



FUNCTIONAL SKILLS

English

47202 Component 2 Writing Level 1
Mark scheme

November 2015

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 see the above in Free Time magazine and wish to enter the competition.
Write an article about the best way to spend a free day.

You should write about:

- what you would like to do in the free day
- why you would recommend it
- any practical arrangements.

Remember to:

- plan your answer
- write 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 article
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 free time not evident • attempts to provide one or more facts about free time • structure of article 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 free time evident • information and details random or irrelevant • limited ability to present coherent structure to article • limited evidence of purpose of article in providing information about free time
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 free time information is selected for purpose • some ability to present coherent structure to article • some evidence of purpose of article in providing information about free time

Accuracy

Mark 0	
<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 	
Band 1	Marks 1-2
<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 	
Band 2	Marks 3-4
<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 wish to use the above company to care for your pet while you are away. Write an email to the manager of The Animal House to provide information about your pet and how long you will be away.

Write about:

- why you have chosen the Animal House
- what dates you are away
- any special needs your pet has.

Remember to:

- plan your answer
- write 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 animal care not evident • attempts to provide one or more facts about requirements for animal • 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 animal care evident • information and details random or irrelevant • limited ability to present coherent structure to email • limited evidence of purpose of email by providing animal requirement
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 animal care • information is selected for purpose • some ability to present coherent structure to email • some evidence of purpose of email by providing animal requirement

Accuracy

Mark 0	
<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 	
Band 1	Marks 1-2
<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 	
Band 2	Marks 3-4
<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 	