

Functional Skills Level 1 English Writing Sample Paper 2



A City & Guilds Group Business

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Worked Example – borderline

Question 1

You witnessed a minor accident where a cyclist crashed into a pedestrian who was crossing the road. No one was seriously hurt, but the cyclist and the pedestrian had an argument about whose fault it was, which ended up with the police being called.

As you witnessed the whole event, the police have asked you to provide written details of what you saw.

Your task: write the narrative (sequence of events) of what happened. Include the following detail:

- where and when the accident took place
- what happened to cause the accident
- whose fault you believe it was
- what happened during the argument.

(27 marks)

Suggested word count 200 – 250 words.

I was waiting to cross the road and a cyclist was coming along when this bloke just stepped out into the road and the cyclist tried to miss him but couldn't. The bloke fell down and the cyclist fell off his bike and landed in the road and a car that was behind him only just missed him. The man who walked into the road didn't look before he stepped out and I think he had his headphones in so he couldn't hear anything either. It was definitely his fault because he didn't look before he stepped out. They were both not badly hurt but they started an argument about whose fault it was and it kicked off. They were just shouting and swearing at each other. I think the cyclist called the police. When they were waiting for the police they still kept shouting and the bloke who stepped into the road was saying his phone was broken and the other man pays for it. The other man told him it was his own fault and they had a little fight but that didn't last long because I stepped in and stopped it and then the police arrived.

Sample Paper 2 Level 1 Worked Example – Borderline Script

Question 1	Band 4	Band 3	Band 2	Band 1	
	Consistently	Most of the time	Some of the time	Limited	
Communicates information, ideas and opinions clearly, coherently and accurately	✓				
Writes text of appropriate detail and length		✓			
Uses appropriate format, structure and paragraphing				✓	
Writes with accurate complex sentences and uses appropriate language		✓			
Overall band	Band 3				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	10

Question 1	Consistently accurate at appropriate level 4 marks	Accurate most of the time 3 marks	Accurate some of the time 2 marks	Limited accuracy 1 mark	Insufficient evidence 0 marks	
Spelling			2			
Punctuation				1		
Grammar			2			
SPaG Total						
SPaG mark + composition mark						15

Commentary

Composition

The candidate has addressed the task and has written a sequential account of what was witnessed. The response is functional as the information is clear and coherent and relates the majority of what occurred in a way that could be understood by the reader. Three of the bullet points outlining the detail required have been covered, but the first bullet point has not been covered at all. What is written is clear and coherent and the language and register are mostly appropriate, only occasionally becoming too colloquial. Whilst it wouldn't be expected for a candidate to know how to formally lay out a witness statement, this response would have benefitted from a title and paragraphing as a minimum.

Spelling, punctuation and grammar

Sample Paper 2 Level 1 Worked Example – Borderline Script

Spelling is correct most of the time, but errors include *and, along, cyclist, off, anything, headphone, definite*.

Punctuation consists mainly of correct sentence demarcation using capital letters and full stops, although there is one sentence that starts with a lower case letter. There is very little evidence of other types of punctuation. Apostrophes and commas are regularly omitted.

Grammar

There are several errors regarding verb-tense agreement and subject-verb agreement. Occasional articles are also omitted.

Question 2

You would like to raise money for your favourite charity and have the idea of holding a sponsored silence for a whole afternoon.

Your task: write an email to a friend explaining your idea and asking them to help organise it.

Include the following detail:

- why you are writing
- what your idea is and how you think the event should be organised
- what the charity is and what they do
- what tasks you would like your friend to do to help.

Your friend's email address is j250@hotmail.com

(27 marks)

Suggested word count 200 – 250 words.

To:	j250@hotmail.com
Cc:	
Subject:	
Hello Jake	
<p>I went down the boxing gym yesterday and Jeff was telling me that they might have to close because they dont have enuff money to keep going, he told me they was a charity and all th money they get is because people do fundraisers and stuff like that. I wanna riase some money for them and fort we could do a sponsered silence, everyone knows that you is a right talker and you would fine it really hard so they is more likely to give you more money. What do you think. I will do it with you and may be we could raise a quite abit. We cpould do it at the gym an we would start at ten in the morning an every one would have there own desk and we would just sit there in silence for as long as we could take it. I am gonna ask people to sponsor me for every 20 minutes I keep silent. I dont know what we would do without the gym or where we would be</p>	

now if we don't have it. Let me know what you think and we can organise it.

See you at the gym.

Question 2	Band 4	Band 3	Band 2	Band 1	
	Consistently	Most of the time	Some of the time	Limited	
Communicates information, ideas and opinions clearly, coherently and accurately	✓				
Writes text of appropriate detail and length		✓			
Uses appropriate format, structure and paragraphing			✓		
Writes with accurate complex sentences and uses appropriate language		✓			
Overall band	Band 3				
Composition Marks	(12-15)	(8-11)	(4-7)	(0-3)	11

Question 2	Consistently accurate at appropriate level 4 marks	Accurate most of the time 3 marks	Accurate some of the time 2 marks	Limited accuracy 1 mark	Insufficient evidence 0 marks	
Spelling			2			
Punctuation				1		
Grammar		3				
SPaG Total						6
SPaG mark + composition mark						17

Overall mark for question 2	17
Overall mark for question 1	15
FINAL MARK	32

Sample Paper 2 Level 1 Worked Example – Borderline Script

Commentary

Composition

The candidate has clearly addressed the task and has been able to communicate the message clearly and coherently. A significant omission of detail is the role that he would like his friend to undertake in helping to organise the day. Much of the formatting is present, although the subject line and sender's name are missing. The piece would also have benefitted from being split into paragraphs. As it is an email to a friend, the language choices are appropriately informal, although the candidate's use of *wanna* and *gonna* are penalised. The presence of comma splices suggests the candidate's control of sentence structures, including complex sentences, is not secure. However, the response is functional, and this is reflected in the overall award of a band 3 for composition.

Spelling, punctuation and grammar

Spelling is correct some of the time, but there are numerous errors, including *enough, the, fundraisers, raise, thought, sponsored, find, maybe, a bit, could, and, everyone*.

Punctuation is limited to capital letters and full stops to start and end sentences; however, there are some comma splices. In addition, the candidate has omitted several apostrophes in contractions, a question mark and several commas.

Grammar is largely correct, and there is good evidence of tense control, but there are several errors of subject-verb agreement.