

Functional Skills Level 1 English Writing Sample Paper 4



A City & Guilds Group Business

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Worked Example – good pass

Question 1

You have to arrange an event and you would like your friend to help.

Your task: write an email to a friend to explain the type of event you want to hold and the role you would like them to have in organising it. Choose one of the following events:

- a wedding reception
- a charity fundraising day
- a family sports day
- a 21st birthday celebration.

Your email should explain the following:

- what type of event you are planning
- specific details about the event (eg, theme, timings, guest numbers, seating arrangements or anything else relevant to the event)
- your friend's role in helping to organise the event
- your friend's role on the day.

Suggested word count 200 – 250 words.

(27 marks)

To:	JH@green.co.uk
Cc:	
Subject:	Cancer Research Fundraising
Hi Emily	
Thanks for chatting to me about my idea. I am now putting a few ideas in writing so we can make a start with the planning. Thanks loads for agreeing to help out.	
My idea is to climb up Heaton Hill just on my hands and knees! I have worked out it will probably take me 5 hours to do it like this. I know it's going to be really hard but hopefully it will help me raise more money. The good news is that there is grass all the way to the top so I won't have to crawl on any ground that is too hard.	

I am planing to do it on May the 23rd so I would need to have every thing organised by then. It would be great if you could help me by writing a letter that we can send to as many local businesses as possible explaining what we are doing and asking them to sponsor us.

On the day I will need you to walk along beside me to make sure I am alright and to bring along spare knee pads, gloves, plasters and bandages and any refreshments I will need such as water and high energy snacks.

I know it's a bit of a crazy idea, but compaired to what people with cancer go through, its nothing. Thanks for helping me. Shall we meet up tomorrow to chat it though more?

Thanks

Debbie

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

Sample Paper 4 Level 1 Worked Example – Good 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	4					
Punctuation	4					
Grammar	4					
SPaG Total						12
SPaG mark + composition mark						27

Commentary

Composition

Composition is strong. The information is communicated with clarity and coherence and contains an appropriate amount of detail. Format and structure are both strong: all the required elements of an email are present, the structure includes a sentence giving context to the email, followed by the detail, and there is an attempt to bring the email to a conclusion. Language is appropriate, including the times where more colloquial expressions are used, such as *thanks loads*, as the email is being sent to a friend.

Spelling, punctuation and grammar

Spelling is consistently strong, with only four errors. Punctuation is also strong as there are only one or two omitted commas and apostrophes. There is evidence of punctuation beyond simple sentence demarcation, including the use of commas to separate clauses. Grammar is accurate throughout.

Question 2

You work for a website that encourages young people to try new things.

Your task: write a set of instructions for the website covering one of the following topics:

- how to cook your favourite dish
- how to carve a Halloween pumpkin
- how to maintain a bicycle/car/scooter
- how to perform a trick on a skateboard
- how to apply makeup
- how to create a hairstyle
- how to play a game.

Suggested word count 200 – 250 words.

(27 marks)

Lasagne

This is an Italian dish that is so easy to make, really filling and guaranteed to be liked by almost everybody. It can be served with a side salad and garlic bread to make it even more authentic. There are vegan and vegetarian alternatives as well so everyone is happy!

Ingredients

- 9 lasagne sheets
- 750 grams of beef mince meat
- 1 onion
- A tin of chopped tomatoes
- Tomato puree
- Packet of authentic Lasagne mix
- Cheese sauce
- Grated cheese

How to cook

Pre-heat the oven to 180 degrees.

Chop the onion into small pieces and put them in a saucepan on a medium heat. When they have turned soft add the mince and fry until it is brown.

Drain off the excess fat and add the tin of tomatoes and a tablespoon of tomato puree.

Mix the lasagne mix according to the instructions (usually just adding the mix to approximately a quarter pint of water) and add this to the mince, and then continue to heat on the hob for a further 5 minutes.

In the meantime make the cheese sauce. For simplicity, use a cheese sauce mix available from most supermarkets. Simply add the mix to half a pint of milk and bring to the boil on the hob, stirring continuously.

Once the cheese sauce is ready get a large baking dish and spoon a thin layer of the mince meat into the bottom. Cover this with three lasagne sheets and then add a layer of cheese sauce. Repeat this three times, finishing with a layer of cheese sauce and then sprinkle some grated cheese onto the top.

Bake the dish in the oven for 35-40 minutes or until the cheese is golden brown.

As an alternative, replace the mincemeat with aubergines or courgettes.

Sample Paper 4 Level 1 Worked Example – 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 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	4					
Punctuation	4					
Grammar	4					
SPaG Total						
SPaG mark + composition mark						27

Overall mark for question 2	27
Overall mark for question 1	27
FINAL MARK	54

Sample Paper 4 Level 1 Worked Example – Good Pass

Commentary

Composition

Composition is very strong. Format and structure are excellent, the detail is appropriate, the language choice is straight forward and the listing of ingredients followed by the instructions broken down into paragraphs all come together to create a clear and coherent response.

Spelling, punctuation and grammar

Spelling is consistently correct, with only one or two errors. There is good evidence of more ambitious words such as *lasagne*, *guaranteed* and *aubergines*, for example.

Punctuation is consistently correct, with only the occasional error.

Grammar is correct throughout.