

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**LEVEL 2 FUNCTIONAL SKILLS ENGLISH**

**PRACTICE PAPER 4 – WRITING TASK AND ANSWER BOOKLET (BW06)**

**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
<b>Total (A+B)</b>	<b>/34</b>

**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.

**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**

A local newspaper, *The Echo* is recruiting a new reporter. You decide to apply for the job. As part of the recruitment exercise you are asked to write an article about the high cost of car insurance for young people.

**Write an article** for the newspaper. The article should deal with the issue of car insurance and young people giving your own personal viewpoint.

Your article could include:

- an explanation why car insurance is more expensive for young people
- why this may be seen as unfair
- your own views
- the reasons for your views.

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

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





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**Writing Task B (13 marks)****Scenario**

You recently won a weekend away in a local competition and stayed at a four star hotel and had a really good time.

**Write an email** to the competition organisers, [jo@bluehorizon.coz](mailto:jo@bluehorizon.coz), thanking them for the holiday and explaining why you enjoyed your stay there so much.

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

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











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**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**LEVEL 2 FUNCTIONAL SKILLS ENGLISH**

**PRACTICE PAPER 4 – WRITING TASKS (BW06)**

**Mark Scheme**

The maximum mark for the Writing paper is 34

**This document consists of 3 printed pages**

**[Turn over**

## Functional Skills English – Level 2 Mark Scheme – Writing (34 marks)

### Writing – Task A (21 marks)

M/S Ref	Description	Marks	Total marks
2W1	<p>Candidate has presented relevant <b>ideas and information</b> effectively, including effective paragraphing:</p> <ul style="list-style-type: none"> <li>• Some organisation but no paragraphs and/or lacks detail.</li> <li>• Evidence of effective organisation, ie clear beginning, middle and end, but may not be paragraphed.</li> <li>• Effective organisation of material, paragraphs are used but not always to full effect.</li> <li>• A well-crafted response, with paragraphs used for deliberate effect.</li> </ul>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	4
2W2	<p>Candidate has used <b>spelling</b> accurately:</p> <ul style="list-style-type: none"> <li>• Most simple words and words occurring in the source documents and question paper are spelt correctly.</li> <li>• Most words with complex but regular patterns are spelt correctly.</li> <li>• Virtually all spelling, including that of irregular words, is correct. Any errors stand out as untypical or 'one-off' slips.</li> </ul>	<p>1</p> <p>2</p> <p>3</p>	3
2W3	<p>Candidate has used <b>punctuation</b> accurately:</p> <ul style="list-style-type: none"> <li>• Full stops, question marks and capital letters used accurately to demarcate sentences most of the time.</li> <li>• Capital letters used consistently and accurately for proper nouns and the personal pronoun. Commas used to aid understanding.</li> <li>• Virtually all punctuation, eg commas, apostrophes and inverted commas, is correct. Any errors stand out as untypical or 'one-off' slips.</li> </ul>	<p>1</p> <p>2</p> <p>3</p>	3
2W4	<p>Candidate has used <b>grammar</b> accurately:</p> <ul style="list-style-type: none"> <li>• Subject/verb agreement mainly accurate but some confusion of pronouns, inconsistency of tense.</li> <li>• Use of tense and syntax mostly accurate but with occasional errors.</li> <li>• Virtually all grammar is accurate. Any errors stand out as untypical or 'one-off' slips.</li> </ul>	<p>1</p> <p>2</p> <p>3</p>	3
2W5	<p>Candidate has used an appropriate <b>article format</b>, to include:</p> <ul style="list-style-type: none"> <li>• An appropriate heading.</li> <li>• An appropriate heading, strap-line <i>or</i> attribution.</li> <li>• An appropriate heading, strap-line <i>and</i> attribution.</li> <li>• An appropriate heading, strap-line, attribution <i>and</i> other enhancing features (eg bullet points, sub-headings, sections, etc).</li> </ul>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	4
2W6	<p>Candidate has used an appropriate <b>style and tone</b>:</p> <ul style="list-style-type: none"> <li>• Some attempt at balance and/or persuasion but inappropriate style and tone.</li> <li>• Some attempt at balance and/or persuasion though some inconsistencies in style and tone - minimally convincing.</li> <li>• Persuasive and/or convincing but either lacks detail or does not actively engage the reader.</li> <li>• Fully persuasive/convincing and fit for purpose - actively engages the reader.</li> </ul>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	4
	<b>Total available for writing Task A</b>		<b>21</b>

**Task B – 13 marks**

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

**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.