

Functional Skills Level 1 English Writing Sample Paper 4



A City & Guilds Group Business

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Worked Example – borderline

Question 1

You have to arrange an event and you would like your friend to help.

Your task: write an email to a friend to explain the type of event you want to hold and the role you would like them to have in organising it. Choose one of the following events:

- a wedding reception
- a charity fundraising day
- a family sports day
- a 21st birthday celebration.

Your email should explain the following:

- what type of event you are planning
- specific details about the event (eg, theme, timings, guest numbers, seating arrangements or anything else relevant to the event)
- your friend’s role in helping to organise the event
- your friend’s role on the day.

Suggested word count 200 – 250 words.

(27 marks)

To:	FredG@btinternet.co.uk
Cc:	
Subject:	
Hi Fred	
How are you doing.	
As you know I have to organising Billys 21st birthday and I was hopping you could have help me abit. I am thinking we could start day with the breakfast at full monty cafe on Bridge street where all the guys could meet up at 8.30. Once we finished breakfast we could travel up the road to go-karting place. We could have hour or two there and then go to golf driving range and have near 100 balls. They have bar there as well so we can all have drink after. It will have been lunchtime then so we will need to eat somewhere and thats when I need your help. Can you have look to see where is	

somewhere good to eat quite close to golf range. I am hoping there will be 12 of us so it needs to be quite big place. You need to reserve place for 1.00 oclock and to save time it would be good to have look at the menu before hand. Can you get menu and then ask everyones orders for the main meals. We need to finished lunch by 3 oclock because the match kicks of at 4.45 and we need to get to ground by 4.30 at the latest. What a day! Billy hasnt got clue.

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)	8

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	4					
Punctuation				1		
Grammar				1		
SPaG Total						
SPaG mark + composition mark						14

Sample Paper 4 Level 1 Worked Example – Borderline Script

Commentary

Composition

Despite some language difficulties, the information presented is clear and coherent most of the time. Most of the required detail is present, although there is no mention of the date of the event, nor the specific role of the friend on the day. In terms of format, the subject, valediction and name have been omitted. There is a mix of complex, compound and simple sentences, but punctuation is not controlled to form accurate sentences, and the language choice is often typical of a person for whom English may not be the first language.

Spelling, punctuation and grammar

Spelling is strong, with very few errors, but both punctuation and grammar errors are frequent. Most sentences contain at least one grammar error, and punctuation is limited to sentence demarcation only, with question marks, commas and apostrophes having been omitted.

Question 2

You work for a website that encourages young people to try new things.

Your task: write a set of instructions for the website covering one of the following topics:

- how to cook your favourite dish
- how to carve a Halloween pumpkin
- how to maintain a bicycle/car/scooter
- how to perform a trick on a skateboard
- how to apply makeup
- how to create a hairstyle
- how to play a game.

Suggested word count 200 – 250 words.

(27 marks)

My favourite dish - Pireogis

My favourite dish is from my home country and it is simple meal that fills stomach so you do not need to eat more. It is called Pireogis and is similar to english dumplings. Is important that everyone try these dish atleast once in lifetime to experience real Polish food.

Ingredients

For dumplings is simply mix self-raising flour, salt, vegetables oil and warm water in bowl and then make in to flat pieces.

Then is up to you what you put in dumplings. Is common in Poland to have mushroom, potato and cream. Is important to cook first the mushrooms and potato. When they are cooked you can wrap them in dumplings and then make sure they are closed into little parcel and then you put into boiling water for only 3-4 minute.

Service

You can serve them with another dish like salad or use dip such as sour cream. Lovely.

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)	10

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	4					
Punctuation		3				
Grammar			2			
SPaG Total						
SPaG mark + composition mark						19

Overall mark for question 2	14
Overall mark for question 1	19
FINAL MARK	33

Sample Paper 4 Level 1 Worked Example – Borderline Script

Commentary

Composition

Most of the detail is present, but it would be usual in a recipe to talk about the quantities of each item needed. Whilst it is relatively short, it is an appropriate length for the subject matter and the audience. There has been an attempt to lay out the instructions under appropriate subheadings, but the ease of reading would have been aided by further breaking down the writing into smaller steps. What is written is clear and coherent, and the inclusion of an introduction and a conclusion aid with the coherence. Some of the language is typical of a person for whom English is not the first language, containing some clumsy and/or incorrect expressions.

Spelling, punctuation and grammar

Spelling is strong. There are very few errors and evidence of more ambitious words, such as *stomach* and *self-raising*.

Punctuation is also relatively strong. There are some errors, for instance omitting a capital letter on *English*, but the candidate demonstrates sound control of sentence demarcation and there is good evidence of using commas to separate items in a list.

Grammar errors are frequent and include omitted articles and pronouns, some subject-verb disagreement and singular words that should be plural.