

You Are The Assessor | Level 2 Functional Skills English Writing

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How many marks would you award?

Information

Meal Express 

Top quality food delivered to your door.

Choose from:

- burgers
- pizzas
- curries
- fish and chips
- and much more

We guarantee that your food will be freshly cooked and delivered while it is hot. Our meals are great value and our drivers are friendly and reliable.

Writing Task

You had a disappointing experience when you ordered from Meal Express.

Write an email of complaint to Sam Johnson, the manager.

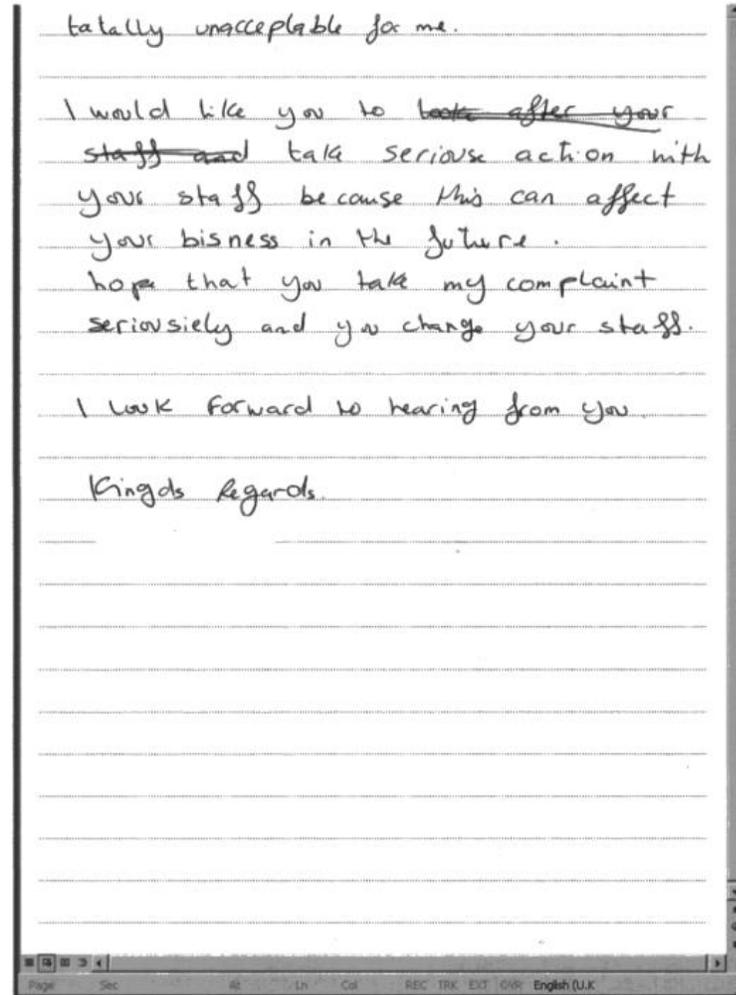
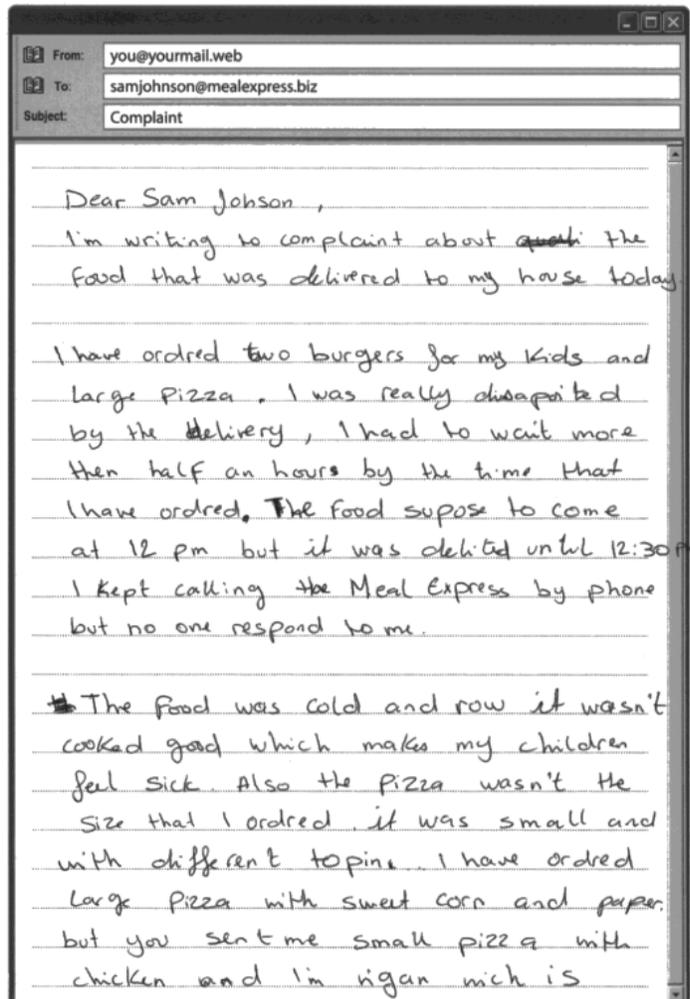
In your email, you should:

- describe what went wrong when you ordered from Meal Express
- explain what actions you would like Sam Johnson to take.

You should aim to write about 200 to 250 words.

(15 marks)

How many marks would you award?



How many marks would you award?

Task	
2	<p>Indicative content</p> <p>Answers will be credited according to the candidate's demonstration of knowledge and understanding of the material, using the indicative content and levels descriptors below.</p> <p>The indicative content that follows is not prescriptive. Answers may cover some/all of the indicative content but should be rewarded for other relevant examples.</p> <p>In their emails, candidates should:</p> <ul style="list-style-type: none"> describe what went wrong when they ordered from Meal Express, e.g. <i>food arrived late, wrong order, driver rude</i> explain what actions they would like Sam Johnson to take, e.g. <i>customer service training, free meal, discount on future orders.</i> <p style="text-align: right;">(15 marks)</p>

Mark	Grid A: Composition (9 marks)
0	<ul style="list-style-type: none"> No rewardable material.
1-3	<ul style="list-style-type: none"> Communicates straightforward information, ideas and opinions with some clarity for purpose and audience. Organises writing using appropriate format and structure, including some use of paragraphs and cohesion, e.g. using organisational markers to some extent. Uses a range of sentences, including complex sentences, with some accuracy. Uses language and register, including some range of vocabulary, appropriate to purpose and audience.
4-6	<ul style="list-style-type: none"> Communicates information, ideas and opinions reasonably clearly with an appropriate level of detail for purpose and audience to an appropriate length. Organises writing using appropriate format and structure, including generally accurate use of paragraphs, and mostly maintaining cohesion, e.g. using organisational markers. Uses a range of sentences, including complex sentences, with general accuracy. Uses language and register, including a wide range of vocabulary, appropriate to purpose and audience.
7-9	<ul style="list-style-type: none"> Communicates information, ideas and opinions with consistent clarity, using detail effectively for purpose and audience to an appropriate length. Organises writing using appropriate format and structure, including effective use of paragraphs, and sustaining cohesion, e.g. using organisational markers. Uses a range of sentences, including complex sentences, accurately and effectively. Uses language and register, including an extensive range of vocabulary, appropriate to purpose and audience.

Mark	Grid B: Spelling, punctuation and grammar (6 marks)
0	<ul style="list-style-type: none"> No rewardable material.
1-2	<ul style="list-style-type: none"> Some use of correct grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability). Some correct use of a range of punctuation (e.g. colons, commas, inverted commas, apostrophes and quotation marks). Spelling of words used in work, study and daily life, including a range of specialist words, is sometimes accurate.
3-4	<ul style="list-style-type: none"> Generally correct use of grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability). Generally correct use of a range of punctuation (e.g. colons, commas, inverted commas, apostrophes and quotation marks). Spelling of a range of words, used in work, study and daily life, including a range of specialist words, is generally accurate.
5-6	<ul style="list-style-type: none"> Consistently correct use of grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability), with occasional lapses. Consistently correct use of a wide range of punctuation (e.g. colons, commas, inverted commas, apostrophes and quotation marks) with occasional lapses. Spelling of a wide range of words, used in work, study and daily life, including a range of specialist words, is consistently accurate, with occasional lapses.

How many marks would you award?

- When marking writing at Level 1 and Level 2, it is important to understand how Pearson assesses the writing. To support with this, we have the following documents:
 - [Level 1 Writing Principal Examiner's Report](#)
 - [Level 2 Writing Principal Examiner's Report](#)

How many marks would you award?

- This is the shorter question and is worth a total of 15 marks.
 - 9 marks are available for composition.
 - 6 marks are available for SPaG.
- This learner would score a total of 8 marks.
 - 6 marks for composition, a middle band answer
 - It does not fully address and expand the bullet points, but there is a reasonable level of organisation and accuracy
 - 2 marks for SPaG, a bottom band answer.
 - There are considerable issues with grammar, especially articles and verb tenses
 - There are a significant number of spelling mistakes and issues with punctuation