

Functional Skills Level 1 English Writing Sample Paper 3



A City & Guilds Group Business

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Worked Example – 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 play football

Football is a game played between two teams usually of 11 players but any number can play if you decide to do that way.

The object of the game.

The object of the game is to kick a round ball into the opposition's net which is at one end of the field. The other team will be trying to kick the ball into your team's net which is at the other end of the field. If the ball is kicked into a net it is called a goal and the team which scores the most goals are the winner.

rule of the game

The ball cannot be moved by using hands or arms, any other part of the body can be used. Players usually use the feet or the head.

The only person who can use their hands as the goalkeeper, this player stands by the goal and their job is to stop the ball going in the net.

To get the ball of the other team you are not allowed to kick them or push them away or hit any part of the other player, you have to intercept the ball or use your feet to take the ball from them.

If the ball goes out which means it goes out of the area that you are playing in a player takes a throw in and they can use their hands to throw the ball back in the pitch.

How to win.

If you score more goals than the other team then your team has won the match. You have to decide how long the match was and when the time will be finished the team which has more goals is the winner.

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)	12

Worked example – Sample paper 3 Level 1 - Pass

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				1		
Punctuation				1		
Grammar		3				
SPaG Total						5
SPaG mark + composition mark						17

Commentary

Composition

The strengths of this response include the format and structuring of the response, the clear communication of ideas, the detail provided and the overall functionality. A title and subheadings aid the clarity and contribute to the coherence of the piece. Whilst the language choices are generally appropriate, sentence construction lacks control.

Spelling, punctuation and grammar

Some words have been spelt correctly, but there are many errors, including *between, usually, field, part, is, allowed, intercept, your, means, playing, throw, other, team, decide*.

Punctuation is poor. Errors include comma splices, omitted commas, inconsistent full stops in subheadings, omitted full stops, an omitted apostrophe and lower case letters where capitals are required. It is hard to have confidence that the candidate fully understands when a sentence comes to an end and requires a full stop or when two clauses can be joined by a comma.

Grammar is generally correct although there are some errors of inconsistent/incorrect tense use, subject-verb agreement errors and omitted articles or other word types.

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: Health and safety Issues

Dear mr Freeman

Just a quick email to let you no that I have noticed alot of health and saftey problems as I was walking a round the biulding this morning. I have corrected all of these but I think it was impotent that you were made a ware of them.

The first one is a fire extingusher was missing by the lift and it was been used to keep the fire door open. This is not exceptable and is dangerous becases the fire door should be closed to stop the fire spreading and the extingusher should be in the right place so peopel know where it is if there is a fire.

The next problem I notoiced was that one of the fire escapes was blocked by the photo copying machine. I think some one has moved it get behind it but they have forgot to move it back again. I moved it back but I think peopel need to know that they should not of done it.

The last think I noticed was smokers out side off the main door. When there is a notice that clearly says they should not of been smoking there. I did show them the notice and they just said 'every one smokes there and no one has told them not to.' It is not nice for we peopel who do not smoke becasue we have to walk threw their smoke all the time which is not good for our health, I think it would be good if you told them about the rules about smoking.

Thankyou for taking the time to read my email

Kind regards

J Steele

Worked example – Sample paper 3 Level 1 - 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 4				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	13

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				1		
Punctuation				1		
Grammar			2			
SPaG Total						
SPaG mark + composition mark						17

Overall mark for question 1	17
Overall mark for question 2	17
FINAL MARK	34

Commentary

Composition

Once again, the composition elements and the functionality of the response are strong. There is good coherence in the response and format and structure have the required elements to aid the reader. The detail and length of the response are appropriate to the task and audience. The register is suitably formal although there are some weaknesses in

Worked example – Sample paper 3 Level 1 - Pass

language choice. The candidate's knowledge of how to accurately construct complex sentences is not secure.

Spelling, punctuation and grammar

Spelling is once again weak, with many errors in relatively simple words and more complex words. Many are probably typing errors, but effective proof reading would eliminate many of them.

Punctuation is also weak, with errors including omitted capital letters, comma splices, omitted commas and incorrect use of speech marks.

Grammar is also relatively weak, with errors in verb-tense agreement and subject verb agreement. There are also some instances of omitted articles and other word types and inconsistency of tense use.