

Form, Presentational and Language Features Mark Scheme – L1		
Q1	Any 2 from: <ul style="list-style-type: none"> • Sender's address • Recipient's address • Greeting • Sign off 	[2] Allow any suitable alternatives
Q2	Any 1 from: <ul style="list-style-type: none"> • Headings • Subheadings • Conclusion • Introduction • Date 	[1] Allow any suitable alternatives
Q3	True	[1]
Q4	Circled (b) To make the information clearer and easier to access	[1]
Q5	Circled (b) Effective	[1]
Q6	Any 2 from: <ul style="list-style-type: none"> • A report • An article • A leaflet • A note • A cover letter • An email • A novel 	[2] Allow any suitable alternatives
Q7	Circled (c) Presentational features	[1]
Q8	Circled (a) Listing information that needs to be carried out in a specific order	[1]

Turn over ►