

Writing

# Functional Skills

English Level 2

**Paper 1**

OPEN AWARDS

Practice Paper Feedback Sheet:

Alex Johnson



**PASS**  
FUNCTIONAL  
SKILLS

## TASK 1

	Marks	You did well on...	You could work on...
<b>Writing Composition</b>	<b>12/18</b>	<p>Communicating information, ideas and opinions reasonably clearly, with a suitable level of detail for the purpose and audience.</p> <p>Producing a piece of text which is an appropriate length and gives a suitable amount of detail.</p> <p>Using the correct formatting features for an email.</p> <p>Organising your writing in a logical way and using paragraphs effectively.</p> <p>Adding fluency markers to your work so that the text flows well.</p>	<p>Reading over your work to ensure that you have written in full sentences. This will improve the clarity of your writing.</p> <p>Ensuring that language use is appropriate to the task. The repetition of really for emphasis is not appropriate in this form of communication.</p> <p>Using a more extensive range of language and register, including a wide variety of vocabulary, suitable to the purpose and audience.</p>
<b>Spelling, Punctuation and Grammar</b>	<b>8/12</b>	<p>Using a reasonable variety of words in your answer.</p> <p>Demonstrating mostly accurate subject-verb agreement.</p> <p>Spelling some variety of words used in work, study and daily life, including a variety of specialist words accurately with occasional errors.</p>	<p>Using a broader variety of words to address the task.</p> <p>Using modality devices fittingly.</p> <p>Endeavouring to use more complex punctuation accurately.</p>
<b>Writing Appendix</b>		<p>Including an email address, suitable subject, fitting greeting and sign off.</p>	<p>Making sure that the sign off corresponds with the level of formality of the piece of writing.</p>

## TASK 2

	Marks	You did well on...	You could work on...
<b>Writing Composition</b>	<b>12/18</b>	<p>Communicating information, ideas and opinions reasonably clearly.</p> <p>Producing a text with some detail.</p> <p>Using some organisational markers in the piece of writing, using bullet points for ease of understanding and clearly signposting with subheadings.</p> <p>Making notable effort to group relevant information into paragraphs.</p>	<p>Using a more extensive range language and register, including a wide variety of vocabulary, suitable to the purpose.</p> <p>Including more detail in your answer.</p> <p>Ensuring that all language choices are appropriate for the audience</p>
<b>Spelling, Punctuation and Grammar</b>	<b>7/12</b>	<p>Spelling some variety of words used in work, study and daily life, including a variety of specialist words accurately with occasional errors.</p> <p>Using a reasonable variety of words to suit the task.</p> <p>Using simple punctuation in a largely correct way.</p>	<p>Taking care with spelling more complex words to ensure that minimal mistakes are made.</p> <p>Endeavouring to use more complex punctuation accurately.</p>
<b>Writing Appendix</b>		<p>Including a fitting title, paragraphs clearly signposted with subheadings.</p>	<p>Making sure to include contact information on the flyer which relates to the bullet point about how the community may become involved.</p>

# OVERALL YOU ACHIEVED



**Total Marks: 39/60**

**Final Result: 65% - PASS**

## EXAMINER'S COMMENTS

### Overall Areas of Success

The student performed the **best** in the following **three areas**:

- Making a wide range of well-thought out points and structuring them in a logical way.
- Understanding the task and formatting their response in an appropriate manner.
- Using paragraphs effectively to create a clearly structured answer.

### Overall Areas for Improvement

The student **struggled** the most in the following **three areas**:

- Ensuring that texts were made up of a wide variety of sentence structures.
- Including a range of punctuation and implementing it correctly.
- Making sure that spelling of simple and complex vocabulary has been checked thoroughly.

### Overall Comments and Advice:

The student performed well on this practice paper.

Since the student passed this practice paper, they should feel confident in passing their real exam on the next attempt. I would advise that the student continues to revise, particularly on the areas highlighted in the exam feedback.

The student should also continue to practice exam style questions to further refine and develop their exam technique, and give them the highest chance at earning the best possible grade.



"This is a wonderful day, i've never seen this one before."- Maya Angelou