

Functional Skills Level 1 English Writing Sample Paper 3



A City & Guilds Group Business

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Worked Example – good pass

Question 1

Your task: choose **one** of the following topics and write a set of instructions for someone who is brand new to the topic.

- How to load and play a video game.
- How to play a boardgame, for example, Monopoly, Chess, Draughts or Snakes and Ladders.
- How to bake a cake or make a meal.
- How to follow evacuation procedures where you study or work.
- How to learn to ride a bike.
- How to do a trick on a skateboard.
- How to play a game, for example, football or netball.
- How to use social media.
- How to build a snowman.
- How to drive a car.

(27 marks)

Suggested word count 200 – 250 words.

How to learn to ride a bike

Riding a bike is a skill that never leaves a person. For those who can do it, it looks easy. but is it really that easy. Read on to find out how to learn to ride a bike.

- 1 Firstly find a safe place to learn. Do not do it on a road. An empty car park is a good place, but even better is a grassed area like a park. When you fall off and you will you will not hurt yourself.
- 2 Secoundly always where safty protection gear. A helmet, lights, gloves and elbow pads are recomended aswell
- 3 Make sure the bike is in a good condition and that the saddle is at the right height for you.
- 4 have someone with you to help.
- 5 Sit on the bike and keep both hands on the handle bar and both feet on the ground
- 6 using either foot move one of the pedals in a backwards circle so it is very close to the top of it's rotation.
- 7 Place your foot on the high pedal and with your other foot on the ground push the bike forward and push down on the high pedal at the same time.
- 8 If someone is with you they can hold the back of the saddle and give you a little push to get you going.
- 9 then put the foot that was on the ground onto the other pedal and continue to turn the pedals with your feet and try to keep your balanse and move in a straight line.

10 The person with you can continue to keep hold of the saddal to help you keep your balance.

11 practice and don't give up!

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 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		3				
Punctuation			2			
Grammar	4					
SPaG Total						
SPaG mark + composition mark						24

Composition

This response is very effective in communicating its message. Format and structure are excellent, with good use of a title, introduction and numbered points, all of which add to the excellent coherence of the piece as a whole. Length and detail are appropriate and the language and use of varied sentence structures, including accurately constructed complex sentences, demonstrate effective command and control of the subject matter and text type.

Worked Example - Sample Paper 3 Level 1 – Good Pass

Spelling, punctuation and grammar

Most words are spelt correctly and are appropriate to the audience and purpose of the text. Spelling errors include *secondly, safety, recommend, as well, saddle* and *balance*.

Punctuation errors are numerous and include missing commas and question marks, an apostrophe where none is required, an inconsistency in starting numbered points with a capital letter, an omitted full stop and one instance of a sentence not starting with a capital letter. Commas have been used to separate items in a list and, on one occasion, to separate clauses.

Grammar is correct throughout.

Question 2

At work, you noticed several health and safety hazards and decide to write an email to your manager. The hazards included:

- a missing fire extinguisher
- a fire door propped open
- a blocked fire exit
- people smoking where they are not allowed to smoke.

Your task: write an email to your manager, explaining the following:

- why you are writing
- what you have seen
- the location of each hazard
- what the possible dangers are
- how each hazard should be corrected.

The person to send your email to is James Freeman, and his email address is jfreeman@bth.co.uk

Suggested word count 200 – 250 words.

(27 marks)

To: jfreeman@bth.co.uk

CC:

Subject:

Hello james

Someone has taken the fire extinguisher off the wall just by the lifts, if there was a fire there it would be impossible to put out. The extinguisher should be put back as soon as possible. I think it is being used to keep a door open by the stairs. As far as I know, that door should be closed at all times because it is a fire door. I also noticed that someone had put three boxes of paper in front of the fire escape, which would cause all sorts of problems getting out if there was a fire. The paper itself might catch on fire and then it couldn't be moved out of the way. I wanted to move them, but they were a bit heavy for me. The last thing I noticed was people smoking just outside the front doors. There is a no smoking sign there but they were ignoring it. I had to walk through the smoke and I am sure I inhaled some of it and my clothes' smell as well. I think they should be told to move away from the front door and be reminded of the rules.

Worked Example - Sample Paper 3 Level 1 – Good Pass

Question 2	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 3				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	10

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							9
SPaG mark + composition mark							19

Overall mark for question 1	24
Overall mark for question 2	19
FINAL MARK	43

Composition

Overall composition falls into band 3. The overall clarity of the message could be better served if the subject line was completed, the purpose of the email was given at the beginning and the points were listed or, at the very least separated by paragraph breaks.

The omission of a subject line and the sender's name mean that some significant details are missing. Both of these omissions also impact upon the format and structure banding.

Language is appropriate to the audience and purpose. There is evidence of correct construction of complex sentences, but it is hard to have absolute confidence that the candidate has full control of their construction due to the presence of comma splices.

Worked Example - Sample Paper 3 Level 1 – Good Pass

Spelling, punctuation and grammar

Most words are spelt correctly; however, there are five errors: *safety; possible; in front; escape; as well.*

There is some evidence of using commas to separate clauses, but they are not used in all instances where they are required. In addition, there are at least two comma splices and one instance of a lower case first person personal pronoun. There is also an omitted capital letter on the recipient's name and one instance of an incorrect apostrophe.

Grammar is correct throughout.