



Worked Example for Functional Skills English Writing Level 2

Sample Assessment 1 – New Superstore

Strong Pass

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

3748-014 - 2 - New Superstore

Level 2 Functional Skills English Writing Sample Assessment 1

3748-014

New Superstore

			For examine	r's use only
Candidate Name (First, Middle, Last)			Question	Mark
		J 1		
		1		
Candidate enrolment number	DOB (DDMMYYYY)			
		J		
Candidate signature and declaration	*	1		
Assessment date (DDMMYYYY)	Centre number			
eneral information:		-		
The duration of this paper is 65	minutes (including re	ading time).		
The maximum mark for each qu	uestion is shown.	5 ,		
The total number of marks avai	lable is 50.			
General instructions:				
Read each question carefully.				
Answer both questions.				
Dictionaries, electronic gramma (internet access is not permitte		permitted		
(internet decess is inet permitte	,			
* I declare that I have no price	or knowledge of the que	stions in this		
assessment and that I will I				
the questions.				





Total





Your task: write a formal letter to the council to persuade them to reconsider their decision.

(26 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information/ideas concisely, logically and persuasively
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- structuring and formatting information appropriately
- punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.

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You may use the space below for planning and drafting.



Question 1 – Write your letter here

QUESTION 1

Luke King 22 Pegasus Close Linwood SG42 0BB

Gloria Stevens

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Planning department

County Hall

Р

Stanton way Marbleton

1st April 2015

Dear Gloria Stevens,

I am writing this letter to you to express my views on the planning permission



given to build a superstore on the edge of our small village, Marpleton.

Gr

Firstly, one of the many effects on our village is the negative impacts on our local natural environment. The new superstore will certainly increase the

P

pollution amounts due to the amount of peoplevisiting which will have a negative impact on our local wildlife.

Р

Secondly, the recreational areas will be affected by traffic which will affect locals, especially the younger people of the village who enjoy socialising and

Gr

spending time at our skate park. The rise in level of traffic will see the dangers of travelling to the skate park increase as youths are more likely to be involved in an incident with a car, which is something nobody wants to

P

happen. Also, the traffic will see a rise in noise and pollution levels therefore

Р

having a negative effect on Marbleton woods.

L

Finally, the village facilities will be negatively impacted as the number of people who will be in the village will prevent locals from visiting facilities which the village already has to offer. Clarity issues with the whole paragraph.

Р

yours sincerely Luke King



-6-

	Max marks	Marks awarded	Comments
Detail	3	2	Lack of expansion and clarity in relation to effects on village facilities.
Concise	2	2	Concisely expressed.
Logical	2	2	Logical order maintained throughout.
Persuasive	2	1	Reasons provided to not grant permission but very few specific persuasive techniques used, eg, rhetorical questions, eliciting empathy.
Format	1	1	Can be identified as a formal letter.
Structure	2	2	Addresses in correct order, date included, correct opening salutation and matched close of 'Yours sincerely'
Language/Clarity	3	2	Three language issues – ie, wrong words/phrases used – and one clarity issue.
Spelling	3	2	Only one error.
Punctuation	4	2	Eight errors, including on proper nouns. Lack of a space between 'people' and 'visiting' is classed as a punctuation error.
Grammar	4	3	Incorrect subject/verb agreement and omitted article.
TOTALS	26	19	

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Question 2

A successful campaign has prevented the proposed development. You would like to publicly thank people who helped the campaign, and to inform them of your idea to organise a street party in celebration. You need people to help organise your street party and suggest ideas and activities that would encourage the whole village to join in.

Your task: write an article for the village magazine.

(24 marks)

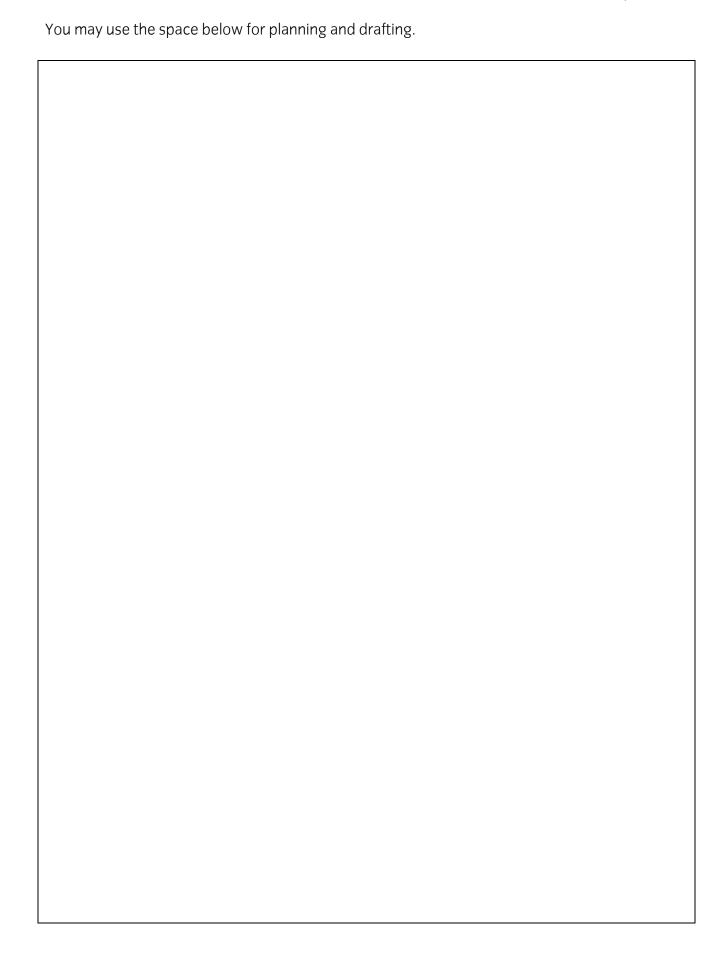
Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information clearly and concisely
- using an appropriate writing style
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning.

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Question 2 – Write your article here

QUESTION 2

Due to our recent campaign against the superstore being built on the outskirts of our village, we have managed, together, to prevent the proposed

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development, which I hope you agree, is better for everyone.

Therefore, due to our success, I would firstly like to thank everybody involved, and I'd like to invite everybody to a street party. Personally, I think that this is a brilliant way to enjoy a great occasion for a great purpose.

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For this street party, I would like to include the whole community, therefore, I



need ideas and activities that can encourage the whole community to join in, young, old, male or female.

Sp

Moreover, I would greatly appreciate any volenteers who would generously give up their free time to help me organise this great event, which I'm sure you'll agree will be worth it.

In conclusion, I want to say thank you very much to everyone who helped with the effort against the superstore. I also look forward to seeing everyone at the street party and will be happy to work with anyone to help plan the event.





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	Max marks	Marks awarded	Comments
Detail	3	3	All points in the brief covered with sufficient expansion.
Concise	2	2	Concisely expressed throughout.
Clarity	2	2	No issues of clarity.
Format	1	0	Not apparent that it is an article, eg heading/title missing.
Structure	2	1	Structure marks impacted by lack of heading, but some evidence of sequencing information, eg, 'In conclusion.'
Language	3	3	Good expression used throughout and appropriate register.
Spelling	3	2	One error only.
Punctuation	4	3	Two errors. One omitted comma and one comma splice.
Grammar	4	4	No errors.
TOTALS	24	20	

The response is 182 words long, which falls into the category of sufficient in length for markers to be able to judge competence to meet the standards.

End of Assessment



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