

Functional Skills Level 2 English Writing Sample Paper 4



A City & Guilds Group Business

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Worked Example – borderline

Question 1

One flight from London to South Africa produces as much pollution as each passenger heating their own home for a whole year. Aircraft fuel is one of the biggest causes of global warming and climate change.

Should we reduce the amount we fly?

Should we only take holidays in the UK?

Should the price of plane tickets go up to stop so many people flying?

Are people's rights to have a holiday abroad more important than the planet?

Your task: write an article for a student magazine exploring the issue of so many people flying abroad for holidays and the pollution it causes.

Suggested word count 250 – 300 words.

(27 marks)

Air travel and Pollution

I was really surprise to read that airplanes cause so much pollution. It has made me think about all the people catching plane rides all over the world and wether we should be doing this all the time or not. We have only one planet and if we don't look after it we do not have another one to go to. Air pollution is really bad for everyone and planes cause most of it. If we all stoped flying then the air will be cleaner and everyone can breath better. If we did all stop flying everyone would have to take there holidays in the uk unless they drive to other countries. But if everyone drives there cars then that will also create lost of pollution. The best thing is to take hoildays in England, Scotland, Wales or northern Ireland, however that would be sad because there are so many good places abroad and often the wether is much more better. The price of plane tickets should go up because this will stop so many flights for richer people and then the people who dont have as much money will be able to go on holiday. This would then mean all the prices would be lower than usual. And at the end of the day I dont think we can stop people flying because it is there right to be able to travel abroad. We just need to think about it and perhaps take less flights. Its your choice – flying or the planet.

Sample Paper 4 Level 2 Worked Example – Borderline Script

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

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		3				
SPaG Total						8
SPaG mark + composition mark						19

Commentary

The format and structure elements of an article are present, namely a title, an introduction and an attempt to bring the article to a conclusion. However, paragraphing is not present. There is also a lack of clarity in the second half regarding the prices charged for plane tickets and who will subsequently travel. All the required detail is there, and the length is appropriate for the task and the audience. Language choice is relatively simple, and there are some incorrect or clumsy expressions, for instance *catching plane rides, is much more better* and *less flights*.

Composition

Spelling, punctuation and grammar

Spelling errors include *breathe, whether, stopped, holidays, weather, lots, perhaps*.

Punctuation errors include omitted commas, lower case letters on proper nouns and initials, a comma splice and some missing apostrophes in contractions. However, there is evidence of correct use of apostrophes in some of the contractions, commas to separate items in a list and correct capitalisation of some proper nouns.

Grammar is generally correct. However, there is some inconsistency of tense use within sentences. For example, *If we all stopped flying then the air will be cleaner and everyone can breath better*. In addition, there are errors in verb-tense agreement and the incorrect form of *there/their*.

Question 2

Your work placement in the marketing department at a theme park has come to an end.

Your task: write a formal letter to the manager of the marketing department to thank them for the experience.

You could cover:

- thanking the manager and the team
- what you found valuable
- which parts you particularly enjoyed
- suggestions to improve the experience for the next work placement candidate
- your goals for your future career.

The person to write to is: Ms Holly Stephens, Marketing Manager, Lakeside Theme Park, Highfield Road, Cranshire, CR6 9JL

Write 5 – 6 paragraphs.

(27 marks)

Marketing Manager
Lakeside theme park
Highfield road
Cranshire
Cr6 9jL

Eddie Wild
8 Richards road
Cranshire
Cr2 8Hg

Dear Mrs Stevens

I am writing just to say a big thankyou to you and the whole team for making my work placement such a great experience. I know it has helped me alot and I feel I have learned many things that I would not of learned if I just stayed at college.

The bit I enjoyed the most was when we all got to go on the rides on the friday afternoon. Most of the work was very enjoyable aswell a part from the time when I had to deal with the angry costumer, however this did teach me a good lesson which was to allways keep carm when dealing with a customer.

Suggestions to improve it for the next work placement is to prehaps let them do some of the selling of the tickets in the ticket office because that is an impotant part of it all.

My goals in the future is to finish my course at collage and then try to find a job in marketing.

Your faithfully

Eddie Wild

Sample Paper 4 Level 2 Worked Example – Borderline Script

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 3				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	9

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		3				
SPaG Total						6
SPaG mark + composition mark						15

Overall mark for question 1	19
Overall mark for question 2	15
FINAL MARK	34

Commentary

In terms of format and structure the candidate has several errors in the layout of the letter. The recipient's and sender's addresses are in the wrong order, there is no date and the valediction does not match the salutation. Most of the detail has been covered, although the response does not specify which parts of the work experience were found to be valuable. In addressing the other bullet points, there is a sense that the candidate has not given much thought or planning time to establishing cohesion, thus adding to the coherence of the whole, but is merely addressing the bullet points as individual subjects that need to be covered. The rather abrupt end reinforces this feeling.

Composition

Spelling, punctuation and grammar

Spelling errors include *marketing, thank you, a lot, as well, apart, customer, always, calm, perhaps, important, and college*.

Punctuation errors include omitted commas to separate clauses, lower case letters on proper nouns and a comma splice. Some sentence demarcation is correct.

Grammar is generally correct, but there are some errors, including the use of *not of*, inconsistency of tense use within a sentence, incorrect form of *there/their*, the occasional subject-verb errors and *your* instead of *yours*.