

## **REPORT ON THE EAST LOTHIAN 2003 MAGAZINE**

The purpose of this report is to examine writings produced by students of adult literacy and numeracy in East Lothian and to map them to SCQF standards in Communication Skills.

The majority of these pieces match the requirements for Access 3; where a piece has been placed at a higher or lower level, comments have been added to explain the reasons for the placing.

### **FAMILY LIFE**

1 Dylan wants to go Fishing.

#### **a) Is the writing suitable for purpose and audience?**

Yes. It is a very clear account of a particular event in family life. Vocabulary and sentence structure are very simple but are appropriate to purpose. The illustrations support the text.

#### **b) Does it seem to be complete?**

Yes. It takes the reader simply but clearly through the episode. However it is very short.

#### **c) Is there some evidence of structure?**

Yes. There is a very clear chronological structure from the ultra conventional 'Once upon a time...' to the conclusion which indicates a future development to the reader: 'When I'm a big boy...' The two middle paragraphs are very short but provide progression in the narrative.

#### **d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. Punctuation of direct speech is handled accurately. Spelling and grammar are error free.

### **SCQF Level: Access 3**

#### **Comment**

As this falls below the 100 word requirement for Access three, it would have to be included in a portfolio of similar pieces.

## 2 A Sunday Afternoon

### **a) Is it suitable for purpose and audience?**

Yes. It describes an event in family life. Vocabulary and sentence structure are simple (Much use of 'and' to progress the narrative) but appropriate to purpose. The illustration enhances the text.

### **b) Does it seem to be complete?**

Yes. It takes the reader clearly from the introduction to the conclusion; it is very short but just meets the hundred word requirement.

### **c) Is there some evidence of structure?**

Yes. There is a clear sense of chronological progression. Each paragraph moves the narrative forward.

### **d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. The dash is used correctly in paragraph three and the apostrophe in paragraph four. Spelling and grammar are error free.

## **SCQF Level: Access 3**

## 3 My daughter's Success

### **a) Is it suitable for purpose and audience?**

Yes. It describes an aspect of family life. Some attempt has been made to use varied vocabulary eg 'persevered'. Sentence structure is dependent on 'and' and 'but' but is appropriate to purpose. The picture is relevant.

### **b) Does it seem to be complete?**

Yes. It gives the reader a sufficient picture of the experience; it is very short but just meets the hundred word requirement.

### **c) Is there some evidence of structure?**

Yes. There is a strong opening sentence and a rather effective conclusion. The middle paragraph moves the narrative forward.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. 'It's' is used correctly in paragraph one. Spelling and grammar are error free.

**Comments**

The above two pieces are good examples of Access 3. They convey several items of information, they use an appropriate format, have evidence of structure and communicate without difficulty. They are short but just meet the Access 3 requirement of 100 words.

**SCQF Level: Access 3**

4 My Christmas

**a) Is it suitable for purpose and audience?**

Yes it describes an event in family life. The illustration is appropriate to the subject-matter. The vocabulary and sentence structure are simple and dependent on 'and'. The final sentence in paragraph one is simply a list.

**b) Does it seem to be complete?**

It is very short – just 100 words. However it does meet the Access three requirement to convey several items of information.

**c) Is there some evidence of structure?**

There are two paragraphs. However the first should be split into two to give more of a sense of introduction followed by development. The second paragraph does indicate an awareness of the need for a conclusion.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. The dash is used effectively in the third sentence. Grammar and spelling are error free.

**SCQF Level – this hovers on the border between Access 2 and Access 3. It needs some revision of structure and more material to place it firmly at Access 3.**

5 Me and my Mum

**a) Is it suitable for purpose and audience?**

Yes. It describes experiences of family life. There is some attempt at humour and a sense of the writer engaging with the audience (you can imagine...) The tone and word-choice are casual but this is acceptable for the purpose. The illustration is both apt and amusing.

**b) Does it seem to be complete?**

Yes. There is a wealth of description to support the opening sentence.

**c) Is there some evidence of structure?**

Yes. The opening paragraph indicates the subject which is then developed in the subsequent paragraphs. The fourth paragraph is rambling but does deal with one topic. The writer indicates a sense of structure in paragraph three: 'I can remember two times...' which is then sustained in paragraph five: 'The second incident...' The final paragraph is weak as only the last sentence could be described as a conclusion.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Punctuation is casual at times when a comma takes the place of a full-stop (eg paragraphs one and three). Spelling is accurate. Grammar is sometimes colloquial (It got that bad...; it was that long) However meaning is never impeded.

**SCQF Level: Access 3**

**Comment**

With some revision this could be raised to Intermediate one. It needs a clear conclusion summarising the preceding material and slightly more ambitious vocabulary and sentence structure – particularly in paragraph 3.

**ANIMAL STORIES**

1 My Pets

**a) Is it suitable for purpose and audience?**

Yes. It describes two pets. It gives the writer's personal experience. Sentences and vocabulary are very simple but clear. The illustrations are entirely appropriate.

**b) Does it seem to be complete?**

Yes. There is sufficient information about both pets.

**c) Is there some evidence of structure?**

Yes. There is a clear introduction followed by two paragraphs, each describing one pet. However there is no conclusion. It just stops.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. The semi-colon is misused in the first sentence but this does not impede meaning. Brackets are used correctly in paragraph three.

**SCQF Level: Access 3**

2 Time for a Haircut

**a) Is it suitable for purpose and audience?**

Yes. It describes the writer's personal experience. The vocabulary and sentence structure are very basic but clear. The illustrations support the text.

**b) Does it seem to be complete?**

It is very limited but does convey several items of information and a discernible personal opinion (in the last sentence). However it falls below the 100 word requirement.

**c) Is there some evidence of structure?**

There is an introductory sentence rather than an introductory paragraph. Similarly a final sentence rather than a paragraph. The narrative is clear and does progress logically albeit briefly.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Commas are used twice instead of full-stops but communication is not impeded.

**SCQF Level: Access 2**

**Comments**

This piece though accurate is too thin to be placed at Access 3. If it were to be expanded and the structure improved, it would meet Access 3.

3 Two Crows

This piece is too short to be assessed.

#### 4 Wee Jenny Wrens

This piece is too short to be assessed.

#### **Comment**

Both pieces demonstrate a sufficient awareness of structure and a competence of language to meet Access three if they were included in portfolios of similar pieces.

#### 5 Tropical Fish

##### **a) Is it suitable for purpose and audience?**

Yes. It describes the experience of keeping tropical fish. It has an apt illustration. The language is simple but appropriate,

##### **b) Does it seem complete?**

It contains several items of information and a discernible personal opinion. However it is extremely short – below the 100 word requirement. Paragraph two is little more than a list.

##### **c) Is there some evidence of structure?**

Yes. There is a three paragraph format which takes the reader logically through the narrative.

##### **d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. However the piece is so short that there is little opportunity for the writer to make mistakes.

#### **SCQF Level: Access 2**

#### **Comments**

Both this piece and item 2 above would be acceptable as Access 3 if they were presented as part of a portfolio of pieces of a similar standard. As single pieces they do not provide sufficient evidence of ability for a fair assessment to be made.

6 Shaz

**a) Is it suitable for purpose and audience?**

Yes. It describes the writer's experience of keeping a pet. It is appropriately illustrated. The language is simple but appropriate.

**b) Does it seem to be complete?**

Yes it contains several items of information and a discernible personal opinion.

**c) Is there some evidence of structure?**

Yes. The subject is clearly introduced and concluded and there are three middle paragraphs which move the narrative forward.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes.

**SCQF Level: Access 3**

7 My Feathered Friends

**a) Is it suitable for purpose and audience?**

Yes. It covers the topic adequately and employs a personal tone appropriate to its subject. The introductory 'Hallo' is effective in engaging the audience and is sustained at various points throughout. The illustration is relevant.

**b) Does it seem to be complete?**

Yes. It provides information about the topic and also conveys a sense of the writer's personal opinion.

**c) Is there some evidence of structure?**

There is a clear opening paragraph followed by five paragraphs which each deal with the acquisition of another bird. There is a sense of planning in the use of numbers; 'now that was two... now guess what...so that was six...'. The final paragraph summarises and looks to the future. The effect is clear and logical.

**d) Are spelling, grammar and punctuation sufficiently accurate for meaning to be clear?**

Yes. There is variety of sentence structure with some complex sentences.

**SCQF Level: Intermediate 1.**

**Comments**

The length of this piece together with its relatively strong structure places it above Access 3.

**DAYS AND NIGHTS OUT**

1 Stirling Castle

**a) Is it suitable for purpose and audience?**

Yes. It gives the reader a clear sense of the writer's experience. The language is simple and somewhat repetitive (and then, and then) but acceptable at this level. The illustration supports the text effectively. The writer succeeds in conveying his pleasure and enthusiasm to the audience (gorgeous, amazing, I would be very happy...)

**b) Does it seem to be complete?**

Yes. There is plenty of relevant information.

**c) Is there some evidence of structure?**

Yes. There is a strong opening and a clear conclusion taking the reader forward to the future – although it would have been better to separate the paragraph at the point of 'The weather was really sunny all day...'. The middle paragraphs take the reader clearly through the day, dealing with two separate topics.

**d) Are spelling, grammar and punctuation sufficiently accurate for meaning to be clear?**

Yes. Capital letters are used correctly as is the apostrophe.

**SCQF Level: Access 3**

2 The Group's Night Out

This is too short to assess but it is clearly structured, error free and appropriate to purpose so if it were part of a portfolio of similar pieces it could be placed at Access 3.

3 Out on my Horse

Rather a charming little piece. As above.

4 China China

**a) Is it suitable for purpose and audience?**

Yes. It deals adequately with the subject. Sentence structure and vocabulary are basic – four paragraphs begin with ‘we’ - but this is appropriate to the level and to the purpose. The two illustrations support the text well.

**b) Does it seem to be complete?**

Yes. There is plenty of information and a discernible personal opinion. The fifth paragraph is well integrated into the piece and neatly illustrated.

**c) Is there some evidence of structure?**

Yes. There is a clear opening paragraph and a conclusion that takes the reader forward. The middle paragraphs progress the narrative through the experience.

**d) Are spelling, grammar and punctuation sufficiently accurate to make the meaning clear?**

Yes. There is a clumsiness in the opening sentence but communication is not impeded.

**SCQF Level: Access 3.**

5 Lift Out

**a) Is it suitable for purpose and audience?**

Yes. It describes a day’s activity. It makes a good attempt to create the experience for the reader with plenty of descriptive prose alongside the narrative. The writer conveys a sense of pace as the action becomes more urgent. The opening sentence ‘It is now a Saturday morning...’ is effective in involving the reader in the activity. The use of the present tense works well in creating a sense of immediacy. Sentence structure tends to be rather dependent on ‘and’ but there are some examples of complex sentences.

**b) Does it seem to be complete?**

Yes. There is plenty of information about the activity as well as description of sounds and sights. Place names provide pointers in the narrative, further involving readers who will be familiar with the area. At the end the reader is left with a clear sense of what the writer has experienced.

**c) Is there some evidence of structure?**

The structure is handled competently. The writer's method is to use time to carry the narrative along. Paragraphing is good and the conclusion leaves the reader with a nice sense of completion.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. The writer uses direct speech to effect.

**SCQF Level: Intermediate 1**

**Comment**

This is Intermediate 1 rather than Access 3 because it has a greater degree of complexity than the preceding pieces. The structure is strong indicating a writer with a good grasp of the technicalities of language. It would not however be placed higher because the vocabulary and sentence structure are fairly unambitious and the piece is narrative rather than analytical.

6 Going on a Sponsored Walk

**a) Is it suitable for purpose and audience?**

Yes. It describes an activity clearly. His use of actual place names involves the audience. The illustration adds a light touch.

**b) Does it seem to be complete?**

Yes. It takes the reader through the activity from start to finish and provides relevant details. The reader is aware of the writer's feelings – 'I felt excited' - as well as the physical experience – 'it was raining...slippy...busy'.

**c) Is there some evidence of structure?**

Yes. There is a clear opening paragraph and a conclusion that takes the reader on to the future. The middle paragraphs carry the narrative forward.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. The writer uses a semi-colon correctly in paragraph four and the apostrophe in paragraph one. Spelling and grammar are error free.

**SCQF Level: Access 3**

## 7 A Day out in Glasgow

This is too short to assess but its one sentence paragraphs and its very basic vocabulary would place it at Access 2 if it were part of a portfolio of similar pieces.

### **EXPERIENCES OF LEARNING**

#### 1 You Can Do It

**a) Is the writing suitable for purpose and audience?**

Yes. It describes a very specific experience of learning. The language and format are appropriate – formal but with the odd touch of colloquialism ('Oh boy, was that hard?') which involves the reader. The illustration complements the text.

**b) Does it seem to be complete?**

Yes. It contains several items of information and a discernible personal opinion.

**c) Is there some evidence of structure?**

Yes. There is a clear introduction, a development and a good conclusion.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. There is a slight clumsiness in the second sentence of paragraph two but this is offset by the skilful use of conjunctions in the third paragraph.

### **SCQF Level: Access 3**

#### 2 What the Thursday Haddington Group have done this term.

These pieces are too short to assess but the very simple word-choice, the absence of full-stops and the list format would place them at Access two if they were part of a portfolio of similar pieces.

#### 3 My Dark Cloud

**a) Is the writing suitable for the purpose and audience?**

Yes. It describes rather movingly a personal experience of learning. The illustration is apt. There is a striking use of simile at the end of the first paragraph.

**b) Does it seem to be complete?**

Yes. It contains several items of relevant information. The reader is left in no doubt as to the significance of the title.

**c) Is there some evidence of structure?**

There is a narrative structure and the final sentence is effective in drawing the piece together. There is some confusion in the first paragraph in the unexplained jump from 'when I left school' to 'that particular day'. There is an impression throughout that the writer is jotting down points as they come into her head and the paragraph division is random. However there is enough evidence of structure to satisfy the level.

**d) Are spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes. In spite of the writer's 'dark cloud' the spelling and punctuation are accurate!

**SCQF Level: Access 3**

**HOLIDAYS**

**1 A Trip to Thailand**

**a) Is the writing suitable for the purpose and the audience?**

Yes. It describes a holiday experience very fully. The language is mainly formal with the odd colloquialism ('a wee bit dodgy').

**b) Does it seem to be complete?**

Yes. It covers a wide range of holiday experiences and leaves the reader with a clear impression of what the trip to Thailand was like. There is a good mix of factual information and personal response. There is a clearly stated personal opinion and some sense of objectivity in the evaluation of the contrasts to be encountered in Thailand.

**c) Is there some evidence of structure?**

Yes. There is a clear chronological structure. Each paragraph has a sense of unity and moves the narrative forward.

**d) Are the spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes. The punctuation can be erratic eg the absence of inverted commas in paragraph two, but meaning is never impeded.

## **SCQF Level: Intermediate 1**

### **Comment**

The thoroughness of this piece, the variety of information and the descriptive language raise it above Access 3.

2 My trip to London

#### **a) Is the writing suitable for purpose and audience?**

Yes. It describes a visit to London. The language is formal and the illustration is appropriate.

#### **b) Does it seem to be complete?**

Yes. It recounts several experiences and contains many references to specific places.

#### **c) Is there some evidence of structure?**

Yes. There is a very clear chronological structure taking the reader through the four day visit.

#### **d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. Capitals are used correctly for place names.

## **SCQF Level: Access 3**

3 Loch Lomond

This piece is too short to assess. See below.

4 Malta

This piece is too short to assess. However its very basic, repetitive vocabulary would place it at Access 2 if it were part of a portfolio of similar pieces.

5 Round the World

#### **a) Is it suitable for purpose and audience?**

Yes. It describes the writer's experience of travel. The illustrations are appropriate to the text.

**b) Does it seem to be complete?**

The title is rather misleading as only the second paragraph is about world travel. There is no introduction and no conclusion.

**d) Is there some evidence of structure?**

There is some structure: the first paragraph deals with Bangladesh – with some digression about the writer's family – the second deals with world travel. However there is no particular link between them.

**e) Are spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes. The punctuation of the third sentence is faulty but this is offset by the correct use of the semi-colon in the following sentence.

**Level – this hovers between Access 2 and Access 3 mainly because of the weak structure. Slight remediation – the addition of an introduction and a conclusion would raise it to Access 3.**

6 A Visit to Craigmillar Castle

**a) Is the writing suitable for purpose and audience?**

Yes. It provides a very clear description of a day out. The language is formal and the illustration supports the text although a photograph would have been better.

**b) Does it seem to be complete?**

Yes. There is sufficient information about the castle for the reader to form an impression of the visit.

**c) Is there some evidence of structure?**

Yes. There is a clear introduction followed by a development and a (brief) summary.

**d) Are spelling, punctuation and grammar sufficiently accurate for meaning to be clear?**

Yes.

**SCQF Level: Access 3**

7 Hi!

**a) Is the writing suitable for purpose and audience?**

Yes. It describes preparation for and anticipation of a holiday in Eyemouth. The writer engages the audience's attention with the directness of the opening sentence.

**b) Does it seem to be complete?**

It includes several items of information but would benefit from a brief conclusion.

**c) Is there some evidence of structure?**

It has three clearly defined paragraphs. Although it stops rather than concludes, there is sufficient structure for it to reach the level.

**d) Are spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes.

**SCQF Level: Access 3**

8 My Holiday

**a) Is the writing suitable for purpose and audience?**

Yes. It describes a holiday experience in simple formal language with appropriate illustration.

**b) Does it seem to be complete?**

Yes. It gives the reader several items of relevant information, expresses a personal opinion and leaves the reader with a sense of completion.

**c) Is there some evidence of structure?**

Yes. It has a clear introduction, three paragraphs which progress the narrative and a conclusion.

**d) Are spelling, grammar and punctuation sufficiently accurate for meaning to be clear?**

Yes.

**SCQF Level: Access 3**

9 Tenerife

**a) Is the writing suitable for the purpose and audience?**

Yes. It describes a holiday experience in simple but mostly formal language. It spends quite a long time on the journey but there is sufficient information about the actual holiday.

**b) Does it seem to be complete?**

Yes. It takes the reader in some detail through the journey and the holiday. It ends with a personal opinion.

**c) Is there some evidence of structure?**

Yes. There is a clear introduction followed by four paragraphs which each deal with a separate topic and ends with a conclusion that moves the reader forward to the future.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. There are some minor errors of punctuation eg comma in first sentence but meaning is never impeded.

**SCQF Level: Access 3**

10 My Holiday (P36)

This is too short to reach Access three. Its very short, repetitive sentences and basic vocabulary would place it at Access two if it were part of a portfolio of similar pieces.

11 My Holiday (P36)

As above.

**OPINIONS AND REVIEWS**

1 Young and Old

**a) Is the writing suitable for purpose and audience?**

Yes. The writer identifies a social problem and suggests several remedies. His material is appropriate and the two illustrations provide a nice touch.

**b) Does it seem to be complete?**

Yes. The writer provides enough examples for the reader to feel that a case has been presented. The final paragraph is well supported by the preceding argument.

**c) Is there some evidence of structure?**

Yes. There is a real sense of the writer building up his argument and moving the reader on with each paragraph.

**d) Are spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes. The opening sentence omits a word and there is a slight misuse in the final sentence but meaning remains clear.

**SCQF Level: Access 3**

2 The Bee Gees

**a) Is the writing suitable for the purpose and audience?**

Yes. It fulfils the requirement of a review which is to inform and to convey the writer's opinion. The careful selection of material conveys the writer's interest and the use of an actual photograph rather than clipart gives a more professional touch.

**b) Does it seem to be complete?**

There is sufficient information about the Bee Gees although a brief paragraph of conclusion would enhance the piece.

**c) Is there some evidence of structure?**

Yes. The opening paragraph places the Bee Gees neatly in context; the next provides biographic details and the rest deals with the death of Maurice and the end of the group. The writer shows a nice grasp of technique in the use of the rhetorical question. A final paragraph would perhaps improve the structure but the inclusion of the epitaph is effective.

**d) Are spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes. The writer punctuates direct speech correctly.

**SCQF Level: Intermediate 1**

## Comments

This piece is lifted from Access 3 to Intermediate 1 because of its choice and presentation of material and its greater fluency of expression.

### 3 Lock on Freedom

This is too short to fulfil the criteria for Access 3. However it demonstrates such a delicate feel for language and pace that it deserves some recognition. If included in a portfolio of similar pieces it would certainly be Access 3.

### 4 Shot Gun Review

This piece is too short to assess but its very basic vocabulary and expression would place it at Access 2 if included in a portfolio of similar pieces.

### 5 Book Review

#### **a) Is the writing suitable for purpose and audience?**

Yes. This fulfils the purpose of a book review which is to convey information and to give a personal opinion. The writer shows some awareness of the genre in his employment of phrases like, 'the plot thickens...you will be hooked...'. He addresses the reader directly which is an effective approach.

#### **b) Does it seem to be complete?**

Yes. There is enough information about character and plot to motivate the reader to read the book.

#### **c) Is there some evidence of structure?**

Yes. The writer takes the reader through the events in the book (without giving away the denouement!) and ends with his opinion and a direct address to the reader.

#### **d) Are spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes. Paragraph two is an example of the writer's competence with language and punctuation. The repetition of 'get' in paragraph three is a weakness but this is offset by the complex sentences in the final paragraph.

### **SCQF Level: Intermediate 1**

## **Comment**

This is higher than Access 3 for the reasons above. However it does not meet the 300 word requirement for Intermediate 1 and would therefore have to be part of a portfolio of similar pieces.

6 Anne Frank

### **a) Is the writing suitable for the purpose and audience?**

Yes. As a review of a television programme it gives very detailed information about content although there is little indication of personal opinion except what is implied in the choice of the programme. The writer has taken the trouble to find a photograph rather than use clipart.

### **b) Does it seem to be complete?**

Yes. It takes the reader through the programme from beginning to end.

### **c) Is there some evidence of structure?**

Yes. There is a clear chronological structure with each paragraph recounting a separate stage in the action.

### **d) Are spelling, punctuation and grammar sufficiently accurate for meaning to be clear?**

Yes. There is a good variety of sentence structure including complex sentences.

## **SCQF Level: Intermediate 1**

### **Comments**

As with the previous piece this has a breadth of detail and a fluency of language that place it above Access 3.

## **FICTION**

### **Grains of Truth**

It is unusual for a piece of writing for Core Skills communication to be fiction but there is nothing in the descriptor for Outcome 2 which makes fiction unacceptable. Therefore this piece will be assessed as normal.

**a) Is it suitable for purpose and audience?**

It is suitable for purpose and audience in that it follows the accepted conventions for the short story in having plot, character and direct speech.

**b) Does it seem to be complete?**

Yes, it sets the scene quite skilfully, develops both plot and character and has quite a neat ending which leaves the reader wondering.

**c) Is there some evidence of structure?**

Yes. The writer has clearly given some thought to structure and the reader is carried through the narrative at two levels. He succeeds in conveying the main character's concern about his child through the device of the conversation with the stranger.

**d) Are spelling, punctuation and grammar sufficiently accurate for meaning to be clear?**

Yes. The writer demonstrates a wide-ranging vocabulary (cynicism, quizzically, sexagenarian) and handles the punctuation of direct speech with accuracy. The sentence structure is varied.

**SCQF Level: Intermediate 1**

**Comments**

This piece for its complexity of language, its length and its relative sophistication has to be placed higher than Access 3.

**PERSONAL WRITING**

1 My Sculpting Course

**a) Is the writing suitable for purpose and audience?**

Yes. It is written in the form of diary or log entries with some supplementary details

**b) Does it seem to be complete?**

Yes. The reader is given sufficient information about place, method and product to understand what happened on the sculpting course.

**c) Is there some evidence of structure?**

Yes. The use of dates to preface the paragraphs provides a clear structure. The final paragraph rounds off the narrative and indicates future action.

**d) Are spelling, punctuation and grammar sufficiently accurate for the meaning to be clear?**

Yes.

**SCQF Level: Access 3**

2 The Italian Job

**a) Is the writing suitable for the purpose and audience?**

Yes. The title is witty and supported by the picture. As a piece of personal writing it deals very fully with a topic that the writer is obviously enthusiastic about. Expressions like, 'it's a fun car...beefy wheels...classy...', convey the writer's personal opinion.

**b) Does it seem to be complete?**

Yes. It contains a wealth of detail about the car. The reader is painted a vivid picture (flaming red).

**c) Is there some evidence of structure?**

Yes. It starts with a statement about the Mini Cooper S being a fun car and this is supported by the details that follow. The second paragraph rounds off the piece.

**d) Are spelling, grammar and punctuation sufficiently accurate for meaning to be clear?**

Yes. Occasional use of comma for full stop and one slip with 'of' for 'off' but meaning is always clear.

**SCQF Level: Access 3**

**THURSDAY EVENING HADDINGTON GROUP**

1 John Flynn

This is too short to be assessed. However the very basic language and the somewhat random nature of the writing would place it at Access 2 if it were included in a portfolio of similar pieces.

2 Steven

As above.

3 Christopher

**a) Is the writing suitable for the purpose and audience?**

It does describe what the writer has been doing over a week but the order of events is not very clear. The picture is appropriate

**b) Does it seem to be complete?**

This is difficult to judge. Several events are listed but the reader is not given a sense of continuity. It is very short, falling below the 100 word requirement.

**c) Is there some evidence of structure?**

There is some evidence in that the writer moves the reader from 'last weekend' to the conclusion. 'I have had a busy week'. Otherwise, there is a sense of randomness in the writing eg in paragraph three the writer moves without explanation from friends staying to having his hair cut.

**d) Are spelling, grammar and punctuation sufficiently clear accurate for the meaning to be clear?**

Yes.

**SCQF Level: Access 2**

4, 5 and 6

These pieces are too short to assess but there very simple language and (particularly 4 and 5) their lack of structure would place them at Access 2 if they were included in a portfolio of similar pieces.

**SCQF Level: Access 2**

7 From a City to a Town to a Village

**a) Is the writing suitable for the purpose and audience?**

Yes. Its subject matter is entirely relevant to the title. The two pictures are appropriate though given the three part format a third picture would be appropriate. The language is formal and the use of place names would involve the reader.

**b) Does it seem to be complete?**

Yes. Each of the three topics is adequately covered.

**c) Is there some sense of structure?**

Yes. There is a clear narrative structure imposed by the moves from city to town to village. There is some linkage between paragraph one and paragraph two in the continuing of the 'ups and downs' theme.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. The sentences are simple and there is the odd slip in punctuation eg comma for full-stop, but meaning is always clear. Place names are punctuated correctly.

8 A Simple Twist of Fate

This is too short to assess but it has merits that would place it at Access 3 if included in a portfolio of similar pieces. It shows a nice awareness of structure in the repetition of 'push all over the place' and in the three paragraph format. It manages to involve the reader and to evoke a sympathetic response quite without sentimentality.

9 In the Pink

This is too short to assess but in a portfolio of similar pieces would be placed at Access 3 as it demonstrates sufficient sense of structure, is accurate and creates a visual picture that reflects the title.

10 It's a Hyp Life

**a) Is the writing suitable for the purpose and audience?**

If the purpose of this writer is to amuse then he is successful. He employs the techniques of humorous writing such as the pun (paragraph one), anecdote (paragraph three), joke (paragraph five). The tone is casual and relaxed eg final sentence, inviting the audience to share the joke.

**b) Does it seem to be complete?**

Yes. The writer provides plenty of information about his experience.

**c) Is there some evidence of structure?**

Yes. There is a clear introduction followed by eight paragraphs each sustaining the comic tone and carrying the narrative forward to its conclusion.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. The writer punctuates direct speech accurately, uses the semi-colon and handles a range of sentence structures.

**SCQF Level: Intermediate 1**

**Comment**

The length of this piece and the skill the writer demonstrates in handling and sustaining the comic tone place him above Access 3.

11 My Favourite Things

This piece is too short to be assessed but its simple language, repetitiveness and lack of structure would place it at Access 2 if it were included in a portfolio of similar pieces.

12 My Favourite Videos

As above.

13 Christmas

As above.

14 My Day at Teaching Rugby

**a) Is the writing suitable for the purpose and audience?**

Yes. It gives the reader information about the subject. The language is appropriate and the illustration supports the text.

**b) Does it seem to be complete?**

Yes. There is sufficient information about the various aspects of training for the reader to form an impression of the experience. There is a slight hint of a personal opinion in 'this is fun...'.

**c) Is there some evidence of structure?**

Yes. There is a clear introduction followed by three paragraphs which move the narrative forward towards the conclusion which rounds off the piece.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. Punctuation is slightly suspect in paragraph one but sense is not impeded. Sentence structure is simple but clear.

**SCQF Level: Access 3**

15 Sarah's Story

**a) Is the writing suitable for the purpose and audience?**

Yes. It gives the reader information about various aspects of the writer's life. The opening sentence addresses the reader which is an appropriate device for personal writing of this type. The two illustrations are apt.

**b) Does it seem to be complete?**

Yes. The reader is given sufficient detail to be able to form an impression of the writer and of her life. There is an indication of personal opinion in such words as 'very happy...life is great...we have found'.

**c) Is there some evidence of structure?**

Yes. The writer introduces herself and then in the subsequent paragraphs develops the picture of herself. The ending is perhaps abrupt but this is a minor failing.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes. Comma is used for full-stop in paragraph one but this is offset by the correct use of brackets in paragraph four. In spite of the writer's claim to have problems with spelling, in this piece, it is accurate.

**SCQF Level: Access 3**

16 Live it Like you Love it

**a) Is the writing suitable for the purpose and audience?**

Yes. Given that this is an account of a visit to a gig in Amsterdam, the deliberate use of colloquial language (yeeha, yes ya dancer...nudge, nudge etc) is appropriate in achieving the writer's purpose. The enthusiasm of the writer for his subject is well conveyed by his choice of language, material and illustration and by the alliterative title.

**b) Does it seem to be complete?**

Yes. This is a lengthy piece which gives the reader plenty of information and also leaves the reader in no doubt at all as to the writer's personal opinion!

**c) Is there some evidence of structure?**

Yes. The writer sets the scene in the opening paragraph and then takes the reader chronologically through the events leading up to the gig. The final sentences both round off the event and also convey the writer's response to the occasion.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Punctuation is a weakness in this piece. This is perhaps a deliberate attempt to convey a sense of immediacy and to some extent is offset by the writer's undoubted ability to convey his enthusiasm through his use of language.

**SCQF Level: Intermediate 1**

**Comment**

The length of this piece, its ability to hold the reader's interest and its mixture of opinion and information raise it above Access three but its slack punctuation prevents it from being placed any higher.

**MISCELLANEOUS**

1 Wheelchair repairs

**a) Is the writing suitable for the purpose and audience?**

Yes. It describes a process step by step using appropriate language. The illustration is apt.

**b) Does it seem to be complete?**

Yes. It reader is given sufficient information to be able to understand the process.

**c) Is there some evidence of structure?**

Yes. Although there are no paragraphs there is a clear structure in the description of the sequence of events. The final sentence rounds off the account.

**d) Are spelling, grammar and punctuation sufficiently accurate for the meaning to be clear?**

Yes.

**SCQF Level: Access 3**

2 My New Home

This is too short to assess but its accurate use of language and its clear chronological structure would place it at Access three if it were part of a portfolio of similar pieces.

3 Health and Beauty Tips

Again too short but its appropriate layout with bullet points and appropriate use of language for its genre would place it at Access three if it were part of a portfolio of similar pieces.

4 Recipe

**a) Is the writing suitable for the purpose and audience?**

Yes. The format is appropriate for a recipe. It is visually clear for a cook to follow and the illustration is apt.

**b) Does it seem to be complete?**

Yes. It contains the essential details for a recipe: ingredients, method and serving.

**c) Is there some evidence of structure?**

Yes. It takes the cook step by step through the process.

**c) Are spelling, grammar and punctuation sufficiently accurate for meaning to be clear?**

Yes.

**SCQF Level: Access 3**

**Comment**

This is a joint effort and obviously would not be acceptable for formal assessment.