

# Functional Skills Level 1 English Writing Sample Paper 2



A City & Guilds Group Business

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**Worked Example – good pass**

## Question 1

You witnessed a minor accident where a cyclist crashed into a pedestrian who was crossing the road. No one was seriously hurt, but the cyclist and the pedestrian had an argument about whose fault it was, which ended up with the police being called.

As you witnessed the whole event, the police have asked you to provide written details of what you saw.

**Your task:** write the narrative (sequence of events) of what happened. Include the following detail:

- where and when the accident took place
- what happened to cause the accident
- whose fault you believe it was
- what happened during the argument.

**(27 marks)**

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

### Witness report

Name of witness: Mrs S Barry

Address: 21 Howard Road, Stotford, ST3 6HY

Date of the accident: 06th July

Where the accident happened: Forest Road

On the 6th of July I was waiting to cross Forest road on the zebra crossing close to the junction with Stechford road when a man walked past me and stepped straight out on to the zebra crossing. He was looking at his phone and did not look to see if any traffic was coming. A cyclist was coming up to the zebra crossing at the same moment and it was obvious that he was not planning to stop to let us cross so he crashed into the man who was crossing.

I don't know whos fault it was because traffic should give way to people waiting to cross at a zebra crossing but you should always look before you step into the road. Both the cyclist and the man crossing didnt do what they was supposed to do.

Both men ended up on the floor and they seemed to be a bit shaken. They started to shout at each other and were saying that it was the other persons fault. The cyclist was really angry and was pushing the other man around until someone stepped in to calm them down. Then the police arrived and separated the men.

Signed: S Barry

Question 1	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 4				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	15

Question 1	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	4					
Punctuation			2			
Grammar	4					
SPaG Total						10
<b>SPaG mark + composition mark</b>						<b>25</b>

## Sample Paper 2 Level 1 Worked Example – good Pass

### Commentary

#### Composition

This is a very good statement that presents the information in a clear and coherent fashion, with very few errors. All the relevant detail is covered, and the layout and structure are appropriate to the task and audience. The vast majority of sentences are accurate, and the response includes good use of complex sentences.

#### Spelling, punctuation and grammar

Spelling is very good, with only two errors. Sentence demarcation is accurate, but there are some missing commas and apostrophes and a lower case letter has been used for proper nouns. Grammar is also strong, with very few errors.

## Question 2

You would like to raise money for your favourite charity and have the idea of holding a sponsored silence for a whole afternoon.

**Your task:** write an email to a friend explaining your idea and asking them to help organise it.

Include the following detail:

- why you are writing
- what your idea is and how you think the event should be organised
- what the charity is and what they do
- what tasks you would like your friend to do to help.

Your friend's email address is j250@hotmail.com

**(27 marks)**

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

To:	j250@hotmail.com
Cc:	
Subject:	Sponsored Silence!
Hi Justine	
I have been thinking about our chat about raising some money for Mind and I think I have a great idea. How about a sponsored silence? You know how noisy college can be at lunchtime so what if we organised a sponsored silence, and asked our whole course to get involved.	
I dont think it would take too much organising really. All we would have to do is ask permission and then set up some tables and chairs in the hall for people to sit at. We would need someone to be the judge to make sure people were silent and it could run between 12 and 2 in the afternoon.	

The people who are taking part would need to get sponsored and they could ask their friends and family to sponsor them. If everyone raised £10 and everyone from the course was involved we would raise over £200 which would be brilliant.

If you wanted you could be the judge on the day and all you would have to do is sit there and check that everyone was silent. If someone made too much noise you would have to ask them to leave and make a note of how long they lasted. You would need paper, a pen, a watch and maybe a sign to show if someone has made too much noise.

Mind is a fantastic charity, they help people with their mental health. I think it would be good to raise money for them but if you would prefer to raise it for a different charity we could do that too.

Hope you want to help

Lots of Love

Dannii

Sample Paper 2 Level 1 Worked Example – good Pass

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 4				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	15

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		3				
Punctuation			2			
Grammar	4					
SPaG Total						
<b>SPaG mark + composition mark</b>						<b>24</b>

Overall mark for question 2	25
Overall mark for question 1	24
<b>FINAL MARK</b>	<b>49</b>

## Sample Paper 2 Level 1 Worked Example – good Pass

### Commentary

### Composition

This is a strong response that covers all the required detail and is very effective in getting its message across with clarity and coherence. All the required elements of an email are present, including an appropriate valediction and the sender's name. Sentence structures are varied and include complex sentences which, in the majority of cases, are accurately formed.

### Spelling, punctuation and grammar

Spelling is largely accurate although there are some errors: *noisy; permission; involved; fantastic; prefer; different.*

Punctuation is accurate most of the time, and there is good evidence of the use of commas to separate items in a list. Errors include a missing question mark, missing apostrophes, incorrect use of an apostrophe, omitted commas to separate clauses and a comma splice.

Grammar is very strong.