

Example Script B – Commentary

Remember – this should be read in conjunction with the mark scheme and the annotated, marked script.

Functional English Level 1 Writing

This candidate has attempted both tasks. The candidate gained 41 marks out of a possible 60 marks. The notional pass mark is 60% and so this candidate has, overall, demonstrated the skills required at level 1.

T	Max mark available	Mark awarded	Commentary
1 1.1	6	4	The candidate has included most of the relevant information, although it is a little brief and does not elaborate on what the writer wants.
1 1.2	6	4	The document is reasonably well structured, although the beginning does not really set the scene for the reader and it is not until later that the reader knows what the communication is about and what is being requested. There is some attempt at paragraphing.
1 1.3	6	3	This does not look like an email but much of the e-mail format is done automatically in real life and so we award benefit of doubt to the candidate wherever possible. In this case the document does show who it is to (Mr Parker) and who it is from (Alfie Z). However, it does not give the date or the subject – which would have been very helpful.
1 1.4	4	1	The grammar is weak and in places affects meaning. The candidate omits articles (a / the) and there is some confusion of tense between present, past and conditional. Syntax is not always helpful.
1 1.5	4	3	At times the candidate's spelling is good and many commonly mis-spelt words are correct eg because, happen. However, at other times basic errors are made eg writting, consern. There are also mis-spellings of more difficult words eg jeperty (jeopardy) but these are beyond the requirements of the level and so have not been penalised.
1 1.6	4	4	On the whole, the punctuation (ie use of capital letters, full stops and question marks if required) is good. The candidate uses a capital letter to start the word This mid-sentence in line 1 but this mistake is not repeated. The sentence structure is simplistic and the document is short. Nevertheless full marks were awarded at this level.
	30	19	Despite some errors, this document is functional at a basic level. The recipient would be able to read it and to understand the message which was being conveyed.

2 1.1	6	4	The letter is brief – little detail is given about the problem. However, there is sufficient information to get the message across and the reader can understand what has gone wrong.
2 1.2	6	4	There is an attempt to structure the letter. There is an introduction, the problem is outlined and the action requested is indicated. There is some attempt at paragraphing. However, this is within the context of a brief response.
2 1.3	6	6	The letter is well formatted with sender and recipient addresses, date, salutation and complementary close.
2 1.4	4	2	There are again issues with grammar, in particular confusion of tense, which at times affect the meaning.
2 1.5	4	3	On the whole, spelling is reasonable – even of difficult words eg tried, consider. However, some basic errors remain eg writting, refund (for refund), although the meaning is not affected
2 1.6	4	3	On the whole sentence separation is accurate, although it is unclear whether line 6 starts with an upper or lower case W for when. Occasionally capital letters are used in the middle of sentences eg 'I am Looking forward...'
2 Tot	30	22	Again, despite some errors, this document is functional at a basic level.