**Functional Skills English | Entry 3 | Writing Question**

Write an email to your friend about going to your school / college. You should include:

* where you go to school / college
* what you are studying and why
* what you like about it and why
* what you dislike about it and why.

Write at least **8 sentences**. These must include at least **3 compound sentences** that use conjunctions, for example: and, but, also, because.

Use at least **2 paragraphs**.

(14 marks)

Mark Scheme

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| **Target** | **SPaG Criteria** | **Mark** |
| E3.13 | **Marks** | **Descriptor** | 2 |
| 2 | No more than two punctuation errors (e.g. capital letters, full stops, question marks, commas). |
| 1 | No more than four punctuation errors (e.g. capital letters, full stops, question marks, commas). |
| 0 | Five or more punctuation errors.  |
| Award no marks for E3.13 if learners have written fewer than five sentences. |
| E3.15 | Award 1 mark for correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles). Allow four errors. Award no marks for E3.15 if candidates have written fewer than five sentences. | 1 |
| E3.17 | Award 1 mark for correct spelling. Allow two errors. Award no marks for E3.17 if candidates have written fewer than five sentences. | 1 |
| **Target** | **Composition Criteria** | **Mark** |
| E3.18 | Award 1 mark in each case for: • where you go to school / college (1) • what you are studying and why (1) • what you like about it and why (1) • what you dislike about it and why (1) AND Award 1 mark if information is communicated in a logical sequence (e.g. chronologically or by topic).For E3.18, marks should be awarded if the information has been communicated clearly. Errors that do not detract from this should not be penalised. | 5 |
| E3.19 | Award 1 mark if the learner has written at least eight sentences. | 1 |
| E3.21 | Award 1 mark for appropriate use of paragraphs (a minimum of two). AND Award up to 2 marks for appropriate use of compound sentences: | 3 |
| **Marks** | **Descriptor** |
| 2 | Appropriate use of at least three compound sentences. |
| 1 | Appropriate use of one or two compound sentences. |
| 0 | No appropriate use of compound sentences. |
| If a candidate uses complex sentences (e.g. uses when, if, after) these should also be accepted. |
| E3.22 | Award 1 mark for language appropriate for the purpose and audience (e.g. use of first person, appropriate adjectives and no slang). | 1 |
| Total for question | 14 |