

# Mark Scheme

Set 2 2016–2017

Edexcel Functional Skills  
qualifications in English at  
Entry Level 3 – Writing

**General guidance on the use of the mark scheme:**

- Mark crossed out work if it is legible and has not been replaced.
- If the answer is clearly given accept it even if it is not in the answer space.

## **Entry 3: Writing mark scheme**

Task	Content required	
1	Entry for a competition entitled 'A good friend'. Response can give the name of a friend, what makes them a good friend, what the learner has in common with the friend and what the learner likes about the friend. Response can include any valid information and will reflect the experiences of the learner.	
	<b>The competition entry shows the learner is able to:</b>	
	<b>Coverage and range</b>	<b>Mark</b>
	<ul style="list-style-type: none"><li>• <b>plan work(1)</b></li><li>• <b>draft before beginning final version(1)</b></li><li>• <b>organise ideas (1)</b></li><li>• <b>include appropriate details for the intended audience (1)</b></li></ul> <p>Award 1 mark for evidence of each up to <b>four</b> marks. Bullet points 3 and 4 may be evidenced either in the plan/draft or in the final version. Up to a maximum of <b>four</b> marks</p>	<b>4</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<b>sequence writing logically and clearly</b> <ul style="list-style-type: none"><li>• considerable clarity and logical organisation = 3 marks</li><li>• reasonable clarity / organisation = 2 marks</li><li>• limited clarity / organisation = 1 mark</li></ul> <p>Up to a maximum of <b>three</b> marks</p>	<b>3</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<ul style="list-style-type: none"><li>• <b>basic grammar is correct (1)</b></li><li>• <b>appropriate verb tense (1)</b></li><li>• <b>appropriate subject/verb agreement (1)</b></li></ul> <p>Award 1 mark for each up to a maximum of <b>three</b> marks.</p>	<b>3</b>
	<b>Coverage and range</b>	<b>Mark</b>
<ul style="list-style-type: none"><li>• <b>with few exceptions, common words are spelt correctly (1)</b></li><li>• <b>there is accurate use of full stops and question marks(1)</b></li></ul> <p>Award 1 mark for each up to a maximum of <b>two</b> marks.</p>	<b>2</b>	
<b>Total for task</b>		<b>12</b>

Task	Content required	
2	Email to the Restaurant Manager at the learner's learning centre. Email can include how often the learner has lunch in the restaurant, suggestions for dishes to be added to the lunch menu and other ideas for improvement. Response can include any valid information and will reflect the experiences of the learner.	
	<b>Email shows learner is able to:</b>	
	<b>Coverage and range</b>	<b>Mark</b>
	<b>Write clearly with appropriate level of detail for the intended audience with suitable suggestions and write in a logical sequence</b> <ul style="list-style-type: none"> <li>• clear, detailed instructions in logical sequence = 4 marks</li> <li>• reasonable clarity, detail and organisation = 3 marks</li> <li>• reasonable in some aspects but limited in others = 2 marks</li> <li>• limited clarity, detail and organisation of ideas = 1 mark</li> </ul> Up to a maximum of <b>four</b> marks	<b>4</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<ul style="list-style-type: none"> <li>• <b>basic grammar is correct (1)</b></li> <li>• <b>appropriate verb tense and subject/verb agreement (1)</b></li> </ul> Award 1 mark for each up to a maximum of <b>two</b> marks.	<b>2</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<ul style="list-style-type: none"> <li>• <b>with few exceptions, common words are spelt correctly (1)</b></li> <li>• <b>there is accurate use of full stops and question marks (1)</b></li> </ul> Award 1 mark for each up to a maximum of <b>two</b> marks.	<b>2</b>
<b>Total for task</b>		<b>8</b>

## Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the Skills Standards at Entry Level 3.

### Tasks 1 and 2

<b>Writing</b>				
<b><u>Skill Standard</u></b> Write texts with some adaptation to the intended audience.				
<b><u>Criterion Ref. no.</u></b>	<b><u>Coverage</u></b>	<b><u>Description</u></b>	<b><u>No. of marks</u></b>	<b><u>%</u></b>
<b>E3.3.1</b>	Task 1	<ul style="list-style-type: none"> <li>Plan, draft and organise writing</li> </ul>	4	20
<b>E3.3.2</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>Sequence writing logically and clearly</li> </ul>	7	35
<b>E3.3.3</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>Use basic grammar including appropriate verb-tense and subject-verb agreement</li> </ul>	5	25
<b>E3.3.4</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>Check work for accuracy, including spelling</li> </ul>	4	20
<b>Total for writing</b>			<b>20</b>	<b>100</b>

All the material in this publication is copyright.

© Pearson Education Ltd 2016