

Functional Skills Level 2 English Writing Sample Paper 1

Worked Example – good pass

Question 1

You have recently been on two different work placements.

- You were given the first placement but you found it to be quite boring and irrelevant to your future career path.
- You chose the second one yourself and found it much more interesting and beneficial because it was more relevant to your career plans.

Your task: write a blog about your experiences aimed at people preparing for work experience. Your blog should encourage people to seek their own work placements in an area that interests them and explain how it will benefit their career development.

(27 marks)

Write around 5 to 8 paragraphs.

Work Placements – How to make the most of them

I was at the stage in college where I had to find a work placement. Like many students I didn't really know how to go about it so I did nothing. The college found me my placement instead. Great – you might think! Well it wasn't. Because I couldn't be bothered to find a placement the one they found for me turned out to be totally irrelevant to my chosen career path. I plan to own my own catering company one day but the placement they gave me was in an office doing filling and photocopying. I guess the only thing it taught me was that I definitely do not want to work in an office! I stayed there a week all the time wishing I had found my own placement.

As soon as I left that placement I started to look for another one by doing a simple search on the internet for local catering companies. After about 10 minutes I had a list of 15 companies I could approach. I updated my CV (it's got to be done!) wrote a covering letter and sent it to all 15 companies. I received a reply from 4 of them and one placement offer. I jumped at the chance.

What was it like? It was fantastic. I helped find new customers, I visited customers to discuss menus, I designed table layouts, I booked venues, I helped prepare food, I waited on tables, I helped

with accounts and yes, I did some filling! But at least it was for a company I cared about.

There is no doubt that this placement has helped me in lots of ways and the right placement would really help you. Don't rely on others to do the work for you. Go out and find your own placement in a business that interests you. Not only will it teach you about the business it will help you firm up your opinions and you never know they might even offer you a job. Go for it!

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 effectively	✓				
Writes text of appropriate detail and length	✓				
Uses appropriate format and structure and paragraphing	✓				
Conveys clear meaning and establishes cohesion	✓				
Uses language and register appropriate to audience and purpose	✓				
Constructs complex sentences	✓				
Overall band	Band 4				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	15

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		3				
Punctuation			2			
Grammar	4					
SPaG Total						9
SPaG mark + composition mark						24

Commentary

The candidate was asked to write a blog. The presence of the title shows the candidate understands this convention of a blog, and the paragraphing is used effectively. The language choices are suitable for the audience and the purpose and all the information, ideas and opinions are clearly and coherently communicated in sufficient detail.

Spelling is correct most of the time, and any errors do not impede meaning. The candidate has omitted many commas that should have been used to separate clauses. Sentence demarcation is strong, there is some evidence of comma use to separate items in a list and apostrophes have been used to denote contractions. Grammar is very strong throughout.

Question 2

It is well known that celebrities use the media to help their careers, but they don't seem to like it when the media covers their private lives.

- Is it right how the media treats celebrities?
- How do celebrities benefit from the media and how does the media benefit from celebrities?
- Should anything be off-limits or can the media cover everything about celebrities and their private lives?

Your task: Write an article for a student magazine exploring the extent to which it is fair that the private lives of celebrities are covered in the media.

(27 marks)

Suggested word count 250 – 300 words.

Celebrities and the media

We've all seen the pictures of celebrities in the media standing on the red carpet at a film premiere or posing for photographers outside an award ceremony. And we've also seen those pictures of celebrities taken by photographers with long distance lenses as they snap them relaxing in their own time not even knowing they are being photographed. Are both types of photo acceptable? Is it fair that celebrities' private lives are photographed? Let's get one thing straight. Celebrities would not be so famous if it wasn't for the media. If they were not as famous they wouldn't earn as much money. Especially those celebrities who are famous for simply being themselves, and not for any special talent. Therefore you could argue that the media should be able to get something back from the celebrities. After all, they help to keep the person famous. So perhaps those photos of their private lives when they do not look so glamorous are ok. On the other hand the media also gets something out of the celebrities because it is us the consumers who buy the magazines, log on to the websites and watch the showbiz news. The more we do that the more the media makes money through advertising. So they use each other. Should anything be off-limits for photographers? Probably. Private lives are just that – private. But if the photographers are not breaking any laws then in the eyes of the

law they can take any photos they want. As they get paid huge amounts for shots of celebrities I can't see this changing any time soon. It's hard to ask a photographer not to earn as much money by not taking a shot especially when they know another photographer will do it anyway.

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 effectively	✓				
Writes text of appropriate detail and length	✓				
Uses appropriate format and structure and paragraphing			✓		
Conveys clear meaning and establishes cohesion	✓				
Uses language and register appropriate to audience and purpose	✓				
Constructs complex sentences		✓			
Overall band	Band 4				13
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	

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		3				
Punctuation			2			
Grammar	4					
SPaG Total						9
SPaG mark + composition mark						22

Overall mark for question 1	24
Overall mark for question 2	22
FINAL MARK	46

Sample Paper 1 – Level 2 Worked Example – Good pass

Commentary

The composition elements are strong, with the exception of paragraphing. Language and register are appropriate to the task and the detail is well covered. Meaning is conveyed clearly through the use of varied sentence structures, and coherence is established and maintained throughout.

Punctuation is accurate only some of the time. Sentence demarcation is secure, but the use of other punctuation marks is limited. Spelling is accurate most of the time and grammar is consistently strong.