

Example Script D – Commentary

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

Functional English Level 2 Writing

This candidate has attempted all three tasks. The candidate gained 74 marks out of a possible 90 marks. The notional pass mark is 60% and so this candidate has clearly demonstrated the skills required at level 2. This was a good response.

Task Component	Max mark available	Mark awarded	Commentary
1 2.1	6	4	Overall, the information and ideas are relevant, although the candidate focuses more on the reasons for the new extension, rather than reasons why she should be the one to meet the Prime Minister. However, there is sufficient detail for the reader to understand the purpose of the letter and some attempt to explain complex information. The letter is not as persuasive as it might have been but it does respond to the task at a basic level.
1 2.2	6	4	Information is structured appropriately within paragraphs and it is in a logical sequence. There is some attempt to link paragraphs but within the paragraphs there is not really a range of devices to support cohesion nor is sentence structure used to build up detail or convey shades of meaning.
1 2.3	6	6	The candidate has formatted the letter well, with sender and recipient addresses, date, salutation and matching close. Style tone and format are fit for purpose. The letter is not always convincing / persuasive and moves to narrative occasionally but benefit of doubt (bod) was given to the candidate and full marks awarded to the candidate for this component.
1 2.4	4	3	Grammar – on the whole this is good, though not particularly ambitious, with just occasional lapses eg 'higher amount of resources'.
1 2.5	4	4	Punctuation – again this is good. Errors eg mis-use of the semi-colon ('I feel I would be the best person for this task because; I have worked for ...') are in punctuation beyond the level required. Use of sentences is secure, as is the use of commas. The candidate demonstrated use of apostrophes in 'Slapton's Home..'
1 2.6	4	4	Spelling is accurate throughout, including the spelling of complex and non-regular words.
1 Total	30	25	The candidate has shown competence in skills required at Level 2 in this document.

2			
2.1	6	4	The response is brief but gives reasons for requesting the day off. However, vocabulary lacks ambition, although there is some attempt at persuasion. The response matches all the descriptors for 4 marks but only some for 5. In this case, bod was not given.
2.2	6	4	As in task 1, information is structured appropriately using paragraphs but sentence structure and paragraphing is not really used for effect.
2.3	6	5	The candidate formats the email accurately, although does not include a 'subject' heading which would have been useful. Style and tone are fit for purpose.
2.4	4	4	Grammar – a range of construction were used and both tense and subject verb agreement were accurate throughout.
2.5	4	4	Punctuation – although unambitious was accurate throughout including the use of commas. 'Sincerely' was incorrectly begun with a capital and in a couple of places it was unclear whether lower case was used or upper case. However, this was more to do with handwriting and bod was given.
2.6	4	4	Spelling was accurate throughout.
2 Total	30	25	Again, the candidate demonstrated competence at L2.
3			
3.1	6	5	The leaflet makes a deliberate attempt to persuade (although is perhaps a little threatening when talking about the law and imprisonment). There is clear development of and linkage of ideas.
3.2	6	5	Paragraphing is used effectively as each new idea is introduced and links between paragraphs are effectively maintained.
3.3	6	2	Unfortunately, there is no heading for this leaflet and thus it lacks functionality, despite other formatting features (eg sub-headings, bold text) being present. Therefore, although the main purpose is identifiable, it is not reinforced through the format.
3.4	4	4	Grammar is mostly accurate, despite a couple off slips. Bod given.
3.5	4	4	Punctuation is mostly accurate.
3.6	4	4	Spelling was accurate throughout.
3 Total	30	24	Despite weakness in format, this response clearly met the standards for L2.