>	2
Total for task		12

Task	Content required	
2	<p>Write an email to a friend to describe a new film. The response could include the title of the film, what the film was about, how long it was, how the film made them feel at the end, whether or not they would recommend the film.</p> <p>Response can include any valid information and will reflect the experiences of the learner.</p> <p>Information shows learner is able to:</p>	
	Coverage and range	Mark
	<p>Write clearly with appropriate level of detail for the intended audience and write instructions in a logical sequence</p> <ul style="list-style-type: none"> • clear, detailed instructions in logical sequence = 4 marks • reasonable clarity, detail and organisation = 3 marks • reasonable in some aspects but limited in others = 2 marks • limited clarity, detail and organisation of ideas = 1 mark <p>Up to a maximum of four marks</p>	4
	Coverage and range	Mark
	<ul style="list-style-type: none"> • basic grammar is correct (1) • appropriate verb tense and subject/verb agreement (1) <p>Award 1 mark for each up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<ul style="list-style-type: none"> • with few exceptions, common words are spelt correctly (1) • there is accurate use of full stops and question marks (1) <p>Award 1 mark for each up to a maximum of two marks</p>	2
	Total for task	8

Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at entry level 3.

Tasks 1 and 2

Writing				
<u>Skill Standard</u>				
Write texts with some adaptation to the intended audience.				
<u>Criterion Ref. no.</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of marks</u>	<u>%</u>
E3.3.1	Task 1	<ul style="list-style-type: none"> Plan, draft and organise writing 	4	20
E3.3.2	Task 1 and Task 2	<ul style="list-style-type: none"> Sequence writing logically and clearly 	7	35
E3.3.3	Task 1 and Task 2	<ul style="list-style-type: none"> Use basic grammar including appropriate verb-tense and subject agreement 	5	25
E3.3.4	Task 1 and Task 2	<ul style="list-style-type: none"> Check work for accuracy, including spelling 	4	20
Total for writing			20	100

