

Functional Skills Level 1 English Writing Sample Paper 2



A City & Guilds Group Business

www.cityandguilds.com

February 2021 version 0.1

Worked Example – fail

Question 1

You witnessed a minor accident where a cyclist crashed into a pedestrian who was crossing the road. No one was seriously hurt, but the cyclist and the pedestrian had an argument about whose fault it was, which ended up with the police being called.

As you witnessed the whole event, the police have asked you to provide written details of what you saw.

Your task: write the narrative (sequence of events) of what happened. Include the following detail:

- where and when the accident took place
- what happened to cause the accident
- whose fault you believe it was
- what happened during the argument.

(27 marks)

Suggested word count 200 – 250 words.

I seen a cyclist crash in to this bloke on the road an he was walking an weren't looking where he is goin and step on the road and the rider crashed into him and it was bad and then tehy both get up and strated shouting and going at eachother saying it was eachothers fault when really it was jus an accident cos the pedestran werent looking and the cyclist wernt stopping . In the argument they just had a go at eachother and then the police came and sorted it all out.

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

Sample Paper 2 Level 1 Worked Example – fail

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

This response is very short, and the detail is very limited. Significant detail is missing, including when and where the accident occurred, specific details of the argument and the contact detail for the witness if there were to be any follow-up. Format and structure is also poor, with no attempt to make it look like an official document and no heading, subheadings or paragraphing to aid the reader and add coherence to the writing. The language is rather informal at times and the first sentence is clumsy and extremely long.

Spelling, punctuation and grammar

Spelling errors are frequent and include *and, going, they, started, each other, just, because, pedestrian*. Some errors may be typing errors, but these are still taken into account when awarding marks.

Punctuation is poor. There is very little use of punctuation to provide the marker with sufficient evidence to be able to award marks with any confidence. The response consists of two sentences, and for one of those, the full stop has an additional space before it. In order to access higher marks for punctuation, candidates must demonstrate their use of punctuation marks that goes beyond sentence demarcation, to include commas to separate clauses, apostrophes to denote possession or contraction and the use of correct upper and lower case letters within sentences, for instance when using proper nouns.

Grammar is also poor, and errors include incorrect subject-verb agreement and incorrect verb-tense agreement. As the response consists of only two sentences, and both sentences contain errors, the evidence is very limited.

Question 2

You would like to raise money for your favourite charity and have the idea of holding a sponsored silence for a whole afternoon.

Your task: write an email to a friend explaining your idea and asking them to help organise it.

Include the following detail:

- why you are writing
- what your idea is and how you think the event should be organised
- what the charity is and what they do
- what tasks you would like your friend to do to help.

Your friend's email address is j250@hotmail.com

(27 marks)

Suggested word count 200 – 250 words.

To:	j250@hotmail.com
Cc:	
Subject:	
<p>I am writting becasue I have got an idea about a funraser. My idea is to do a sponsor silence at collage and we could rase money for charity. We can just be quite for the hole day and people will give us there money at the end and we can give it to charity. The charity is help for heros and they look after soldjurs after they have been to war and get injured. The tasks I would like you to do is to get sponsers and do the sponser silence.</p> <p>john</p>	

Sample Paper 2 Level 1 Worked Example – fail

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

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			2			
Punctuation				1		
Grammar			2			
SPaG Total						
SPaG mark + composition mark						9

Overall mark for question 2	9
Overall mark for question 1	6
FINAL MARK	15

Commentary

Composition

This response lacks detail and coherence. The candidate has attempted to address the bullet points provided in the brief, but they have done so without particular consideration of the task and how to create a coherent piece of writing that flows from one point to the other. Detail is sparse and the length is short despite the suggested word count of between 200 and 250 words. The subject line has not been completed, and the opening salutation and valediction have been omitted.

Spelling, punctuation and grammar

Sample Paper 2 Level 1 Worked Example – fail

Spelling errors are frequent and there are very few ambitious words, if any, that have been spelt correctly.

Punctuation is limited to capital letters to start a sentence and full stops to end them.

There are few grammar errors, but the brevity of the response is taken into account when allocating marks.