

# Functional Skills Level 1 English Writing Sample Paper 1



A City & Guilds Group Business

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## Worked Example – poor fail

### Question 1

**Your task:** write a report for people who are not technology experts explaining how technology (for example mobile phones, internet, social media, apps) benefits society.

In your report you may wish to include the following points:

- technology in personal life
- technology in business
- technology in the world as a whole
- what life could be like without modern technology.

**(27 marks)**

**Suggested word count 200 – 250 words.**

Tecnology is poor for the world. It makes people stare at phone. It makes people not talk. It makes people lose friend's. Is benefit society by giving people phone's so they can talk to others and use apps to play games with others. Business use tecnology to make their work good and quick. They can email customers. Before they had to write letters. Now they can write email. It is quick. The world every where use technology. Even car's have technology. Computers use it and people can live with it. Life without it is worse for business. Life without it might be better for business and people. But they cannot do there job without it.

Question 1	Band 4	Band 3	Band 2	Band 1	
	Consistently	Most of the time	Some of the time	Limited	
Communicates information, ideas and opinions clearly, coherently and accurately			✓		
Writes text of appropriate detail and length			✓		
Uses appropriate format, structure and paragraphing				✓	
Writes with accurate complex sentences and uses appropriate language				✓	
Overall band	Band 2				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	7

Sample Paper 1 – Level 1 – Worked Example - Poor Fail

<b>Question 1</b>	<b>Consistently accurate at appropriate level 4 marks</b>	<b>Accurate most of the time 3 marks</b>	<b>Accurate some of the time 2 marks</b>	<b>Limited accuracy 1 mark</b>	<b>Insufficient evidence 0 marks</b>	
Spelling			2			
Punctuation				1		
Grammar				1		
SPaG Total						4
<b>SPaG mark + composition mark</b>						<b>11</b>

Commentary

This response is very short. The question brief directs the candidate to write approximately 200-250 words, yet this response is only 113 words in length. This is taken into account when awarding marks, with the highest band available for composition elements being band 3, with the exception of format and structure. In this instance, the format and structure components are very weak, with no evidence available that indicates a report is being written, and no paragraph breaks within the text. Language is relatively poor and consists mainly of simple sentences.

There is a lack of clarity at the beginning and end of the response, where the reader is left confused as to whether or not the writer thinks technology is a benefit for people and businesses.

Punctuation is also limited. Apostrophes are incorrectly inserted, and there is no evidence that the candidate can use commas to separate clauses. Grammar and spelling errors are frequent, and the length of the response is also taken into account.

## Question 2

You buy a new computer from a shop in town, A-Z Technology Supplies. It stops working soon afterwards. When you contact the shop they are unhelpful, do not offer to repair or exchange it or give a refund.

**Your task:** write a letter of complaint to the shop manager. In your letter you should explain

- why you are writing
- what is wrong with the computer
- how the shop responded when you contacted them
- what action you would like the shop to take.

The person to write to is Mr Peter Jeffries, Managing Director, A-Z Technology Supplies, London Road, Manchester, M10 7JP.

**Include all relevant details in your letter.**

**(27 marks)**

Dear Mr Jeffries

My computer is broken and I buy it from you shop. I have only it two week and now it is broken. Your staff say not your problem and he can not fix it. They say he can not give me a new one. It cost me over 500 pounds and I have a computer that not work. You need to fix it or give me new one. I have to work and now I cannot do it because my computer is broken and I want know what you doing about it. Please write to me back to tell me what you are doing about it.

Kind regards

Mr Riles

Sample Paper 1 – Level 1 – Worked Example - Poor Fail

Question 2	Band 4	Band 3	Band 2	Band 1	
	<b>Consistently</b>	<b>Most of the time</b>	<b>Some of the time</b>	<b>Limited</b>	
Communicates information, ideas and opinions clearly, coherently and accurately			✓		
Writes text of appropriate detail and length				✓	
Uses appropriate format, structure and paragraphing				✓	
Writes with accurate complex sentences and uses appropriate language			✓		
Overall band	Band 2				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	6

Question 2	Consistently accurate at appropriate level 4 marks	Accurate most of the time 3 marks	Accurate some of the time 2 marks	Limited accuracy 1 mark	Insufficient evidence 0 marks	
Spelling			2			
Punctuation				1		
Grammar				1		
SPaG Total						4
<b>SPaG mark + composition mark</b>						<b>10</b>

Overall mark for question 2	11
Overall mark for question 1	10
<b>FINAL MARK</b>	<b>21</b>

### Commentary

There are significant details missing in the candidate's response, including their own contact details and the nature of the problem with the computer. The entire response is significantly shorter than the guidance given in the question brief, and this is taken into account when marking. The lack of a sender's address means the functionality of the response is greatly reduced. Format and structure are also affected by the omission of any addresses and a lack of paragraphing.

Spelling is generally accurate, but there are very few ambitious words, and punctuation is limited to simple sentence demarcation, although this is consistently correct. However, there are instances where commas are required to separate independent clauses, yet they have been omitted.

Grammar errors are frequent, with a confusion surrounding the use of pronouns when referring to the shop staff, omission of articles and other word types, incorrect word order at times and inconsistent and inaccurate control of tenses.