

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS ENGLISH

PRACTICE PAPER 5 – WRITING TASK AND ANSWER BOOKLET (BW10)

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.

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**

Your local newspaper, The Post & Bugle, is running a competition in conjunction with the local council, called 'Honour the Citizen'. Its aim is to find residents who have made a positive contribution to local life or whose actions have benefited others in the community.

You decide to nominate a person you know who lives locally and who you feel deserves the award.

Write a formal letter to the Editor of The Post & Bugle. Give details of the individual you have chosen and explain, as persuasively as you can, why you think this individual deserves to be honoured.

The address of the newspaper is The Post House, Long Street, Markerton. MA3 4TY

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

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

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

Your local primary school has always had a school uniform. However, at the Annual General Meeting of the Parent Teacher Association many parents voiced opposition to their children having to wear it.

Write a report for the school Board of Governors on the issue of school uniform.

Your report could include:

- the advantages to wearing school uniform
- the disadvantages to wearing school uniform
- your own personal experience
- your considered opinion **either** for **or** against.

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

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

ADDITIONAL ANSWER SPACE

The task reference (A or B) MUST be inserted beside each answer.

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OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS ENGLISH

PRACTICE PAPER 5 – WRITING TASKS (BW10)

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	Candidate has presented relevant 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 resource 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 untypical 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 untypical 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 untypical 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. 	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

Task B – 13 marks

M/S Ref	Description	Marks	Total marks
2W1	<p>Candidate has presented relevant 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 in sufficient 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 untypical 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 untypical 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 untypical or 'one-off' slips. 	<p>1</p> <p>2</p>	2
2W5	<p>Candidate has used an appropriate report format</p> <ul style="list-style-type: none"> • Has included at least a heading/title and appropriate strap-line or attribution. • A heading, strap-line and/or attribution, and one other formatting feature (eg sub-headings, paragraphing etc). 	<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/convincing and fit for purpose and actively engages reader. 	<p>1</p> <p>2</p>	2
	Total available for Writing Task B		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.