

Functional Skills Level 1 English Writing Sample Paper 4



A City & Guilds Group Business

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Worked Example – fail

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:	
Cc:	
Subject:	
I need you help with jos birth day celebration . We was gonna go to paint balling in weaver forest and I need yous to ask all the lads if they r gonna come and if they no how to get there. May be we need to ask if any one need a lift. Can you drive on the day. Cheers	

Sample Paper 4 Level 1 Worked Example - Fail

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

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				1		
SPaG Total						3
SPaG mark + composition mark						6

Commentary

Composition

The question directs the candidate to write between 200 and 300 words. The response above is significantly shorter and this is taken into account when allocating marks. Detail is very sparse, and the format and structuring elements are limited to a valediction only. The language is very informal as it is an email to a friend, but the use of *gonna*, *r* and *yous* are not appropriate for this formal examination.

Spelling, punctuation and grammar

Although there are only 2 spelling errors, the response is so short it is hard for an examiner to gain any levels of confidence about the candidate's spelling abilities, so a low mark is inevitable. It is a similar situation with both grammar and punctuation.

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)

Get two teams and one team starts on one side of the pitch and the other team starts on the other side of the pitch and a ball is placed in the middle and one team starts the game and they have to try to get the ball into the other team's net and the other team has to get the ball into the other team's net and the team that does this the most is the winner. If the ball goes out then the team who didn't put it out has to throw it in again and you are not allowed to touch the ball with your hands.

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 1				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	2

Sample Paper 4 Level 1 Worked Example - Fail

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						4
SPaG mark + composition mark						6

Overall mark for question 2	6
Overall mark for question 1	6
FINAL MARK	12

Commentary

Composition

Once again, the response is very short, and this is taken into account when allocating marks. The brevity and the lack of detail contribute to a lack of clarity and coherence as it is not possible to be sure which game the candidate is attempting to explain. There has been no attempt to aid the reader through the use of format, structure and paragraphing, or through making use of short sentences as befits a set of instructions.

Spelling, punctuation and grammar

There are some spelling errors and very few ambitious words. The relative brevity is also taken into account. Punctuation evidence is limited to sentence demarcation only. Grammar is mainly correct, but the brevity is once again taken into account.