

TQUK Functional Skills Qualification in English at Level 2

Writing Mark Scheme (Past Paper 4)

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 activity
- the individual subject content coverage of each activity as well as coverage totals
- the marking process and considerations which must 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.
- If the candidate only completes the planning box and no other response is included, examiners should reward marks using 'best-fit'.

PASS MARK: 33

Marking Matrix

Skill Standard			Activity 1	Activity 2	Total marks	% of marks
3. Write a range of texts, including extended written documents, communicating information, ideas and opinions effectively and persuasively.	a)	Present information/ideas concisely, logically and persuasively.	16	16	32	59% (composition)
	b)	Present information on complex subjects clearly and concisely.				
	c)	Use a range of writing styles for different purposes.				
	d)	Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively.				
	e)	Punctuate written text using commas, apostrophes and inverted commas accurately.	11	11	22	41% (SPaG)
	f)	Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types.				
Totals			27	27	54	

Skill coverage		Activity 1	Activity 2
20	Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks).	4	4
21	Use correct grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability).	4	4
22	Spell words used in work, study and daily life, including a range of specialist words.	3	3
23	Communicate information, ideas and opinions clearly, coherently and effectively.	3	3
24	Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience.	3	3
25	Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables).	3	3
26	Convey clear meaning and establish cohesion using organisational markers effectively	3	3
27	Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words), suited to audience and purpose.	2	2
28	Construct complex sentences consistently and accurately, using paragraphs where appropriate.	2	2

Marking guidance

Your answer		Examiner use only
To:	SEND	SC20:
Subject:		
		SC21:
		SC22:
		SC23:
		SC24:

Skills Coverage is broken down into bands, each with its own set of descriptors.

Markers should read the response closely and should then determine a judgement about which descriptor, in consideration of all the evidence available to the Marker, best defines the response provided.

The exam paper itself will allow you to record proposed marks and initial thoughts in the margin of the page as you read through the responses.

You must consider **Composition** and **SPaG** for both pieces before combining the two to confirm the final mark.

This marking guidance covers both Activity 1 and Activity 2.

Consistently/frequently	Meets the demands of the subject content entirely or almost entirely.
Most of the time	Meets the demands of the subject content more often than not.
Some of the time	Meets the demands of the subject content at times but with a number of issues.
Rarely	Almost never meets the demands of the subject content and has many issues.

Indicative content (Composition)

Activity 1	<p>Expected format: Email (informal)</p> <p><i>Your friend lives abroad. Your friend is considering moving to the UK. They have never moved to a different country before and they think that moving closer to you might make it easier for them to settle in. They have a partner and two children who would move with them. Write an email to your friend about your local area. Your email should explain whether it would be a suitable place for your friend to live and describe what jobs are available that they could do. Your friend's email address is alex.winters@inbox.net</i></p> <p>Indicative content Candidates could write about:</p> <ul style="list-style-type: none"> • A description of local area, which may include: <ul style="list-style-type: none"> ○ public transportation ○ local culture and lifestyle ○ notable landmarks and parks ○ local schools. • Suitability for families, which may include: <ul style="list-style-type: none"> ○ safety of the area ○ healthcare facilities ○ shopping centres and amenities. • Employment opportunities, which may include: <ul style="list-style-type: none"> ○ cost of living and wage levels ○ jobs available in local industries ○ opportunities for career development. • Cultural integration and language, which may include: <ul style="list-style-type: none"> ○ support for learning English ○ local customs and traditions ○ community events and gatherings. <p>The candidate should be credited for other valid approaches and responses.</p> <p>The candidate should not be deducted marks for failing to reference the name of the local area.</p>
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Indicative content (Composition)

Activity 2	<p>Expected format: Letter (formal)</p> <p><i>You are looking for a job. You saw an advert online for a role that you really want. The salary and opportunities are better than the job you do now. You feel that you have all the required skills, so you would like to send an application. You want to include a letter as part of your application. Write a letter to the organisation who are advertising the role. Your letter should describe why you want the role and explain your key skills and experience. The company's name and address is: Corporate Solutions, 14 Evergreen Lane, South Dartshire, R51 890</i></p> <p>Indicative content Candidates could write about:</p> <ul style="list-style-type: none"> • Their introduction, which may include: <ul style="list-style-type: none"> ○ a salutation ○ an expression of interest in the company and its values ○ an introduction to self and current position. • Suitability for the role, which may include: <ul style="list-style-type: none"> ○ qualifications, skills and experience relevant for the role, for example English and Maths, customer service ○ highlighting unique strengths, for example the ability to use specialist tools or software ○ provide examples of achievements or projects, for example awards for employee of the month. • Why they are applying for this role, which may include: <ul style="list-style-type: none"> ○ a desire to progress further than in the current role ○ a chance to develop skills further ○ desire to contribute to the organisation's success. • Their closing remarks, which may include: <ul style="list-style-type: none"> ○ expressing appreciation for considering application ○ the writer's contact information ○ a polite closing. <p>The candidate should be credited for other valid approaches and responses.</p> <p>The candidate should not be deducted marks for failing to reference the name of the company.</p>		
Marks available	<table> <tr> <th data-bbox="356 1401 701 1477">Skills Coverage Ref.</th> <th data-bbox="701 1401 2085 1477">Marking breakdown</th> </tr> </table>	Skills Coverage Ref.	Marking breakdown
Skills Coverage Ref.	Marking breakdown		

4	20. Punctuate writing correctly using a wide range of punctuation markers.	Punctuation expectations: <ul style="list-style-type: none"> • colons • commas • inverted commas • apostrophes • quotation marks <p>A range would be at least four of the above. A limited range would be fewer than four of the above.</p>	
		A range of punctuation has been used and is consistently accurate throughout. Candidate has used items from the above range to mark punctuation clearly and correctly, including both simple and complex sentence structures, and to provide clarity and emphasis.	4
		Errors or omissions are rare, untypical and do not hinder meaning.	
		A range of punctuation has been used and is accurate most of the time . Candidate has successfully used punctuation from the above range correctly, has made attempts at using more complex punctuation and some attempt has been made to mark complex sentence structures.	3
		Errors or omissions occur infrequently but do not hinder meaning.	
		A limited range of punctuation has been used and is accurate and consistent some of the time . Infrequent attempts at using complex sentence structures have been used with some success.	2
Marks available	Skills Coverage Ref.	Errors or omissions occur on some occasions but do not/almost never hinder meaning.	
		A limited range of punctuation has been used but is rarely accurate. Candidate has made little to no attempts at marking complex sentence structures.	1
		Errors or omissions occur regularly and often hinder meaning.	
		A limited range of punctuation has been used inaccurately resulting in a significant impact on meaning.	0
		0 marks should be awarded for no awardable content.	
Marks available		Skills Coverage Ref. Marking breakdown	

4	21. Use correct grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability).	Grammar is consistently accurate; candidate has varied sentence structure, a range of tenses have been used appropriately, subject-verb agreement is accurate, definite and indefinite articles have been used correctly and modality devices have been used to express probability and desirability. Errors or omissions are rare, untypical and do not hinder meaning.	4
		Grammar is accurate most of the time ; candidate has mostly varied sentence structure, tenses are mostly used appropriately, subject-verb agreement is mostly accurate, definite and indefinite articles are mostly correct and some attempt has been made to use modality devices to express probability and desirability. Errors or omissions occur infrequently and do not hinder meaning.	3
		Grammar is accurate some of the time ; candidate has sometimes varied sentence structure, tenses have sometimes been used accurately but the range is limited and there may be inconsistencies, subject-verb agreement is sometimes accurate and definite and indefinite articles are sometimes used accurately. Modality devices may not have been used or, if used, are mostly inaccurate or inconsistent. Errors or omissions occur on some occasions but do not/almost never hinder meaning.	2
		Grammar has rarely been used accurately; candidate has made no attempt to vary sentence structure, tense choice is inappropriate, inconsistent and basic, subject-verb agreement is often incorrect, definite and indefinite articles are often used inaccurately and there has been little to no attempt at using modality devices. Errors or omissions occur regularly and often hinder meaning.	1
		Grammar has been used inaccurately throughout, resulting in a significant impact on meaning. 0 marks should be awarded for no awardable content.	0

Marks available	Skills Coverage Ref.	Marking breakdown	
3	22. Spell words used in work, study and daily life, including a range of specialist words.	<p>A wide range of simple and complex words (including specialist, polysyllabic etc.) are used throughout and spelling is consistently accurate.</p> <p>Errors or omissions are rare, untypical and do not hinder meaning.</p>	3
		<p>A wide range of simple and complex words (including specialist, polysyllabic etc.) are used throughout and spelling is accurate some of the time.</p> <p>Errors or omissions occur infrequently and do not hinder meaning.</p>	2
		<p>Complex words (including specialist, polysyllabic etc.) are not used or are rarely accurate, and basic words are rarely spelled correctly.</p> <p>Errors or omissions occur regularly and often hinder meaning.</p>	1
		<p>Spelling of simple words is inaccurate throughout resulting in a significant impact on meaning. Complex words are either not used or are spelled inaccurately throughout, resulting in a significant impact on meaning.</p> <p>0 marks should be awarded for no awardable content.</p>	0

Marks available	Skills Coverage Ref.	Marking breakdown	
3	23. Communicate information, ideas and opinions clearly, coherently and effectively.	Frequently communicates information, ideas and opinions clearly, coherently and accurately. If errors or omissions are present, they rarely hinder meaning.	3
		Communicates information, ideas and opinions clearly, coherently and accurately some of the time . Errors or omissions are present, but rarely hinder meaning.	2
		Rarely communicates information, ideas and opinions clearly, and with coherence and accuracy. Errors or omissions often hinder meaning.	1
		Information, ideas and opinions are never or almost never communicated clearly with coherence and accuracy. Errors or omissions are present and significantly hinder meaning. 0 marks should be awarded for no awardable content.	0

Marks available	Skills Coverage Ref.	Marking breakdown	
3	24. Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience.	Please note, the <i>Marker terms</i> (i.e., frequently, some of the time etc) do not apply on this occasion as the response is considered one single text and a candidate cannot frequently write an appropriate level of detail in one instance. Therefore, the Marker should determine a mark based on the degree of information provided by the writer in response to the activity requirements and in consideration of the holistic statements below.	
		Minimum word count length – 250 words	
		The candidate has produced text which is highly detailed , comprehensively meets the needs of purpose and audience, and considers all aspects of the task. Response meets or is above the minimum word count.	3
		The candidate has produced text which is mostly detailed , has met most of the needs of audience ad purpose and considers all or most aspects of the task. Response meets or is above the minimum word count.	2
		The candidate has produced text which is limited in detail and short in length, and which does not fully meet the needs of audience and purpose and considers very few of the requirements of the task. Response is a maximum of 20% lower than the minimum word count.	1
		The candidate has produced text which is very limited in detail and very short in length, does not meet the needs of audience and purpose and is clearly insufficient to meet the requirements of the task. Response is more than 20% lower than the minimum word count. 0 marks should be awarded for no awardable content.	0

Marks available	Skills Coverage Ref.	Marking breakdown	
3	25. Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables).	See Appendix 1 for breakdown of marks	3
3	26. Convey clear meaning and establish cohesion using organisational markers effectively.	<p>A list of typical markers is outlined below. Markers deployed must be done so effectively and with purpose.</p> <ul style="list-style-type: none"> • Bullet point lists • Numbered lists • Tables • Headings/sub-headings • Indices • Headers • Footers <p>Not all will be required for each assessment response.</p>	
		Markers are frequently used effectively to help convey clear meaning. The lack of markers - where absent - does not impact or alter cohesion.	3
		Markers are used effectively some of the time to support clear meaning. The lack of markers does not impact or alter cohesion.	2
		Markers are rarely used effectively to convey meaning, and meaning is not always clear. The lack of markers often impacts or alters cohesion.	1
		<p>Markers are never/almost never used effectively. The rare use of markers significantly hinders or alters cohesion.</p> <p>0 marks should be awarded for no awardable content.</p>	0

Marks available	Skills Coverage Ref.	Marking breakdown	
2	27. Use different language and register (eg persuasive techniques, supporting evidence, specialist words), suited to audience and purpose.	Language is frequently appropriate for audience and purpose.	2
		Language is appropriate for audience and purpose some of the time .	1
		Language is never/almost never appropriate for audience and purpose. 0 marks should be awarded for no awardable content.	0
2	28. Construct complex sentences consistently and accurately, using paragraphs where appropriate.	Frequently writes complex sentences with consistency and accuracy, using paragraphs where appropriate to do so. Errors or omissions (if present) do not hinder meaning.	2
		Writes complex sentences with consistency and accuracy some of the time , using paragraphs where appropriate to do so. Errors or omissions occasionally hinder meaning.	1
		Writes complex sentences with no/almost no consistency and accuracy, or only simple sentences are used. No paragraphs are used.	0

Appendix 1: Format (SC25) - Guidance for markers on format and structure

Activity 1

Email	0 marks	1 mark	2 marks	3 marks
			<p>Recipient's email address (not name)</p> <p>Plus any one of the following or any other relevant formatting features:</p> <ul style="list-style-type: none"> the subject in the correct area a greeting/salutation appropriate close 	<p>Recipient's email address (not name)</p> <p>Plus three of the following or any other relevant formatting features:</p>

Activity 2

Letter	0 marks	1 mark	2 marks	3 marks
			<p>Sender's address (with or without name)</p> <p>Plus any one of the following formatting features:</p> <ul style="list-style-type: none"> the recipient's address salutation a matching close date 	<p>Sender's address (with or without name)</p> <p>Plus all of the following formatting features:</p>

End of Mark Scheme