

# Functional Skills Level 1 English Writing Sample Paper 3



A City & Guilds Group Business

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## Worked Example – fail

### Question 1

**Your task:** choose **one** of the following topics and write a set of instructions for someone who is brand new to the topic.

- How to load and play a video game.
- How to play a boardgame, for example, Monopoly, Chess, Draughts or Snakes and Ladders.
- How to bake a cake or make a meal.
- How to follow evacuation procedures where you study or work.
- How to learn to ride a bike.
- How to do a trick on a skateboard.
- How to play a game, for example, football or netball.
- How to use social media.
- How to build a snowman.
- How to drive a car.

**(27 marks)**

**Suggested word count 200 – 250 words.**

Put the keys in the ignishon and start the enjin and put the gear in first and then take of the hand break and push on the aselarater and drive and when you are goin fast enuff move the gear in to 2nd, you do this by push down the clutch and move the gear into second and then you peress the acselerator again untill you being going fast enuff to move it in to third gear and then repeat the clutch bit until you is in 4th and fifth and even 6th gear. if you have to stop you can us the break peddle to stop the car and then you have to stat over again wiv first gear and the acselerator. Before you stat the engine you habve to put on you safty belt and use a indikater to go in the traffic and take a test because it is ilegal to drive with out one unless you have a liesense.

Worked example – Sample paper 3 Level 1 - Fail

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

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		3					
SPaG Total							5
SPaG mark + composition mark							8

Commentary

Composition

There are many issues with this response. A lack of any attempt to format and structure the instructions to make them accessible to the reader, the lack of control over sentence structure, the illogical order and lack of accurate detail all affect the clarity, coherence and overall effectiveness of the instructions. Format and structure would have been greatly enhanced by separating out the information, for instance by using bullet points, numbers or line breaks. The candidate's tendency to run sentences together suggest a lack of understanding about how to best construct a set of instructions to maximise their effectiveness. Instructions tend to be best when made up of simple and compound sentences. The language used is generally acceptable in terms of tone but is slightly colloquial at times. Whilst some detail is accurate, there are many significant omissions.

Spelling, punctuation and grammar

## Worked example – Sample paper 3 Level 1 - Fail

Spelling is poor, with many words misspelt, such as *off*, *without*, *going*, *enough*, *press*, *have*, *until*, *with* and almost all specialist words to do with driving, such as *engine*, *accelerator*, *ignition*, *indicator*, *safety*, *break* and *pedal*.

There is very little evidence of effective punctuation other than capital letters to start most sentences and the occasional full stop. There are instances of missing full stops and comma splices, and at least one instance of a lack of a capital letter to start a sentence.

Grammar is generally accurate, but there are some inaccuracies, including subject-verb errors and incorrect verb forms.

## Question 2

At work, you noticed several health and safety hazards and decide to write an email to your manager. The hazards included:

- a missing fire extinguisher
- a fire door propped open
- a blocked fire exit
- people smoking where they are not allowed to smoke.

**Your task:** write an email to your manager, explaining the following:

- why you are writing
- what you have seen
- the location of each hazard
- what the possible dangers are
- how each hazard should be corrected.

The person to send your email to is James Freeman, and his email address is [jfreeman@bth.co.uk](mailto:jfreeman@bth.co.uk)

**Suggested word count 200 – 250 words.**

**(27 marks)**

To:	
Cc:	
Subject:	
<p>i seen a fire extinguisher missing and i think this is dangerous and should of been put back by who ever taken it in the first place. this was by a door. and then I seen a fire door was open and this should of been closed becasue if there was a fire it will spread though the open door too quick. Then I seen a fire escape was blocked of so noone could of got out if there is a fire and this is not on, what is going on in this place. All of this things needs to be sorted as soon as posible or there is gonna be truble. Also I seen peopel smoking where shouldn't of been smoking and this is dangerus because others has to breth in there smoke and it is harmfull. this was outside the front door</p>	

Worked example – Sample paper 3 Level 1 - 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)	7

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							5
<b>SPaG mark + composition mark</b>							<b>12</b>

Overall mark for question 1	8
Overall mark for question 2	12
<b>FINAL MARK</b>	
	<b>20</b>

Commentary

Composition

Once again, there has been no attempt to use appropriate format and structure: the email address of the recipient is missing, there is no subject line, no initial salutation and no closing phrase or name. The majority of the required detail is present although the location of the open fire door is not stated, and the location of the missing fire extinguisher is vague. There is a good mix of simple, compound and complex sentences, but language choices are

## Worked example – Sample paper 3 Level 1 - Fail

not always appropriate, verging on being rude or unprofessional at times. Coherence also suffers through the response not containing an appropriate opening sentence and coming to such an abrupt conclusion.

### Spelling, punctuation and grammar

Spelling errors are numerous and includes relatively straightforward words.

Punctuation errors include lower case when writing the first-person personal pronoun, omitted capital letters to start sentences, comma splices, omitted commas and omitted full stops.

Grammar errors include the repetition of *should of*, verb-tense errors, subject-verb errors, inconsistent use of tense and omitted words.