

FUNCTIONAL SKILLS ENGLISH - WRITING LEVEL 2

MARK SCHEME

Instructions to marker

There are 30 marks available for each of the three tasks, which should be marked separately, resulting in a total of 90 marks.

It is expected that the pass mark will be in the region of 54, i.e. 60% but this will be confirmed through the awarding process.

Each column relates to an aspect of the skills standard, coverage and range. Marks can be awarded from 0 - 6 for each of these aspects. Descriptors are given for marks 1-6. Responses not meeting the descriptor for the award of 1 mark should be awarded 0.

Mark	2.1 Present information/ ideas concisely, logically, and persuasively. Present information on complex subjects clearly and concisely	2.2 Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively	2.3 Use a range of writing styles and formats for different purposes	2.4 Ensure written work is fit for purpose and audience, with accurate grammar that supports clear meaning in a range of text types	2.5 Ensure written work is fit for purpose and audience, with accurate spelling that supports clear meaning in a range of text types	2.6 Punctuate written text using commas, apostrophes and inverted commas accurately
6	<p>Material is clearly controlled and sequenced, taking account of the reader's likely reaction and presented logically to support point of view and be persuasive</p> <p>A range of features clearly signal the overall direction of the document.</p> <p>A range of ambitious and varied vocabulary is generally appropriate to purpose and audience.</p>	<p>Controlled use of a variety of sentence structures contributes to overall impact of the document.</p> <p>Construction of paragraphs clearly supports meaning and purpose and adds to the effectiveness of the document.</p>	<p>Convincing voice or point of view is established and sustained throughout.</p> <p>Style, tone and format are fully fit for purpose, subject and audience.</p>			

<p>5</p>	<p>Development of ideas is effectively managed throughout the writing.</p> <p>Overall direction of the document is supported by clear links between paragraphs.</p> <p>Some ambitious vocabulary attempted and there is a deliberate attempt at persuasive language.</p>	<p>Some features of sentence structure are used to build up detail or convey shades of meaning,</p> <p>Paragraphing is used effectively to help the reader. Within paragraphs or sections, a range of devices support cohesion.</p> <p>Links between paragraphs or sections are maintained across whole document.</p>	<p>Development of ideas adapted for the intended audience and purpose.</p> <p>Style and tone are mostly fit for purpose, subject and audience.</p> <p>Essential features of the selected format used so document is fit for purpose.</p>			
<p>4</p>	<p>Document includes appropriate level of detail for reader to fully understand purpose.</p> <p>Some attempt to explain complex information in a manner suitable for audience</p> <p>Information and ideas are</p>	<p>Information is structured appropriately within sentences and paragraphs, in a logical sequence.</p> <p>Cohesion is generally secured by linking</p>	<p>Language and style are generally suited to audience needs.</p> <p>Format of the document is functional at a basic level.</p>	<p>A range of grammatical constructions are used accurately throughout and add to the effectiveness of the document.</p>	<p>Accurate spelling throughout, including some uncommon words, words with complex sound/symbol relationships and words with</p>	<p>A full range of punctuation is consistently accurate in a variety of sentence structures, and is used for effect.</p>

	relevant and used to support arguments	paragraphs using a range of devices.			unstressed syllables.	
3	<p>Most detail is included to make the document clear.</p> <p>Most ideas presented clearly and coherently.</p> <p>Some attempt to use persuasive language.</p>	<p>Paragraphs are used.</p> <p>Links between paragraphs or sections can be clearly discerned and sequence is mostly easy for reader to follow.</p> <p>There is an attempt to use complex sentences appropriately.</p>	<p>Some attempt at formatting the document.</p> <p>Language is mostly appropriate for audience although style and tone may be inconsistent.</p>	Secure control of grammar and complex sentences ensures clarity of meaning.	Spelling generally correct including some ambitious words including those with unstressed syllables, multi letter vowel and consonant symbols.	Control of a range of punctuation including the accurate punctuation of sentences. Commas used accurately where appropriate. There may be minor errors in the use of apostrophes.
2	<p>Sufficient detail included to make document clear.</p> <p>Some ideas presented clearly and coherently.</p> <p>Information is often confused but some attempt made to include it and explain it to reader.</p>	<p>Some attempt to use paragraphs where required.</p> <p>Sentences used but not always structured appropriately</p>	Main purpose identifiable but may not be consistently reinforced through language, format and/or structure.	Order of clauses in complex sentences is mostly accurate. Use of tense and subject/verb agreement is accurate most of the time and inconsistencies do not impair meaning.	Spells correctly many words with irregular prefixes and suffixes as well as homophones.	Sentences are punctuated accurately, with some attempt at using complex sentences. Upper case used accurately for I.

<p>1</p>	<p>Some additional detail elaborates on basic information.</p> <p>Document sometimes confused, some information and ideas are not relevant and there is no clear logic</p>	<p>Some attempt to organise ideas</p>	<p>Some attempt at achieving purpose.</p> <p>Some use of appropriate language.</p>	<p>Some attempt to use grammar accurately but errors may affect meaning.</p>	<p>Spells correctly many common words including some compound words. There may be errors in homophones and words</p>	<p>Writing is mostly in sentences with some attempt at using commas. Sentence separation is not always accurate.</p>
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