

Functional Skills Level 1 English Writing Sample Paper 1

Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2019. Materials are draft and subject to technical evaluation by Ofqual.



Level 1 Functional Skills English

Writing

Sample Paper 1



Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

General information:

- The duration of this paper is **1 hour 20 minutes**.
- The maximum mark for each question is shown.
- The total number of marks available is **54**.

General instructions:

- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers are **not** permitted.

***I declare that I have no prior knowledge of the questions in this assessment and that I will not share any information about the questions.**



Question 1

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 1

Your task: write a report for people who are not technology experts explaining how technology (for example mobile phones, internet, social media, apps) benefits society.

In your report you may wish to include the following points:

- technology in personal life
- technology in business
- technology in the world as a whole
- what life could be like without modern technology.

(27 marks)

Suggested word count 200 – 250 words.

You may use the space below for planning and drafting.



Question 2

You will be assessed on:

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.



Question 2

You bought a new phone from a shop in town but it broke within the first few weeks. When you contacted the shop they were very unhelpful. They did not offer to repair or exchange it or give a refund.

Your task: write a letter of complaint to the shop manager. In your letter you should explain

- why you are writing
- what is wrong with the phone
- how the shop responded when you contacted them
- what action you would like the shop to take.

The person to write to is Mrs Susan Bowen, Store Manager, SB Technology Supplies, Carlton Road, Manchester, M10 7JP.

Include all relevant details in your letter.

(27 marks)

You may use the space below for planning and drafting.



A series of 25 horizontal dotted lines for writing.

Functional Skills Level 1 English Writing

Sample paper 1 Provisional marking scheme



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Marking guidance

The Writing mark scheme is structured as follows:

Written composition (content marks)	Q1 Max marks	Q2 Max marks	Total composition marks	% coverage (composition)
SCS22 SCS23 SCS24 SCS25	15 marks	15 marks	30 marks	56%
Spelling, punctuation and grammar (SPaG) (accuracy marks)	Q1 Max marks	Q2 Max marks	Total SPaG marks	% coverage (SPaG)
SCS19 SCS20 SCS21	12 marks	12 marks	24 marks	44%
Total mark per question	27	27		



Writing composition

Total marks for Writing Composition 30/54 (56% of marks)

Marking instructions:

Markers should read the candidate's response and make a holistic judgement about which band, on balance, **best** describes it. Within each band, marks are awarded for the candidate's overall level of performance. Once a band has been selected, markers should consider the descriptors as a whole and award marks according to how well the candidate has met these overall.

The following is given as general guidance to support consistent interpretation of the mark scheme:

- All Bands: candidates must meet **all bullets** for the band to achieve the mark at the top of the band range.
- Band 4: Candidates must meet **at least two** of the bullets to be placed within this band
- Band 1: Candidate's response must meet **at least one** of the four bullets to be awarded 1 mark;
- if candidate's response fails to meet any of the bullets award 0 marks.



Band	Descriptor	Coverage	Q1 Marks	Q2 Marks
4: Consistently	<p>Consistently</p> <ul style="list-style-type: none"> • Consistently communicates information, ideas and opinions clearly, coherently and accurately • Consistently writes text of appropriate level of detail to meet the needs of purpose and audience • Consistently uses format, structure and language appropriate for audience and purpose • Writes consistently and accurately in complex sentences, using paragraphs where appropriate. 	SCS22 SCS23 SCS24 SCS25	12 – 15	12 - 15
3: Mostly	<p>Mostly</p> <ul style="list-style-type: none"> • Communicates information, ideas and opinions clearly, coherently and accurately, most of the time. • Writes text of a mostly appropriate level of detail and mostly meets the needs of purpose and audience • Format, structure and language is mostly appropriate for audience and purpose • Writing is mostly accurate in complex sentences, with mostly accurate use of paragraphs where appropriate. 	SCS22 SCS23 SCS24 SCS25	8 - 11	8 - 11
2: Some of the time	<p>Some of the time:</p> <ul style="list-style-type: none"> • Communicates information, ideas and opinions clearly with some coherence and accuracy • Some appropriate level of detail and some needs of purpose and audience met • Some format, structure and language appropriate for audience and purpose • Some accurate use of complex sentences and some paragraphs where appropriate. 	SCS22 SCS23 SCS24 SCS25	4 - 7	4 –7
1: Limited	<p>With limited success</p> <ul style="list-style-type: none"> • Communicates information, ideas and opinions with limited clarity, coherence and accuracy • Limited appropriate detail to meet the needs of purpose and audience • Limited use of format, structure and language for audience and purpose • Limited use of complex sentences and paragraphs. 	SCS22 SCS23 SCS24 SCS25	0 - 3	0 - 3



Indicative content for composition marks

Question 1: technology

Expected format and structure: report

Indicative content (other valid/relevant approaches are creditworthy)

- technology in personal life
- technology in business
- technology in the world as a whole
- what life could be like without modern technology.

(could include reference to e.g. mobile phones, computers, internet, email, Skype, apps, social media but any other technology is acceptable)

Question 2: broken phone

Expected format and structure: letter

Indicative content (other valid/relevant approaches are creditworthy)

- why you are writing
- what is wrong with the phone
- how the shop responded when you contacted them
- what action you would like the shop to take.



Total marks for Spelling, Punctuation and Grammar 24/54 (44% of total marks)

Spelling marks (SCS 21)	Q1	Q2
Spell correctly words used most often in work, study and daily life, including specialist words.		
4 Spelling is consistently accurate, including ambitious and /or irregular words where used	4	4
3 Spelling is mostly correct, with occasional errors.	3	3
2 Spelling is accurate some of the time, with errors for more complex or irregular words.	2	2
1 Limited accuracy. Some accurate spelling of simple / regular words but there are still frequent errors.	1	1
0 Spelling significantly impairs meaning	0	0
Punctuation marks (SCS 19)	Q1	Q2
Use a range of punctuation correctly (e.g full stops, questions marks, exclamation marks, commas, possessive apostrophes).		
4 A range of punctuation (e.g. full stops, question marks, exclamation marks, commas and possessive apostrophes) is used consistently accurately to mark the structure of sentences and give clarity and emphasis.	4	4
3 Punctuation is mostly accurate including punctuation within the sentence, e.g. commas used correctly to mark phrases or clauses.	3	3
2 Some accuracy in punctuation: Most sentences are correctly demarcated with some use of other punctuation e.g. commas in lists	2	2
1 Limited accuracy in punctuation: full stops, capital letters, exclamation marks and question marks are used mostly correctly, however, there are frequent errors with other types of punctuation.	1	1
0 punctuation significantly impairs meaning	0	0
Grammar marks (SCS 20)	Q1	Q2
Use correct grammar (e.g. subject–verb agreement, correct & consistent use of a range of tenses, definite & indefinite articles).		
4 Grammar is consistently accurate: length, focus and structure of sentences are varied to add clarity and emphasis; tenses and verb forms are controlled.	4	4
3 Grammar is mostly accurate: A range of verb forms is used mostly correctly and a range of appropriate tense choices is mostly maintained.	3	3
2 Some accuracy in grammar: Sentences are usually grammatically sound with occasional errors; there is some variation in verb forms and tense choice is generally appropriate.	2	2
1 Limited accuracy in grammar: simple connectives (e.g. and, but, then) are used to link clauses; simple verb forms and tenses are mostly correct, though there are frequent mistakes when attempting more complex ones.	1	1
0 grammar significantly impairs meaning	0	0
Total marks per question	12	12
Total marks available for SPaG	24	



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