

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

PRACTICE PAPER 5 – WRITING TASK AND ANSWER BOOKLET (AW10)

TIME: 50 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 6 and 7.
- 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 8 pages. Any blank pages are indicated.

WRITING TASKS (34 marks)

You have **50 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 work for Cable Ltd at their offices in your home town. However, for the next 6 months they want you to work from their offices in Fordsouth, which is 20 miles away. This will mean driving there each day or taking public transport.

Write a formal letter to the Human Resources Manager at head office, Cable Way, London, WC1 1AA.

In your letter you should:

- explain the problems you face
- ask for more information about the arrangements
- explain what help you would like from the company.

You should spend approximately **30 minutes** writing this letter.

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

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

You are helping to organise a music event involving young people from the area, which will raise funds for charity. This will take place at the Dayron Leisure Centre in three months' time.

Write a detailed advertisement to be displayed in your local area, encouraging people to come along.

Your advertisement could include:

- details of when and where the music event will take place
- who will be playing at the music event
- how much it will cost to get in
- any other further information you think would be useful.

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

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



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OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

PRACTICE PAPER 5 – WRITING TASKS (AW10)

Mark Scheme

The maximum mark for the Writing paper is 34

This document consists of 3 printed pages

[Turn over

Functional Skills English Level 1 Mark Scheme – Writing Tasks (34 marks)

Writing – Task A (21 Marks)

M/S Ref	Indicative Response	Marks	Total marks
1W1	<p>Candidate has written clearly and coherently with an appropriate level of detail, including relevant material. Response is suitable for purpose and audience:</p> <ul style="list-style-type: none"> • Some relevant information/ideas but lacks detail and clarity. • Generally relevant, some attempt at coherence, but lacks detail or clarity. • Mostly relevant and coherent, some detail and clarity. • Fully relevant, coherent and clear, with appropriate detail. 	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	4
1W2	<p>Candidate has used spelling accurately:</p> <ul style="list-style-type: none"> • Some attempt at spelling simple everyday words accurately. • Most simple words and words occurring in the source documents and question paper are spelt correctly. • Virtually all simple words and words occurring in the source documents and question paper are spelt correctly. Any errors stand out as untypical or 'one-off' slips. 	<p>1</p> <p>2</p> <p>3</p>	3
1W3	<p>Candidate has used punctuation accurately:</p> <ul style="list-style-type: none"> • Some attempt at using capital letters (at the beginning of sentences and/or for proper nouns), full stops and question marks (where required), although errors at times affect meaning. • Most capital letters, full stops and question marks (where required) are used accurately. Errors do not significantly affect meaning. • Virtually all capital letters (including personal pronoun), full stops and question marks are used accurately. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	<p>1</p> <p>2</p> <p>3</p>	3
1W4	<p>Candidate has used grammar accurately:</p> <ul style="list-style-type: none"> • Some attempt at accurate subject/verb agreement, although errors at times affect meaning. • Subject/verb agreement mostly accurate but some confusion of pronouns, inconsistency of tense. • Virtually all grammar is accurate. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	<p>1</p> <p>2</p> <p>3</p>	3
1W5	<p>Candidate has used an appropriate formal letter format, to include:</p> <ul style="list-style-type: none"> • At least the sender's address. • Sender's address and indicated who it is to and from. • Sender and recipient addresses and indicated who it is to and from. • Sender and recipient addresses, date, acceptable (though not necessarily matching) salutation and close. 	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	4
1W6	<p>Candidate has presented relevant material in a logical sequence:</p> <ul style="list-style-type: none"> • Limited organisation; sometimes difficult to follow. • Some evidence of helpful organisation, but may lack introduction or conclusion. • Mostly effective organisation of material. Clear beginning, middle and end. • Flows logically and organisation actively helps the reader. 	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	4
	Total available for Writing Task A		21

Writing – Task B (13 Marks)

M/S Ref	Indicative Response	Marks	Total marks
1W1	Candidate has written clearly and coherently with an appropriate level of detail , including relevant material . Response is suitable for purpose and audience: <ul style="list-style-type: none"> Some relevant material. Response lacks detail and clarity. Mostly relevant material but lacking in either detail or clarity. Fully relevant, coherent and clear with appropriate detail. 	1 2 3	3
1W2	Candidate has used spelling accurately: <ul style="list-style-type: none"> Spelling of everyday words is usually accurate. Words occurring in the source documents and question paper are mostly spelt correctly. Virtually all spelling of everyday words, and words from the source documents, and question paper is correct throughout. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	1 2	 2
1W3	Candidate has used punctuation accurately: <ul style="list-style-type: none"> Capital letters (at the beginning of sentences and for proper nouns), full stops and question marks are used correctly with only minor lapses. Capital letters, full stops and question marks are used accurately throughout. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	1 2	 2
1W4	Candidate has used grammar accurately: <ul style="list-style-type: none"> Overall accurate, but with some errors in subject/verb agreement and/or some inconsistency of tense. Mostly grammatically accurate with accurate subject/verb agreement, accurate and consistent use of tense. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	1 2	 2
1W5	Candidate has used an appropriate advertising format , to include: <ul style="list-style-type: none"> Appropriate title. Appropriate title and at least one other formatting feature eg <ul style="list-style-type: none"> title and subtitle <i>or</i> title and bullet points <i>or</i> title and boxes/sections <i>or</i> title and paragraphs. 	1 2	 2
1W6	Candidate has presented information in a logical sequence : <ul style="list-style-type: none"> Some attempt at sequencing relevant information, although not consistent. Some attempt at meeting the purpose of the task. May not always be easy to follow and does not fully meet needs of audience. Material flows logically. It is suitable for purpose and audience. It has a clear beginning, middle and end. 	1 2	 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.