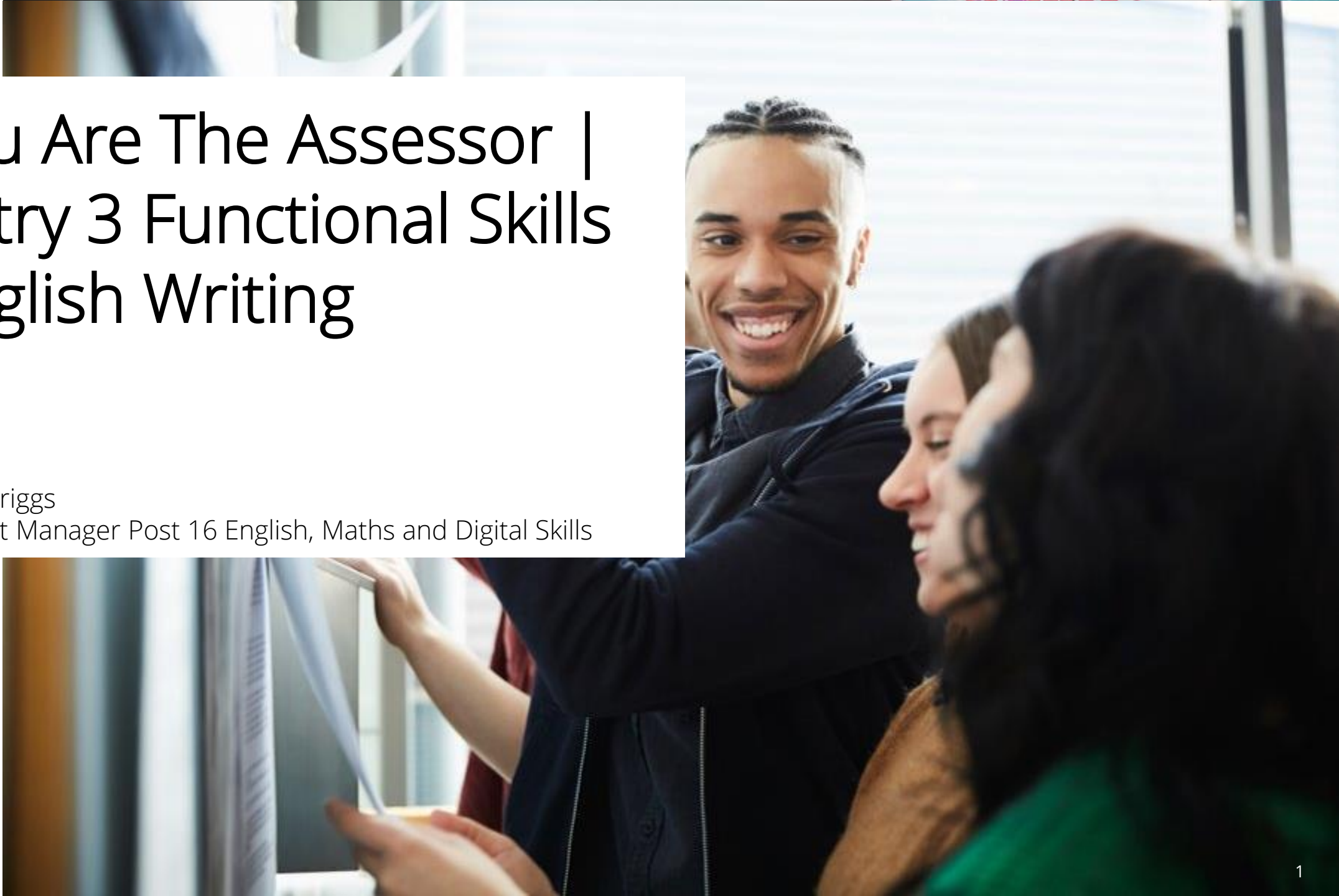
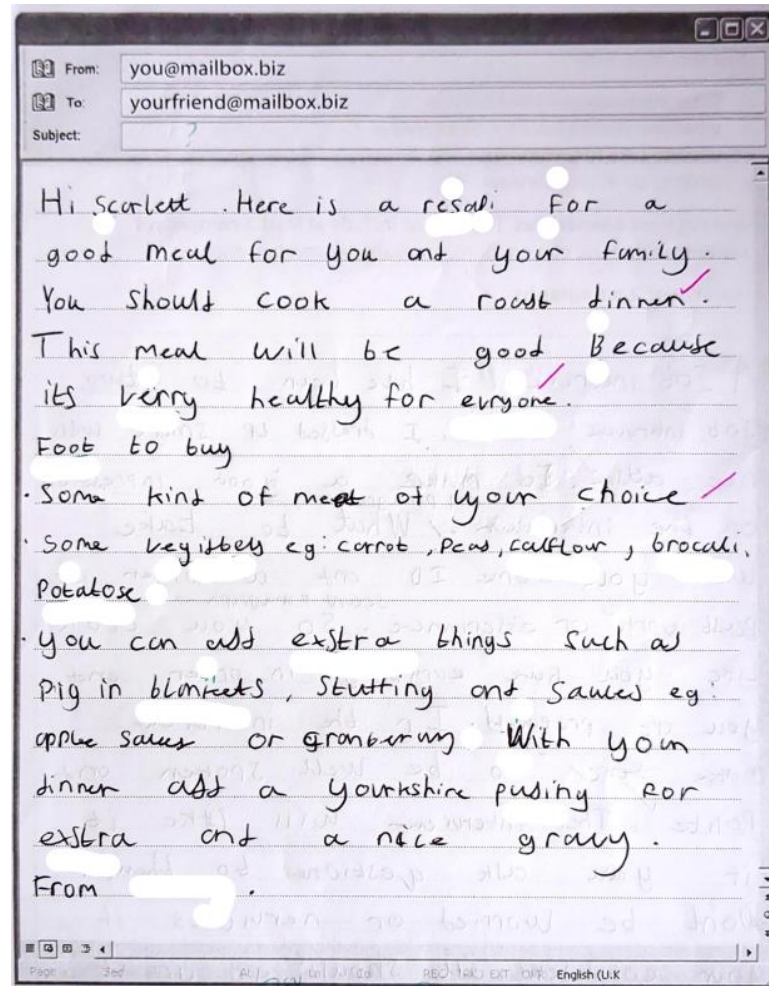


# You Are The Assessor | Entry 3 Functional Skills English Writing

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# How many marks would you award?



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# How many marks would you award?

Your friend wants to cook a meal for their family. They have asked you for some help.

**Write an email** to your friend.

You should include:

- what meal your friend can cook
- why this meal would be good
- what food they need to buy.

You must include a **subject** and use **bullet points**.

Write **4 to 6** sentences.

**Write your email on the next page.**

Question	Target	Composition criteria	Mark
3	E3.18	Award 1 mark each for: <ul style="list-style-type: none"><li>• what meal your friend can cook (1)</li><li>• why this meal would be good (1)</li><li>• what food they need to buy. (1)</li></ul> 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.	3
	E3.20	Award 1 mark each for: <ul style="list-style-type: none"><li>• an appropriate subject in the email (1)</li><li>• appropriate use of bullet points. (1)</li></ul>	2
	E3.22	Award 1 mark for language appropriate for the purpose and audience (e.g. polite tone, no slang or text speak).	1
	Target	SPaG criteria	Mark
	E3.13	Award 1 mark for correct punctuation (e.g. capital letters, full stops, question marks, commas). Allow two errors. Award no marks for E3.13 if candidates have written fewer than three sentences.	1
	E3.15	Award 1 mark for correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles). Allow two errors. Award no marks for E3.15 if candidates have written fewer than three sentences.	1
	E3.17	Award 1 mark for correct spelling. Allow one error. Award no marks for E3.17 if candidates have written fewer than three sentences.	1
Total for question			9

# How many marks would you award?

- The first issue here is the lack of annotations that were completed by the assessor. This make life more difficult for Internal Verifiers and Standards Verifiers. They are meant to check the marking, but in this case, they would need to rewrite the marking as there are insufficient annotations.
- This learner would score six marks out of a possible nine for this answer.
- For composition they scored
  - three out of three for the content – the ticks highlight the content.
  - one out of two for layout – no subject in the email header.
  - one mark out of one for appropriate language.
- For SPaG, the learner scored one out of three marks.
  - They got zero marks for punctuation and zero marks for spelling.



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