**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 |