

Mark Scheme

Set 1 2012-2013

Edexcel Functional Skills
qualifications in English at
Entry Level 2 - Writing

Task	Content required	
1	<p>Write a letter to the manager of the furniture store. Responses could include what item of furniture they bought, details of the damage and what they want the manager to do about it. Response may include any valid information and will reflect the experiences of the learner.</p> <p>Written response shows learner is able to:</p>	
Coverage and range		Mark
<p>Use written words and phrases to record and present information</p> <ul style="list-style-type: none"> • a developed response, clearly expressed = 4 marks • some developed detail and clearly expressed for the majority of the time = 3 marks • either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks • minimal response lacking clarity of expression = 1 mark <p>up to maximum of four marks</p>		4
Coverage and range		Mark
<p>Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.)</p> <ul style="list-style-type: none"> • sound use of compound sentence construction = 2 marks • compound sentences attempted but with errors = 1 mark <p>Up to a maximum of two marks</p>		2
Coverage and range		Mark
<p>Punctuate correctly, using upper and lower case, full stops and question marks</p> <ul style="list-style-type: none"> • accurate use of capital letters, full stops and / or question marks = 2 marks • reasonable accuracy but with a few errors = 1 mark <p>Up to a maximum of two marks</p>		2
Coverage and range		Mark
<p>Spell correctly all high frequency words and words with common spelling patterns</p> <ul style="list-style-type: none"> • all or almost all correct = 2 marks • some correct = 1 mark <p>up to a maximum of two marks</p>		2
Total for task		10

Task	Content required	
2	<p>Email to new students. Responses could include who they are, where to meet the new students and what the students need to bring with them.</p> <p>Response may include any valid information and will reflect the experiences of the learner.</p> <p>Email response shows learner is able to:</p>	
Coverage and range		Mark
<p>Use written words and phrases to record and present information</p> <ul style="list-style-type: none"> • a developed response, clearly expressed = 4 marks • some developed detail and clearly expressed for the majority of the time = 3 marks • either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks • minimal response lacking clarity of expression = 1 mark <p>up to maximum of four marks</p>		4
Coverage and range		Mark
<p>Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.)</p> <ul style="list-style-type: none"> • sound use of compound sentence construction = 2 marks • compound sentences attempted but with errors = 1 mark <p>up to a maximum of two marks</p>		2
Coverage and range		Mark
<p>Punctuate correctly, using upper and lower case, full stops and question marks</p> <ul style="list-style-type: none"> • accurate use of capital letters, full stops and / or question marks = 2 marks • reasonable accuracy but with a few errors = 1 mark <p>up to a maximum of two marks</p>		2
Coverage and range		Mark
<p>Spell correctly all high frequency words and words with common spelling patterns</p> <ul style="list-style-type: none"> • all or almost all correct = 2 marks • some correct = 1 mark <p>up to a maximum of two marks</p>		2
Total for task		10

Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at entry level 2.

Tasks 1 and 2

Writing				
<u>Skill Standard</u>				
Write short documents with some awareness of the intended audience.				
<u>Criterion Ref. no.</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of marks</u>	<u>%</u>
E2.3.1	Task 1 and Task 2	Use written words and phrases to record/present information	8	40
E2.3.2	Task 1 and Task 2	Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.)	4	20
E2.3.3	Task 1 and Task 2	Punctuate correctly, using upper and lower case, full stops and question marks	4	20
E2.3.4	Task 1 and Task 2	Punctuate correctly, using upper and lower case, full stops and question marks	4	20
Total for writing			20	100

