



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS ENGLISH

09499/03

PRACTICE PAPER 1 – BW04 WRITING TASK AND ANSWER BOOKLET

TIME: 55 MINUTES

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

FOR EXAMINER USE ONLY	
Task	Mark
A	/21
B	/13
Total (A+B)	/34

YOU NEED

- This task and answer booklet.
- A pen with black ink **OR** access to a computer and printer to print out your responses which should be firmly attached to this booklet.

You may use a dictionary and spell/grammar check facilities but you must not ask anyone to help you.

INSTRUCTIONS FOR CANDIDATES

Do **NOT** open this booklet until you are told to do so by the supervisor.

Fill in all the boxes above. Make sure your personal details are entered correctly. Use **BLOCK LETTERS**.

- Write your answer to each task in the space provided in this answer booklet or attach your printouts to this booklet before handing in.
- Additional answer space can be found on pages 9 and 10.
- If you use extra paper, make sure that it has your name, candidate number, centre number and task reference on it and is securely attached to this booklet.
- When you have finished, hand this booklet to the supervisor.

Ofqual Qualification Reference Number: 500/8963/8

/

This document consists of 12 pages. Any blank pages are indicated.

WRITING TASKS (34 marks)

You have **55 minutes** to do tasks A and B.

For **both** tasks, remember to write in sentences, using accurate spelling, punctuation and grammar. Allow time to check your work.

Writing Task A (21 marks)**Scenario**

You saw the advert below, with a special offer to join the Dayron Leisure Centre. You took the offer and joined Dayron Leisure Centre last month, but you have been very disappointed. You do not think the Centre meets many of the claims made in its advertisement.



Keep Fit at Dayron Leisure Centre

Keep fit and healthy at your local leisure centre that caters for the community!

Dayron Leisure Centre boasts a range of state-of-the-art facilities including two heated pools, one with a 40m long flume. Our gym has weightlifting machines, multi-speed treadmills and a rowing machine. We are open all day, 7 days a week – you never need to queue!

Both our pools are staffed by trained, qualified lifeguards and swimming lessons are provided at times to suit you at no extra cost. Personal trainers are always available at an extra hourly cost.

Meet your friends in our 'Warm-Down' wholefood café, which serves a wide range of healthy delicious drinks, meals and snacks at bargain prices.

Membership at the Centre is only £30 per month, with a 10% reduction for senior citizens, students and the unemployed.

Buy 12 months' membership for the price of 9!

Sign up today to take advantage of Dayron's unbeatable value!

Write a formal letter to the Manager of Dayron Leisure Centre at Reid Lane, Dayron DY4 3TQ. Explain why you are so disappointed and what you think should be done. Make sure that you put forward a convincing case.

You should spend approximately **35 minutes** writing this letter.

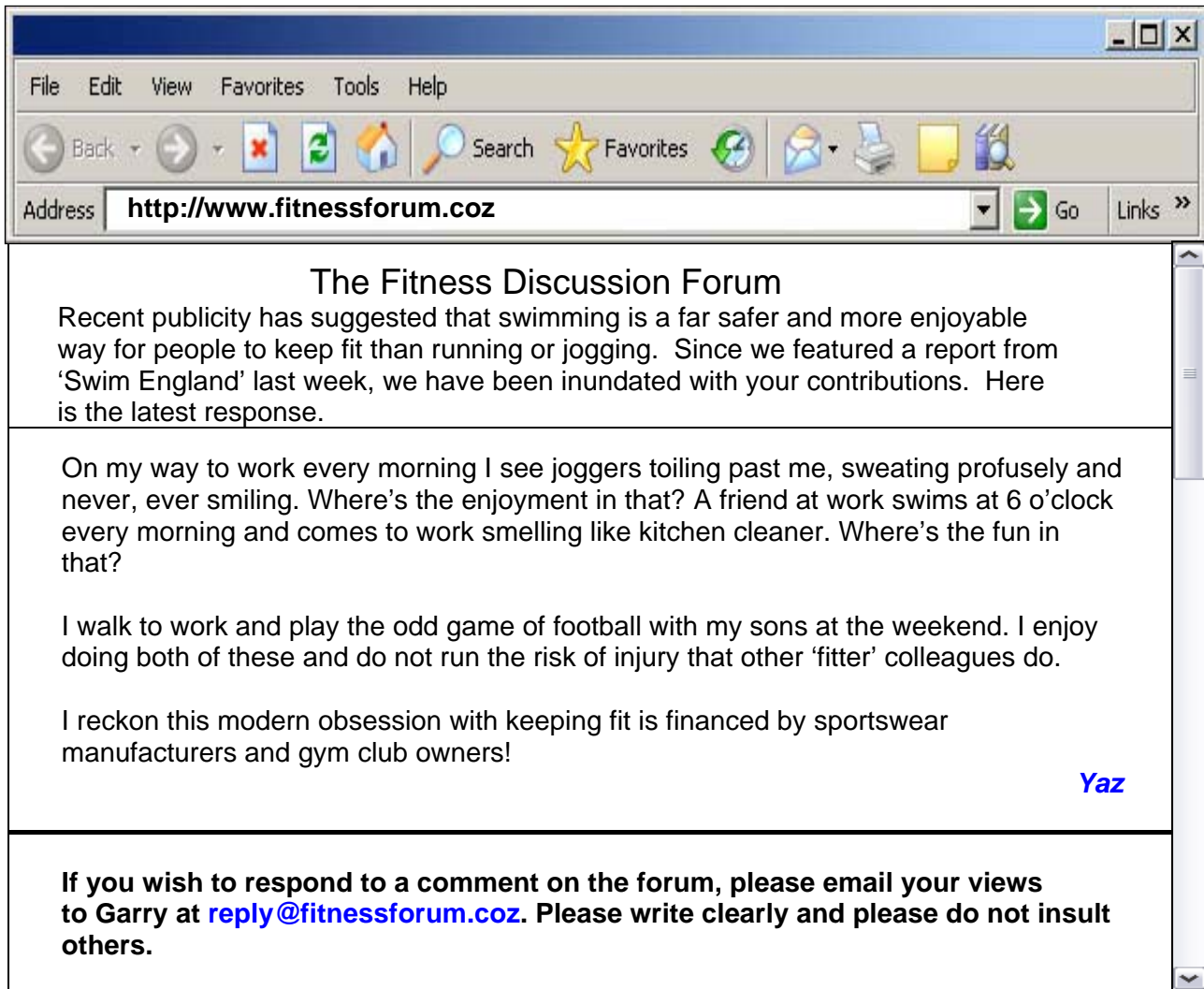
Remember to write in sentences, using accurate spelling, punctuation and grammar.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

Writing Task B (13 marks)

Scenario

You have been discussing with friends the importance of fitness and keeping fit. One of your friends has shown you the following contribution on a web-based forum:



The screenshot shows a web browser window with the address bar containing <http://www.fitnessforum.coz>. The page title is "The Fitness Discussion Forum". The main content of the forum post is as follows:

Recent publicity has suggested that swimming is a far safer and more enjoyable way for people to keep fit than running or jogging. Since we featured a report from 'Swim England' last week, we have been inundated with your contributions. Here is the latest response.

On my way to work every morning I see joggers toiling past me, sweating profusely and never, ever smiling. Where's the enjoyment in that? A friend at work swims at 6 o'clock every morning and comes to work smelling like kitchen cleaner. Where's the fun in that?

I walk to work and play the odd game of football with my sons at the weekend. I enjoy doing both of these and do not run the risk of injury that other 'fitter' colleagues do.

I reckon this modern obsession with keeping fit is financed by sportswear manufacturers and gym club owners!

Yaz

If you wish to respond to a comment on the forum, please email your views to Garry at reply@fitnessforum.coz. Please write clearly and please do not insult others.

Write an email to the Forum. Explain why you agree or disagree with Yaz's comments and give your own ideas about keeping fit.

You should spend approximately **20 minutes** writing this email.

Remember to write in sentences, using accurate spelling, punctuation and grammar.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee
Registered in England
Registered Office: 1 Hills Road, Cambridge, CB1 2EU
Registered Company Number: 3484466
OCR is an exempt Charity

/



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**OCR FUNCTIONAL SKILLS
QUALIFICATION IN ENGLISH AT LEVEL 2**

**This assessment may be taken within these dates:
PRACTICE PAPER 1**

Mark Scheme

The maximum mark for the Writing paper is [34]

Functional Skills English – L2 Mark Scheme – Writing (34 marks)

Writing – Task A (21 marks)

M/S Ref	Description	Marks	Total marks
2W1	Candidate has presented ideas and information effectively, including effective paragraphing: <ul style="list-style-type: none"> • some organisation but no paragraphs and/or lacks detail • evidence of effective organisation, ie clear beginning, middle and end, but may not be paragraphed. • effective organisation of material, paragraphs are used but not always to full effect. • a well crafted response, with paragraphs used for deliberate effect. 	1	4
		2	
		3	
		4	
2W2	Candidate has used spelling accurately: <ul style="list-style-type: none"> • most simple words and words occurring in the source documents and question paper are spelt correctly. • most words with complex but regular patterns are spelt correctly. • virtually all spelling, including that of irregular words, is correct. Any errors stand out as atypical or 'one-off' slips. 	1	3
		2	
		3	
2W3	Candidate has used punctuation accurately: <ul style="list-style-type: none"> • full stops, question marks and capital letters used accurately to demarcate sentences most of the time. • capital letters used consistently and accurately for proper nouns and the personal pronoun. Commas used to aid understanding. • virtually all punctuation, eg commas, apostrophes and inverted commas, is correct. Any errors stand out as atypical or 'one-off' slips. 	1	3
		2	
		3	
2W4	Candidate has used grammar accurately: <ul style="list-style-type: none"> • subject/verb agreement mainly accurate but some confusion of pronouns, inconsistency of tense. • use of tense and syntax mostly accurate but with occasional errors. • virtually all grammar is accurate. Any errors stand out as atypical or 'one-off' slips. 	1	3
		2	
		3	
2W5	Candidate has used an appropriate formal letter format, to include <ul style="list-style-type: none"> • at least sender's address • sender's address, salutation and sender's name/title • sender's and recipient's addresses, date, appropriate salutation and close • sender's and recipient's addresses, date, matching salutation and close. (nb. Sender's name is in close only) 	1	4
		2	
		3	
		4	
2W6	Candidate has used an appropriate style and tone: <ul style="list-style-type: none"> • some attempt at balance and/or persuasion but inappropriate style and tone. • some attempt at balance and/or persuasion though some inconsistencies in style and tone - minimally convincing. • persuasive and/or convincing but either lacks detail or does not actively engage the reader. • fully persuasive/convincing and fit for purpose - actively engages the reader. 	1	4
		2	
		3	
		4	
Total available for Writing Task A		21	21

Task B – 13 marks

M/S Ref	Description	Marks	Total marks
2W1	<p>Candidate has presented ideas and information effectively, including effective paragraphing:</p> <ul style="list-style-type: none"> material is organised to aid clarity and fitness for purpose but may not be paragraphed and/or insufficient detail. overall evidence of effective organisation – clear beginning, middle and end. Paragraphs are used but not always to full effect. effective organisation of material to suit purpose of text. Paragraphs used effectively and with deliberation – a well crafted response. 	<p>1</p> <p>2</p> <p>3</p>	3
2W2	<p>Candidate has used spelling accurately:</p> <ul style="list-style-type: none"> spelling of simple words and those with complex but regular patterns is usually accurate. Words occurring in the source documents and question paper are spelt correctly. virtually all spelling, including that of irregular words, is correct throughout. Any errors stand out as atypical or 'one-off' slips. 	<p>1</p> <p>2</p>	2
2W3	<p>Candidate has used punctuation accurately:</p> <ul style="list-style-type: none"> full stops and capital letters accurately used to demarcate sentences. Commas in lists used to aid understanding where appropriate. a range of punctuation including commas, apostrophes and inverted commas is used correctly. Any errors stand out as atypical or 'one-off' slips. 	<p>1</p> <p>2</p>	2
2W4	<p>Candidate has used grammar accurately:</p> <ul style="list-style-type: none"> overall accurate but with some errors – eg confusion of pronouns, inconsistency of tense mostly grammatically accurate with accurate subject/verb agreement, accurate and consistent use of tense with occasional errors. Any errors stand out as atypical or 'one-off' slips. 	<p>1</p> <p>2</p>	2
2W5	<p>Candidate has used an appropriate email format, to include</p> <ul style="list-style-type: none"> to and from to, from, subject and/or date 	<p>1</p> <p>2</p>	2
2W6	<p>Candidate has used an appropriate style and tone:</p> <ul style="list-style-type: none"> some attempt at balance or persuasion but inconsistencies and inappropriate style and tone. overall persuasive and fit for purpose and actively engages reader. 	<p>1</p> <p>2</p>	2
	Total available for Writing Task B	13	13

Note to markers: where a candidate does not meet the minimum required for the award of 1 mark, 0 marks should be awarded. This applies to all mark scheme references. Maximum marks for M/S reference are shown in bold.