



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

09498/03

PRACTICE PAPER 2 – AW07 WRITING TASK AND ANSWER BOOKLET

TIME: 50 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
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

/

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 have received the following letter from your Council.

<p>Wilsdene District Council Town Hall Wilsdene W1 1WW</p>	
<p>Dear Resident</p> <p>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.</p> <p>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.</p> <p>We are aware that this might cause some inconvenience. However, we believe that this plan will not disadvantage anyone who cannot afford to pay.</p> <p>Yours faithfully</p> <p><i>Garry Woods</i></p> <p>Garry Woods Chief Budget Control Officer Wilsdene Council.</p>	

Writing Task A (21 marks)

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

- a brief description of the main issues relating to free bus travel
- different views that people may have on the topic
- what you think should be done.

Write the article.

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

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

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

You have just bought a car, because you often work late in the evenings when there is no public transport. You want to be able to park your car in one of the parking spaces in the basement car park below your flat.

You rent your flat from Chevling Housing Association. You rang them about a parking space and the person you spoke to told you to send a letter, stating what you want.

Write a formal letter to Chevling Housing Association, Ebor Court, New Roseden, RS1 1GS.

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

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

Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee
Registered in England
Registered Office: 1 Hills Road, Cambridge, CB1 2EU
Registered Company Number: 3484466

OCR is an exempt Charity

/



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**OCR FUNCTIONAL SKILLS
QUALIFICATION IN ENGLISH AT LEVEL 1**

**This assessment may be taken within these dates:
PRACTICE PAPER 2**

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 article format, to include: <ul style="list-style-type: none"> some attempt at a heading (may not be appropriate). an appropriate heading. an appropriate heading and one example of further formatting eg an appropriate sub-heading <i>or</i> strap-line <i>or</i> bullet points <i>or</i> paragraphing. an appropriate heading and other formatting features eg at least 2 from; strap-line, attribution, sub-headings, bullet points, paragraphing. 	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 formal letter format, to include:</p> <ul style="list-style-type: none"> • at least the sender's address. • sender and recipient addresses, date, acceptable (though not necessarily matching) salutation and close. 	<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.