TQUK Functional Skills Qualification in English at Level 2

Reading Mark Scheme Past Paper 5

Mark scheme information

This mark scheme is intended to support the valid and consistent marking of the examination paper identified above. This mark scheme includes:

- the total mark available for each question
- the individual subject content coverage of each question
- further considerations which could or should be followed.

Information for the marker

- All marking must be completed consistently and the mark scheme must be applied fairly.
- Markers should award full marks if the candidate deserves full marks.
- Markers should be prepared to award zero marks if the candidate's response is not worthy of credit according to the guidance for that activity.
- Crossed-out work should be marked unless the candidate has replaced it with an alternative response.
- There are no marks for spelling, punctuation and grammar in Reading papers, therefore errors are not penalised.
- Unless indicated, quotations and candidates' own words are acceptable.

Key

SC	Subject Content Coverage (as identified in the Qualification Specification)

Text in brackets	May be included but is not essential to be awarded the mark

PASS MARK: 18

Q	Answer	Marks	SC
1.	*Name **one** organisational feature used by the author of the book extract. Explain how this feature helps the reader.* Award **1 mark** for a correct feature. For example: • title (1) • subheading(s) (1) • numbers / numbering (1) • bullet points (1) • bold (text) (1). Accept any other valid response linked to the text. Award **1 mark** for a suitable explanation **linked to the named feature**, for example: • the title tells the reader that the book extract is a guide for time management (1) • subheading(s) indicate to the reader some different aspects of time management (1) • numbers / numbering / bullet points show the steps for a proven technique to guide the reader through it (1) • bold (text) makes the different aspects of time management stand out to the reader (1). Accept any other valid response linked to the text. A maximum of **2 marks** should be awarded for this question.	2	16

Q	Answer	Marks	SC
2.	*Explain the **main** argument the author of the book extract makes about the impact of good time management. Give **two** examples from the book extract to support why you think this is the **main** argument.* Award **1 mark** for explaining the **main** argument made about the impact of good time management. For example: • it is vital for reaching reducing stress (1) • it reduces stress (1) • it makes it easier to achieve your goals (1). Accept any other valid response linked to the text. Award **1 mark** for each example **linked to the main argument**, up to a maximum of **2 marks**. For example: • effective time management is vital for reducing stress (1) • take the pressure off yourself (1) • feel more relaxed while you work (1) • prevent burnout (1) • By mastering these time management strategies, you can reduce stress (1). Accept any other valid response linked to the text. A maximum of **3 marks** should be awarded for this question.	3	18a

Q	Answer	Marks	SC
3.	*What style of writing has the author used in the book extract? Give* **one** *example from the book extract to support your answer. What impact does this style have on the reader?*	3	19
	Award **1 mark** for an appropriate style of writing, for example:		
	- formal (1) - advisory (1).		
	Accept any other valid response linked to the text.		
	Award **1 mark** for a suitable example to illustrate the style identified, for example:		
	Formal:		
	- This chapter explores key strategies (1) - In a professional context, starting meetings on time is essential (1) - When planning your day, set achievable goals (1).		
	Advisory:		
	- A Practical Guide (1) - By using your time wisely (1) - Setting realistic goals is crucial (1).		
	Accept any other valid response linked to the text.		
	Award **1 mark** for a suitable impact the style identified has on readers. For example, this style:		
	- shows readers that the topic is one that is taken seriously (formal) (1) - makes the reader feel there are practical steps to improve time management (advisory) (1) - to make the reader take notice of the advice as it sounds like it comes from an expert (formal / advisory) (1).		
	Accept any other valid response linked to the text.		
	A maximum of **3 marks** should be awarded for this question.		

Q	Answer	Marks	SC
4.	*The blog post states that there are challenges in the modern workplace. Give **two** examples of challenges in the modern workplace.* Award **1 mark** for each challenge stated. For example: - there is 'pressure to be productive' (1) - work and personal life are not separated (1) - it's a struggle to fit everything into your working day (1) - work leaves no room for leisure time (1). Accept any other valid response linked to the text. A maximum of **2 marks** should be awarded for this question.	2	11

Q	Answer	Marks	SC
5.	*The blog suggests that time management used to be easier. Give **three** phrases that suggest this.* Award **1 mark** for **each** suitable phrase identified, up to a maximum of **3 marks**. For example: - how time has become such a precious commodity (1) - In my younger days, time felt plentiful (1) - time seemed endless (1) - Have the clocks suddenly sped up (1) - why is it so challenging to find time these days? (1) - the world spinning faster and faster (1). Accept any other valid response linked to the text. A maximum of **3 marks** should be awarded for this question.	3	13

Q	Answer	Marks	SC
6.	*Name **two** language features the author of the blog post has used to **persuade** readers that time management has become more challenging. Give **one** example for **each** feature you choose.* Award **1 mark** for **each** suitable language feature named, up to a maximum of **2 marks**. For example: • emotive language (1) • rhetorical questions (1) • hyperbole / exaggeration (1) • direct address (1). Accept any other valid response linked to the text. Award **1 mark** for **each** correct example used, up to a maximum of **2 marks**. For example: Emotive language: • I can't help but feel a bit disheartened (1) • the skills we dream of acquiring all remain out of reach (1). Rhetorical questions: • how have we let this happen in the modern world? (1) • why is it so challenging to find time these days? (1). Hyperbole / exaggeration: • there just isn't enough time in the day (1) • (leaving us feeling like) we're always racing against the clock (1). Direct address: • I'm reaching out to you (, my readers,) for guidance (1) • If you've come across effective strategies to enhance time management, kindly share them (1) • Your insights could (very well) hold the key to solving this perplexing issue (1). Accept any other valid response linked to the text. A maximum of **4 marks** should be awarded for this question.	4	14

Q	Answer	Marks	SC
7.	*Give **two opinions** about tools that help people at work from the article.* Award **1 mark** for each correct answer, up to a maximum of **2 marks**. For example: • a surge in digital resources (1) • a surge in (digital resources and) apps (1) • These tools offer valuable insights (and strategies) (1) • these tools can be helpful (1) • This will make us much better at getting things done (1). Accept any other valid response linked to the text. A maximum of **2 marks** should be awarded for this question.	2	18b

Q	Answer	Marks	SC
8.	*Read these quotations from the article. Replace the word or phrase in* **bold** *with a word or phrase which means the same thing. Your word or phrase must keep the meaning the same in the context of the article.* Award **1 mark** for each correct appropriate word or phrase used, up to a maximum of **3 marks**. For example: **burnout** • exhaustion (1) • fatigue (1) • overwork (1) • weariness (1). Accept any other valid response linked to the text. **insights** • understandings (1) • vision (1) • intuition (1) • awareness (1). Accept any other valid response linked to the text. **practicality** • usefulness (1) • functionality (1) • utility (1) • applicability (1). Accept any other valid response linked to the text. A maximum of **3 marks** should be awarded for this question.	3	15

Q	Answer	Marks	SC
9.	*The article contains bias. Give **four** phrases from the article that suggest bias.* Award **1 mark** for **each** correct answer, up to a maximum of **4 marks**. For example: - when work and personal life mix too much, it leads to burnout' (1) - the sheer number of options available makes decision-making challenging' (1) - complicating the selection of the most suitable tools for one's needs (1) - They'll also take care of boring tasks (1) - if we let computers do everything for us, managing our own time will be a skill that is lost to us (1) - our focus will extend beyond simple task completion to include the preservation of wellbeing (1). Accept any other valid response linked to the text. A maximum of **4 marks** should be awarded for this question.	4	17

Q	Answer	Marks	SC
10.	*Document 1 and Document 3 are both about time management. Compare the documents. You should compare:* • *what the documents say about time management* • *the way the authors write about time management.* Award **1 mark** for **each** valid comparison of what the documents say about time management. For example: • both documents emphasise the importance of prioritising tasks (1) • both documents give practical techniques for improving time management (1) • Document 3 focuses on the future of time management, while Document 1 is providing general advice (1). Accept any other valid response linked to the text. Award **1 mark** for **each** valid comparison of the way the authors write about time management. For example: • both use a formal tone (1) • both texts begin with an introductory paragraph that sets the content / topic (1) • Document 1 follows a sub-heading structure, while Document 3 is more fluid with paragraphs (1) • Document 1 is instructional, while Document 3 focuses more on informing the reader (1). Accept any other valid response linked to the text. **Both of the bullet points in the question should be covered at least ONCE.** A maximum of **4 marks** should be awarded for this question. Example response awarded 4 marks: Both Document 1 and Document 3 talk about how difficult it can be to manage time (1), but they are organised in a different way (1). Document 1 gives instructions to help the reader (1) whereas Document 3 reflects on different tools that are used to help (1).	4	12

Mapping Matrix

Subject Content Area		Marks
11	Identify the different situations when the main points are sufficient and when it is important to have specific details	2
12	Compare information, ideas and opinions in different texts, including how they are conveyed	4
13	Identify implicit and inferred meaning in texts	3
14	Understand the relationship between textual features and devices, and how they can be used to shape meaning for different audiences and purposes	4
15	Use a range of reference materials and appropriate resources (e.g. glossaries, legends/keys) for different purposes, including to find the meanings of words in straightforward and complex sources	3
16	Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources	2
17	Analyse texts, of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias	4
18a	Follow an argument, identifying different points of view	3
18b	Distinguishing fact from opinion	2
19	Identify different styles of writing and writer's voice	3
	TOTAL	30

End of Mark Scheme