



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

09498/03

PRACTICE PAPER 1 – AW04 WRITING TASK AND ANSWER BOOKLET

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.

Ofqual Qualification Reference Number: 500/9111/6

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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 are a volunteer at the Happier Families Charity. The Charity offices are at 127 River Street, Newport, Lincolnshire, LN1 2PA. The charity provides holidays for families who cannot afford one. You are arranging a holiday for Mr and Mrs Johnson and their two teenage children. Mrs Johnson has mobility problems and uses a wheelchair. The family do not own a car because Mr Johnson has been out of work for two years.

You have seen this advert for a hotel.

<p>The Great West Hotel, Pembroke - <i>the perfect place for your family holiday!</i></p> <ul style="list-style-type: none"> • Entertainment for everyone – from the challenge of the nearby Adventure Park to the luxury of the hotel spa, all you need is here. • All rooms have been recently modernised and we offer a range of places to eat and drink. • The centre of the popular seaside town of Pembroke is only a few minutes' walk away. <p>For further details contact our Business Manager, Toni Parks at 11 Sea View Road, Pembroke PM6 2LJ.</p>	
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You want to find out if this hotel will be suitable for the Johnson family.

Write a formal letter to the hotel asking for more information.

Your letter should:

- explain why you are contacting the hotel
- check the availability and prices during the summer holidays
- give details of the Johnson family and their needs
- ask for information about things to do in the area and details of local transport.

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 have been on holiday to Sunnyside Apartments. You chose Sunnyside Apartments after you saw the advert below.

<p style="text-align: center;">Sunnyside Apartments Great Yarmouth, Norfolk</p> <ul style="list-style-type: none"> • high quality, modern properties, each with their own kitchen and one, two or three bedrooms • all apartments cleaned daily and free laundry service • large swimming pool with lifeguards • just two minutes' walk from the famous mile of gorgeous golden sands • massive selection of places to visit and to eat out, with the best fish and chips in England! <p>Contact us by email: manager@sunnysideapts.coz.uk</p>	 <p style="text-align: center;"><i>“Great beach, great holiday, great value for money!”</i> John, Birmingham</p>
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Your holiday was not as good as the advertisement promised.

Write an email to complain to the manager of Sunnyside Apartments.

Your email should:

- explain why you are contacting the manager
- describe what was wrong
- say what you want the manager to do.

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

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 1**

**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 L1 Mark Scheme – Writing Tasks (34 marks)

Writing – Task A (21 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 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. 	1	4
		2	
		3	
		4	
1W2	Candidate has used spelling accurately: <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 atypical or 'one-off' slips. 	1	3
		2	
		3	
1W3	Candidate has used punctuation accurately: <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 atypical or 'one-off' slips and do not affect meaning. 	1	3
		2	
		3	
1W4	Candidate has used grammar accurately: <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 atypical or 'one-off' slips and do not affect meaning. 	1	3
		2	
		3	
1W5	Candidate has used an appropriate formal letter format, to include: <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. 	1	4
		2	
		3	
		4	
1W6	Candidate has presented relevant material in a logical sequence: <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. 	1	4
		2	
		3	
		4	
Total available for Writing Task A			21

Writing – Task B (13 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 material. Response lacks detail and clarity. • mostly relevant material but lacking in either detail or clarity. • fully relevant, coherent and clear with appropriate detail. 	<p>1</p> <p>2</p> <p>3</p>	3
1W2	<p>Candidate has used spelling accurately:</p> <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 atypical or 'one-off' slips and do not affect meaning. 	<p>1</p> <p>2</p>	2
1W3	<p>Candidate has used punctuation accurately:</p> <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 atypical or 'one-off' slips and do not affect meaning. 	<p>1</p> <p>2</p>	2
1W4	<p>Candidate has used grammar accurately:</p> <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 atypical or 'one-off' slips and do not affect meaning. 	<p>1</p> <p>2</p>	2
1W5	<p>Candidate has used an appropriate email format, to include:</p> <ul style="list-style-type: none"> • who the email is to. • who the email is to and from, <i>or</i> who it is to <i>and</i> the subject <i>or</i> date. 	<p>1</p> <p>2</p>	2
1W6	<p>Candidate has presented information in a logical sequence:</p> <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. 	<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.