**TQUK Functional Skills**

**Qualification in English at Entry Level 3**

**Writing** Mark Scheme – Sample Assessment

**Mark scheme information**

This mark scheme is intended to support the valid and consistent marking of the examination paper identified above. This mark scheme includes:

* the total mark available for each activity
* the individual subject content coverage of each activity as well as coverage totals
* the marking process and considerations which must be followed.

**Information for the Assessor**

* All marking must be completed consistently, and the mark scheme must be applied fairly.
* Assessors should award full marks if the Learner deserves full marks.
* Assessors should not award marks if the Learner’s response does not meet the requirements of the mark scheme for that question.
* Crossed-out work should be marked unless the Learner has replaced it with an alternative response.

**Marking Matrix**

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| **Skill Coverage** | | | **Section 1** | **Section 2** | **Total marks** | **% of marks** |
| **Entry Level 3 Writing** | EL3.13 | Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas). | - | 2 | 2 | 50 |
| EL3.14 | Form irregular plurals. | - | 2 | 2 |
| EL3.15 | Use mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles). | - | 2 | 2 |
| EL3.16 | Use the first, second and third place letters in a word to sequence words in alphabetical order. | - | 2 | 2 |
| EL3.17 | Spell correctly words designated for Entry Level 3. | 10 | 2 | 12 |
| EL3.18 | Communicate information, ideas and opinions clearly and in a logical sequence (e.g. chronologically, by task). | - | 4 | 4 | 50 |
| EL3.19 | Write text of an appropriate level of detail and of appropriate length (including where this is specified). | - | 4 | 4 |
| EL3.20 | Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points. | - | 4 | 4 |
| EL3.21 | Write in compound sentences and paragraphs where appropriate. | - | 4 | 4 |
| EL3.22 | Use language appropriate to the purpose and audience. | - | 4 | 4 |
| **Totals for SPaG** | | | **10** | **10** | **20** |  |
| **Totals for Composition** | | | **-** | **20** | **20** |  |
| **Overall** | | | **10** | **30** | **40** |  |

**Marking guidance for Section 2 writing tasks**

Each Subject Content statement assessed in the Section 2 writing tasks have specific marking instructions.

Assessors should carefully review each response and award a mark based on all the evidence provided by the Learner.

The examination paper includes space in the margins for Assessors to note initial impressions and proposed marks while reviewing responses.

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| Your answer | **Assessor use only** |
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**Section 1:**

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| **Question** | **Target** | **Marks** | **Answers** |
| **1-10** | **EL3.17** | **10** | *Complete each sentence with the correctly spelled word.*  *1. centre (1) 2. guarantee (1) 3. island (1) 4. dictionary (1) 5. responsible (1) 6. patient (1) 7. performance (1) 8. piece (1)*  *9. break (1) 10. co-ordinate (1)*  Award **one** markfor each correct spelling only, up to a maximum of **ten** marks.  Also accept answers where the correct word has been circled or otherwise clearly indicated from the options provided.  Do **not** penalise incorrect capitalisation. |

**Section 2:**

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| **Question** | **Target** | **Marks** | **Answers** |
| **11a** | **EL3.16** | **1** | *carpet, chair, chest, cupboard* (1)  Award **one** mark for all four words written in the correct alphabetical order only, up to a maximum of **one** mark.  Do **not** penalise spelling errors that occur after the **third** letter of each word. |

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| **Question** | **Target** | **Marks** | **Answers** |
| **11b** | **EL3.16** | **1** | *dream, drink, listen, watch* (1)  Award **one** mark for all four words written in the correct alphabetical order only, up to a maximum of **one** mark.  Do **not** penalise spelling errors that occur after the **third** letter of each word**.** |

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| **Question** | **Target** | **Marks** | **Answers** |
| **12a/b** | **EL3.14** | **2** | *a) children* (1)  *b) sheep* (1)  Award **one** mark for **each** correct plural only, up to a maximum of **two** marks.  **No** spelling errors allowed. |

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| **Q13** | Expected format: Email  *You work at a café. You need time off for an important family event. Write an email to your manager asking for time off.*  *In your email, you could:*   * *say* ***when*** *you need the time off* * *explain* ***why*** *you need the time off* * *suggest* ***when you can work*** *the hours you will miss.*   *The manager’s email address is t.jones@globalchat.biz*  *Your email should:*   * *be at least* ***three*** *paragraphs long* * *include at least* ***three*** *compound sentences* * *use language and format suitable for the task.* |

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| **Question** | **Target** | **Marks** | **SPaG Criteria** |
| **13** | **EL3.13** | **1** | Award **one** mark for the correct use of punctuation only, up to a maximum of **one** mark. Learners should know how to use capital letters, full stops, question marks and commas.  Award **one** mark if:   * the Learner has accurately punctuated more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** awardif there is limited or no accurate punctuation, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL3.13 if Learners have written fewer than **four** sentences. |
| **EL3.15** | **1** | Award **one** mark for the use of correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles) only, up to a maximum of **one** mark.  Award **one** mark if:   * mostly correct grammar is used. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate use of grammar, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL3.15 if Learners have written fewer than **four** sentences. |

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| **13** | **EL3.17** | **1** | Award **one** mark for correct spelling only, up to a maximum of **one** mark.  Award **one** mark if:   * words are spelled correctly more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate spelling, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL3.17 if Learners have written fewer than **four** sentences.  Do **not** penalise spelling errors for words which exceed the demand of Entry Level 3. |
| **Target** | **Marks** | **Composition Criteria** |
| **EL3.18** | **2** | Award **one** mark for the inclusion of **any** of the following only, up to a maximum of **two** marks:   * detail(s) of when they need time off (1) * a reason why they need the time off (1) * a suggestion of when they can work the missed hours. (1)   For EL3.18, marks should be awarded if the information has been communicated clearly.  Errors that do not detract from this should **not** be penalised.  The Learner should be credited for other valid responses. |
| **EL3.19** | **2** | Award **one** mark for the following only, up to a maximum of **one** mark:   * the text being an appropriate length. (1)   **AND**  Award **one** mark for the following only, up to a maximum of **one** mark:   * the Learner has provided the appropriate level of detail in order to meet the task requirements. (1) |

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| **13** | **EL3.20** | **2** | Award **one** mark for the following, up to a maximum of **one** mark:   * The Learner has used the appropriate format for an email, for example: * subject heading (1) * email recipient. (1)   **AND**  Award **one** mark for any other suitable formatting feature, up to a maximum of **one** mark, for example:   * appropriate salutation (1) * appropriate close (1) * bullet points. (1)   Accept any other suitable formatting feature. |
| **EL3.21** | **2** | Award **one** mark for the following, up to a maximum of **one** mark:   * The Learner has correctly used a minimum of **three** examples of paragraphs, for example:   + change of time (1)   + change of place (1)   + change of topic. (1)   Accept any other suitable paragraph use.  **AND**  Award **one** mark for the following only, up to a maximum of **one** mark:   * The Learner has correctly used at least **three** compound sentences. (1) |

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| **13** | **EL3.22** | **2** | Award **two** marks up to a maximum of **two** marks for appropriate use of language for the purpose and audience.  Learners are expected to use language and tone that is appropriately formal and professional, reflecting the context of an email addressed to a boss.  Award **two** marks if:   * language and tone are appropriate for purpose and audience throughout. (2)   Award **one** mark if:   * language is sometimes appropriate for the purpose and audience; there may be the occasional error in tone and/or word choice. (1) |
| **Total: 13 marks** | |  |

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| Q**14** | Expected format: Review  *You have recently watched a television programme. You have been asked to write a review of the TV programme for your school/college magazine.*  *In your review, you could:*   * *say* ***what*** *the programme is about* * *describe what you* ***liked*** *or* ***disliked*** *about the programme* * *say* ***whether you would recommend*** *the programme to others.*   *Your review should:*   * *be at least* ***three*** *paragraphs long* * *use at least* ***three*** *compound sentences* * *use language and format suitable for the task.*   ***You can use a real or imagined television programme.*** |

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| **Question** | **Target** | **Marks** | **SPaG Criteria** |
| **14** | **EL3.13** | **1** | Award **one** mark for the correct use of punctuation only, up to a maximum of **one** mark. Learners should know how to use capital letters, full stops, question marks and commas.  Award **one** mark if:   * the Learner has accurately punctuated more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate punctuation, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL3.13 if Learners have written fewer than **four** sentences. |
| **EL3.15** | **1** | Award **one** mark for the use of correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles) only, up to a maximum of **one** mark.  Award **one** mark if:   * mostly correct grammar is used. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate use of grammar, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL3.15 if Learners have written fewer than **four** sentences. |

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| **14** | **EL3.17** | **1** | Award **one** mark for correct spelling only, up to a maximum of **one** mark.  Award **one** mark if:   * words are spelled correctly more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate spelling, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL3.17 if Learners have written fewer than **four** sentences.  Do **not** penalise spelling errors for words which exceed the demand of Entry Level 3. |
| **Target** | **Marks** | **Composition Criteria** |
| **EL3.18** | **2** | Award **one** mark for the inclusion of **any** of the following only, up to a maximum of **two** marks:   * what the programme is about (1) * what they liked or disliked about the programme (1) * whether they would recommend the programme. (1)   For EL3.18, marks should be awarded if the information has been communicated clearly.  Errors that do not detract from this should **not** be penalised.  The Learner should be credited for other valid responses. |
| **EL3.19** | **2** | Award **one** mark for the following only, up to a maximum of **one** mark:   * the text being an appropriate length. (1)   **AND**  Award **one** mark for the following only, up to a maximum of **one** mark:   * the Learner has provided the appropriate level of detail in order to meet the task requirements. (1) |

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| **14** | **EL3.20** | **2** | Award **one** mark for the following, up to a maximum of **one** mark:   * The Learner has used the appropriate format for a review, for example: * title or heading. (1)   **AND**  Award **one** mark for any other suitable formatting feature, up to a maximum of **one** mark, for example:   * subheading (1) * bullet points (1) * attribution. (1)   Accept any other suitable formatting feature. |
| **EL3.21** | **2** | Award **one** mark for the following, up to a maximum of **one** mark:   * The Learner has correctly used a minimum of **three** examples of paragraphs, for example:   + change of time (1)   + change of place (1)   + change of topic. (1)   Accept any other suitable paragraph use.  **AND**  Award **one** mark for the following only, up to a maximum of **one** mark:   * The Learner has correctly used at least **three** compound sentences. (1) |

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| **14** | **EL3.22** | **2** | Award **two** marks up to a maximum of **two** marks for appropriate use of language for the purpose and audience.  Learners are expected to use language and tone that is engaging and appropriate for the target audience, reflecting the style and purpose of a magazine article.  Award **two** marks if:   * language and tone are appropriate for purpose and audience throughout. (2)   Award **one** mark if:   * language is sometimes appropriate for the purpose and audience; there may be the occasional error in tone and/or word choice. (1) |
| **Total: 13 marks** | |  |

**End of Mark Scheme**