



FUNCTIONAL SKILLS

English

47202 Component 2 Writing Level 1
Mark scheme

January 2016

Version: 1.0 Final

Mark schemes are prepared by the Lead Assessment Writer and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation events which all associates participate in and is the scheme which was used by them in this examination. The standardisation process ensures that the mark scheme covers the students' responses to questions and that every associate understands and applies it in the same correct way. As preparation for standardisation each associate analyses a number of students' scripts. Alternative answers not already covered by the mark scheme are discussed and legislated for. If, after the standardisation process, associates encounter unusual answers which have not been raised they are required to refer these to the Lead Assessment Writer.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of students' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

Further copies of this mark scheme are available from aqa.org.uk

- 1 You have seen the above notice in a shop window and wish to apply. Send a letter to Andrew Holling informing him of the reasons why you would be a good person to join Community Action.

You should include:

- whether you want to be a worker or a volunteer
- what skills and talents you have to offer
- why you are interested in Community Action.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

[10 marks]

Content

Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure, Punctuation and Spelling)		
Marks	Skills Descriptors	Content Descriptors
0 marks	<ul style="list-style-type: none"> • writes nothing; fails to present any factual information; completely incoherent 	<ul style="list-style-type: none"> • no evidence of understanding of purpose or structure of letter
Band 1 1 - 2 marks	<ul style="list-style-type: none"> • attempts to present at least one fact or item of information • information not sequenced • writing not suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of job application barely evident • attempts to provide one or more facts about self/application • letter form barely evident
Band 2 3 – 4 marks	<ul style="list-style-type: none"> • limited evidence of writing clearly and coherently with appropriate level of detail • presents limited information in a logical sequence • limited ability to use language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of job application evident • information and details about job/self random or irrelevant • limited evidence of purpose of letter in providing information about job/self • limited elements of letter form
Band 3 5 – 6 marks	<ul style="list-style-type: none"> • writes clearly and coherently including an appropriate level of detail • presents information in a logical sequence • uses language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • some relevant details of job/self • information is selected for purpose • some evidence of purpose of letter in providing information about job/self • some elements letter form

Accuracy

<p>Mark 0</p> <ul style="list-style-type: none"> • no evidence of grammatical structure • no subject/verb agreement • use of tense completely inappropriate • no punctuation or entirely inaccurate with extremely poor spelling • meaning incomprehensible 	
<p>Band 1</p>	<p>Marks 1-2</p> <ul style="list-style-type: none"> • inconsistent and inadequate grammar • limited subject/verb agreement • inadequate and inconsistent use of tense • random use of punctuation and common spelling errors • meaning not always clear
<p>Band 2</p>	<p>Marks 3-4</p> <ul style="list-style-type: none"> • uses correct grammar • subject/verb agreement • correct and consistent use of tense • accurate punctuation and spelling • meaning is clear

- 2 You have recently used Veg2Utable but are not happy with the service that was provided. Write an email to Mishal informing her of what happened and what you feel should be done.

You should include

- what happened
- your feelings about what happened
- what you would like Veg2Utable to do.

Remember to:

- plan your answer
- write accurately in sentences and paragraphs.

[10 marks]

Content

Functional Skills bullets W1.1; W1.2; W1.3; W1.4 and W1.5 (Communication, Organisation, Sentence Structure, Punctuation and Spelling)		
Marks	Skills Descriptors	Content Descriptors
0	<ul style="list-style-type: none"> • writes nothing; fails to present any factual information; completely incoherent 	<ul style="list-style-type: none"> • no evidence of understanding of purpose or structure of email
Band 1 1 - 2 marks	<ul style="list-style-type: none"> • attempts to present at least one fact or item of information • information not sequenced • writing not suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of vegetables/delivery not evident • attempts to provide one or more facts about vegetables/delivery • structure of email barely evident
Band 2 3 – 4 marks	<ul style="list-style-type: none"> • limited evidence of writing clearly and coherently with appropriate level of detail • presents limited information in a logical sequence • limited ability to use language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • topic of vegetables/delivery evident • information and details random or irrelevant • limited ability to provide coherent structure to email • limited evidence of purpose of email by providing concerns about vegetables/delivery
Band 3 5 – 6 marks	<ul style="list-style-type: none"> • writes clearly and coherently including an appropriate level of detail • presents information in a logical sequence • uses language, format and structure suitable for purpose and audience 	<ul style="list-style-type: none"> • some relevant details of vegetables/delivery • information is selected for purpose • some ability to present coherent structure to email • some evidence of purpose of email in providing concerns about vegetables/delivery

Accuracy**Mark 0**

- no evidence of grammatical structure
- no subject/verb agreement
- use of tense completely inappropriate
- no punctuation or entirely inaccurate with extremely poor spelling
- meaning incomprehensible

Band 1 Marks 1-2

- inconsistent and inadequate grammar
- limited subject/verb agreement
- inadequate and inconsistent use of tense
- random use of punctuation and common spelling errors
- meaning not always clear

Band 2 Marks 3-4

- uses correct grammar
- subject/verb agreement
- correct and consistent use of tense
- accurate punctuation and spelling
- meaning is clear