

Functional Skills Level 2 English Writing Sample Paper 4



A City & Guilds Group Business

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Worked Example – good pass

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)

The Cost of Flying

Did you know that one flight from London to South Africa produces as much pollution as each passenger heating their own home for a whole year? Just think about that for a moment! And then think about the number of planes that take off and land each day from all the UK's airports, every single day of the year and the next year and the next. And then consider the number of airports there are in the world and all the daily flights. No wonder our planet is heating up and is in danger. The amount of pollution caused by flying is terrible.

What is the answer? The simple one is that people should reduce the amount they fly or stop flying all together. But is it that simple? Many people only fly once a year. Should they really give up that flight when some business people fly every single week! Should business be the ones who cut down on flying?

One part of the problem is definitely the fact that you can fly to Europe for as little as £1! That has to be wrong. How can people resist the temptation to visit a foreign country when flights are so cheap? Perhaps there should be a minimum price for a plane ticket so that it is expensive to fly but that gives an advantage to rich

people and stops hard-working families who don't have as much money from flying which doesn't seem very fair. Why should only rich people be allowed to have a holiday abroad. Surely everyone has the same right to travel.

From my own point of view, I feel that if I don't do some thing about it I am part of the problem so I am going to take my holidays in the UK for the next 3 years. The UK is a fantastic place with so much to explore and discover. As long as you pack for all kinds of wether, you are sure to have a good time. And you can turn that heating on a little bit earlier in the year because you know you haven't taken a flight to South Africa!

| 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 | | 3 | | | | |
| Grammar | 4 | | | | | |
| SPaG Total | | | | | | 10 |
| SPaG mark + composition mark | | | | | | 25 |

Sample Paper 4 Level 2 Worked Example – Good Pass

Commentary

Composition

This is a very good response that consistently meets all the composition standards, therefore receiving the top mark available.

Spelling, punctuation and grammar

There are some spelling errors. The vast majority of the spelling is correct, but there are at least eight errors.

Punctuation is also correct most of the time, and there is evidence of punctuation use that goes beyond sentence demarcation. However, there are errors with some of the apostrophes, the capital letters for proper nouns and some commas to separate clauses. In addition, the occasional question mark has been omitted.

Grammar is well controlled throughout.

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)

Mrs Holly Stevens
Marketing Manager
Lakeside Theme Park
Highfield Road
Cranshire
CR6 9JL

Dear Mrs Stevens

I just wanted to write to say thank you for giving me the opportunity to complete my work experience in your department. I enjoyed it so much and felt that I learnt a lot too. I hope you can pass on my thanks to the rest of the team too because every one was so helpful and encouraging and made me feel part of the team straight away.

All the tasks I was given were interesting. I especially enjoyed having to keep an eye on all our social media platform's and responding to the various comments and messages we received. I had no idea when I first arrived that the theme park uses social media so much for marketing.

Of all the tasks I was given what I found really valuable was having to write the weekly newsletter for the website. Not only did it help me learn about managing the content on a website it also really helped me sharpen up my writing skills.

So thank you once again for the opportunity, it has confirmed for me that marketing is something I would like to do. Please pass my thanks on to the team.

Yours faithfully

Olivia Graham

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

Sample Paper 4 Level 2 Worked Example – Good Pass

| 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 | 4 | | | | | |
| Punctuation | | | | 1 | | |
| Grammar | 4 | | | | | |
| SPaG Total | | | | | | 9 |
| SPaG mark + composition mark | | | | | | 21 |

| | |
|-----------------------------|-----------|
| Overall mark for question 1 | 25 |
| Overall mark for question 2 | 21 |
| | |
| FINAL MARK | 46 |

Commentary

Composition

Most of the composition elements are strong. Unfortunately, the candidate has omitted their own address and used an incorrect valediction for a formal letter, so format and structure marks are affected. The candidate has also omitted to talk about the last two bullet points in the question brief, so detail marks are affected. Language and the use of complex sentences are both strong throughout and cohesion is established through clear links between sentences and paragraphs.

Spelling, punctuation and grammar

Spelling is almost faultless, and there is good evidence of ambitious words being used, such as *opportunity* and *encouraging*.

Punctuation was weaker. Sentence demarcation is mostly correct although there is a comma splice in the last paragraph, and there are several instances where commas should have been used to separate clauses. The single use of an apostrophe is also incorrect.

Grammar is consistently correct throughout.