

## Functional Skills English | Level 2

### Formal Letter Learner Response and Examiner Comments

#### Information

The council has decided to create two new football pitches in the park and improve the existing ones.

Some people agree because:

- people of all ages love football
- it is good for health and fitness
- it helps team building and social skills.

Other people disagree because:

- the money could be spent on different things
- there will be less space for other park users
- there will be more noise and litter.

Write a letter giving your views on the council's plan.

#### Writing Task

Write a letter to Magda Novak, Head of Recreation, Council Offices, Kembleford KM3 7CS.

In your letter, you should:

- discuss the arguments for and against the council's plan
- give your opinion on whether the plan should go ahead and why
- outline your own ideas to improve the park.

**You should aim to write about 250 to 300 words.**

(21 marks)

Ms M. Novak  
Head of Recreation  
Council Offices  
Kembleford  
KM3 7CS  
19<sup>th</sup> May 2021

Dear Ms Novak,

It was with great interest that I read the Council's outline planning proposal for the addition of two new football pitches and the improvement of the existing facilities.

I feel certain that this proposal will inspire great debate and feeling within the local community and town as the park is a true community space and used by many different groups for multiple purposes.

I myself frequent regular organised park runs and have enjoyed the facilities with my children when they were young, endless (or so it felt at the time) hours of "push me higher Mummy" on the swings and cycling around the "Square Park" as it was affectionately nicknamed by my daughters.

I have noticed a deterioration in the condition of the existing pitches and facilities in general over the years and whilst I agree with the plans to upgrade and overhaul the pitches I do have concerns regarding the proposal for two entirely new pitches.

On the site plan the pitches would be situated next to the housing estate; I can only imagine that some of the residents have expressed concerns that there will be an increase in noise, litter and nuisance as the space is currently used as a nature trail. I would also be ~~am~~ reluctant to see this bio-diverse habitat be flattened and astro-turfed over. This area is currently used by the local nursery and infants schools as part of their forest school programme and is also used by other local residents who do not have access to outside space. It seems a shame to lose this valuable asset to a football pitch!

Please do not mis-understand my sentiment; in principle I am totally for more sports facilities as they are a great benefit to the community. We all know that sport encourages community, has health benefits and is a valuable social activity and I feel certain that revenue could be generated by renting out the pitches to local clubs for training and matches which given the councils cash-strapped status could only be a bonus. Perhaps this revenue could be re-invested into other areas of the site to compensate for the loss of the open space? The play equipment is out of date and a little delapidated and the community are



could definitely extend its opening hours with more financial support from the council.

All in all as a local resident and park user I broadly support the proposal however I do feel that four football pitches ~~is~~ would perhaps be a little excessive on the site. I appreciate that there is a perceived view that people of all ages enjoy football but personally I would rather have a wider mix of facilities available. Perhaps three pitches and save the nature trail could be a ~~suitable~~ suitable compromise?

Thank you for taking the time to listen to my concerns and opinion, I appreciate that it will be impossible to please everyone!

Yours Sincerely

(Total for Task 1 = 21 marks)

## **STRONG PASS**

### **Composition**

The learner communicates ideas and opinions on the proposals for the park with consistent clarity, with good use of detail, including personal experience. The piece is effective for purpose and audience. For Composition, the first bullet point in the mark band determines the mark given and so a top band mark (9-12 for the longer Task 1) is awarded.

Consideration is then given to the other three bullet points to determine whether the piece merits 9, 10, 11 or 12 marks. How well does the learner handle format, structure, cohesion and paragraphing, as well as register, sentence and vocabulary range?

The piece is well-structured and sustained. Letter format is used, although no sender's address is included. Vocabulary is extensive ('sentiment', 'bio-diverse habitat') and various sentence types are used accurately and effectively. There is a wide range of vocabulary. Paragraphing is generally effective. A mark towards the top of the top band is merited.

Mark: 11

### **Spelling, Punctuation and Grammar**

Spelling, punctuation and grammar are consistently accurate. A handful of spelling (e.g. 'deteriation', 'delapidated', 'definatly') and punctuation (e.g. apostrophe misuse) errors prevent full marks from being awarded.

Mark: 8