

Mark Scheme (Results)

Set 1

Functional Skills English

Writing Level 1
ENW01

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Set 1

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Task	
1	Indicative content
	<ul style="list-style-type: none"> • Response set out appropriately for a formal letter • Uses relevant organisational features • Opens and closes the letter clearly • Attempts to use appropriate tone/language for a formal letter <p>Points to be covered:</p> <ul style="list-style-type: none"> • A clear, brief introduction • An explanation of the learner's interest in the vacancy • An explanation of the their relevant experiences and qualities <p style="text-align: right;">(15 marks)</p>

Mark	A: Form, communication and purpose
0	No rewardable material.
1-3	<ul style="list-style-type: none"> • Communicates occasionally appropriate information and develops ideas at a basic level. • Information is presented with limited sequencing of ideas. • Uses language, format and structure for specific audience and purpose to a limited extent. • Limited use of appropriate layout.
4-6	<ul style="list-style-type: none"> • Communicates some appropriate information and develops ideas with some success. • Information is presented with some logical sequencing of ideas, although this is not sustained throughout the response. • Uses language, format and structure for specific audience and purpose, for some of the response. • Some use of appropriate layout.
7-9	<ul style="list-style-type: none"> • Communicates mostly appropriate information and develops ideas successfully, although there may be minor lapses. • Information is presented with a logical sequencing of ideas and this is evident for the majority of the response. • Uses language, format and structure for specific audience and purpose throughout the response, although there may be occasional slips/omissions. • Appropriate use of layout.

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • There is limited use of correct grammar and use of tense is minimal. • Spelling and punctuation are used with limited accuracy and errors will often affect clarity of meaning.
3-4	<ul style="list-style-type: none"> • There is some correct use of grammar and some correct use of tense although not sustained throughout the response. • Spelling and punctuation are used with some accuracy although errors will sometimes affect clarity of meaning.
5-6	<ul style="list-style-type: none"> • There is correct use of grammar and consistent use of tense throughout the response, although there may be occasional errors. • Spelling and punctuation are used with general accuracy and meaning is clearly conveyed, with only occasional lapses.

Task	
2	Indicative content
	<ul style="list-style-type: none"> • uses relevant organisational features • uses appropriate tone/language for an email to a friend • includes comments on: <ul style="list-style-type: none"> ○ rubbish ○ pets ○ DVDs or games ○ local shops ○ emergencies <p>Some comments will be more detailed than others</p> <p style="text-align: right;">(10 marks)</p>

Mark	A: Form, communication and purpose
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • Communicates occasionally appropriate information and develops ideas at a basic level. • Information is presented with limited sequencing of ideas. • Uses language, format and structure for specific audience and purpose to a limited extent. • Response has limited level of appropriate detail.
3-4	<ul style="list-style-type: none"> • Communicates some appropriate information and develops ideas with some success. • Information is presented with some logical sequencing of ideas, although this is not sustained throughout the response. • Uses language, format and structure for specific audience and purpose, for some of the response. • Response has some level of appropriate detail.
5-6	<ul style="list-style-type: none"> • Communicates mostly relevant information and develops ideas successfully, although there may be minor lapses. • Information is presented with a logical sequencing of ideas and this is evident for the majority of the response. • Uses language, format and structure for specific audience and purpose throughout the response, although there may be occasional slips/omissions. • Response has developed level of appropriate detail.

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> • There is some use of correct grammar and some appropriate use of tense. • Spelling and punctuation are used with limited accuracy and errors will sometimes affect clarity of meaning.
3-4	<ul style="list-style-type: none"> • There is mostly correct use of grammar and mostly consistent use of tense throughout the response, although there may be occasional errors. • Spelling and punctuation are used mostly with accuracy, with some lapses.

Maximum Mark	25
Pass Mark	16