



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS ENGLISH

09499/03

PRACTICE PAPER 3 – BW08 WRITING TASK AND ANSWER BOOKLET

TIME: 55 MINUTES

Your surname or family name [grid]

Your first forename (if any) [grid]

Your second forename (if any) [grid]

Date of birth [grid]

Centre name [grid]

Centre number [grid]

Your OCR candidate number [grid]

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.

Ofqual Qualification Reference Number: 500/8963/8

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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 have received the following letter from your Council.

**Wilsdene District Council**

Town Hall  
Wilsdene  
W1 1WW

Dear Resident

As you may be aware, we at Wilsdene District Council have subsidised bus travel for the under 16s and over 60s for many years. However, in the current economic climate with increasing pressures on councils to save money, we feel we have no option but to reduce the subsidy given by the Council.

We therefore propose to maintain the current level of funding for under 16s. No changes will be made to any fares for young people. However, we plan to withdraw automatic free bus travel for the over 60s, starting from next April. From then, the over 60s will be eligible for half price travel between 10.30am and 2.30pm, and 7.30pm and 10.00pm, on production of their over 60s Wilsdene Residents' Card.

We are aware that this might cause some inconvenience. However, we believe that this plan will not disadvantage anyone who cannot afford to pay.

Yours faithfully

***Garry Woods***

Garry Woods  
Chief Budget Control Officer  
Wilsdene Council

You feel strongly about the issue of free bus travel and decide to write an article for your local newspaper.

**Write the article**, persuading people to share your point of view.

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 have recently moved into the apartment shown in the following advertisement.

## 2 bed Apartment to Let

**Close to city centre**  
**£800 per month**

- On good bus route
- Quiet location
- Your own parking space
- Modern kitchen with microwave and dishwasher
- Central heating
- No pets allowed
- Hi-tech alarm system
- Large private garden

For more information call the landlord:  
Allan Bailey on 03777 123457

Since you moved in, you have found that some things are not as good as the advertisement promised.

**Write a formal letter** to the landlord to complain about the apartment. His address is: Mr Allan Bailey, 24 Springbank Gardens, Kensington, London, L1 MHH.

You should spend approximately **20 minutes** writing this letter

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









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**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

**This assessment may be taken within these dates:  
PRACTICE PAPER 3**

**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"> <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>	1	4
		2	
		3	
		4	
2W2	Candidate has used spelling accurately: <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 atypical or 'one-off' slips.</li> </ul>	1	3
		2	
		3	
2W3	Candidate has used punctuation accurately: <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 atypical or 'one-off' slips.</li> </ul>	1	3
		2	
		3	
2W4	Candidate has used grammar accurately: <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 atypical or 'one-off' slips.</li> </ul>	1	3
		2	
		3	
2W5	Candidate has used an appropriate article format, to include <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.</li> </ul>	1	4
		2	
		3	
		4	
2W6	Candidate has used an appropriate style and tone: <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>	1	4
		2	
		3	
		4	
<b>Total available for Writing Task A</b>		<b>21</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 ideas and information 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 insufficient 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 spelling 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 atypical or 'one-off' slips.</li> </ul>	<p>1</p> <p><b>2</b></p>	<b>2</b>
<b>2W3</b>	<p>Candidate has used punctuation 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 atypical or 'one-off' slips.</li> </ul>	<p>1</p> <p><b>2</b></p>	<b>2</b>
<b>2W4</b>	<p>Candidate has used grammar 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 atypical 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 formal letter format, to include</p> <ul style="list-style-type: none"> <li>at least sender's address with salutation and close</li> <li>sender's and recipient's addresses, date, matching salutation and close.</li> </ul>	<p>1</p> <p><b>2</b></p>	<b>2</b>
<b>2W6</b>	<p>Candidate has used an appropriate style and tone:</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 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>	<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.