



**FUNCTIONAL SKILLS
ENGLISH — WRITING
(level 2)**

Marking Scheme

WRITING (level 2)

Marking scheme for Task 1 — Writing (level 2)		
	Marks	Max
<p><i>Present information/ideas concisely, logically and persuasively</i></p> <ul style="list-style-type: none"> ◆ Response completely fails to present sufficient information in a logical or persuasive manner ◆ Response shows only basic understanding of logical presentation of information ◆ Response presents information in a generally logical, persuasive and concise manner but with some lapses ◆ Response presents information logically, concisely and persuasively with few or no lapses 	<p>0</p> <p>1</p> <p>2</p> <p>3</p>	3
<p><i>Present information on complex subjects clearly and concisely</i></p> <ul style="list-style-type: none"> ◆ Information on complex subjects is not presented clearly and concisely ◆ Information on complex subjects is presented clearly and concisely some of the time ◆ Information on complex subjects is presented clearly and concisely throughout 	<p>0</p> <p>1</p> <p>2</p>	2
<p><i>Use a range of writing styles for different purposes</i></p> <ul style="list-style-type: none"> ◆ Writing style is not suitable for purpose ◆ Writing style is appropriate for purpose ◆ Writing style conveys clear understanding of purpose 	<p>0</p> <p>1</p> <p>2</p>	2

<p><i>Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively</i></p> <ul style="list-style-type: none"> ◆ Doesn't use a range of sentence structures and paragraphs. Written communication is not organised effectively ◆ Uses a range of sentence structures and paragraphs to organise written communication with some degree of effectiveness ◆ Uses an appropriate range of sentence structures and paragraphs accurately to organise written communication effectively 	<p>0 1 2</p>	<p>2</p>
<p><i>Punctuate written text using commas, apostrophes and inverted commas accurately</i></p> <ul style="list-style-type: none"> ◆ Punctuation of written text is inaccurate throughout ◆ Punctuation of written text is accurate some of the time ◆ Punctuation of written text is accurate most of the time ◆ Punctuation of written text is accurate throughout, with up to one error only 	<p>0 1 2 3</p>	<p>3</p>
<p><i>Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types</i></p> <ul style="list-style-type: none"> ◆ Spelling and grammar are generally inaccurate and don't support meaning ◆ Spelling and grammar have limited accuracy and support meaning some of the time ◆ Spelling and grammar are generally accurate and support meaning most of the time ◆ Spelling and grammar are accurate and support clear meaning throughout 	<p>0 1 2 3</p>	<p>3</p>
<p>Additional guidance for markers</p>		

Marking scheme for Task 2 — Writing (level 2)		
	Marks	Max
<p><i>Present information/ideas concisely, logically and persuasively</i></p> <ul style="list-style-type: none"> ◆ Response completely fails to present sufficient information in a logical or persuasive manner ◆ Response shows only basic understanding of logical presentation of information ◆ Response presents information in a generally logical, persuasive and concise manner but with some lapses ◆ Response presents information logically, concisely and persuasively with few or no lapses 	<p>0</p> <p>1</p> <p>2</p> <p>3</p>	3
<p><i>Present information on complex subjects clearly and concisely</i></p> <ul style="list-style-type: none"> ◆ Information on complex subjects is not presented clearly and concisely ◆ Information on complex subjects is presented clearly and concisely some of the time ◆ Information on complex subjects is presented clearly and concisely throughout 	<p>0</p> <p>1</p> <p>2</p>	2
<p><i>Use a range of writing styles for different purposes</i></p> <ul style="list-style-type: none"> ◆ Writing style is not suitable for purpose ◆ Writing style is appropriate for purpose ◆ Writing style conveys clear understanding of purpose 	<p>0</p> <p>1</p> <p>2</p>	2
<p><i>Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively</i></p> <ul style="list-style-type: none"> ◆ Doesn't use a range of sentence structures and paragraphs. Written communication is not organised effectively. ◆ Uses a range of sentence structures and paragraphs to organise written communication with some degree of effectiveness ◆ Uses an appropriate range of sentence structures and paragraphs accurately to organise written communication effectively 	<p>0</p> <p>1</p> <p>2</p>	2

<p><i>Punctuate written text using commas, apostrophes and inverted commas accurately</i></p> <ul style="list-style-type: none"> ◆ Punctuation of written text is inaccurate throughout ◆ Punctuation of written text is accurate some of the time ◆ Punctuation of written text is accurate most of the time ◆ Punctuation of written text is accurate throughout, with up to one error only 	<p>0 1 2 3</p>	<p>3</p>
<p><i>Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types</i></p> <ul style="list-style-type: none"> ◆ Spelling and grammar are generally inaccurate and don't support meaning ◆ Spelling and grammar have limited accuracy and support meaning some of the time ◆ Spelling and grammar are generally accurate and support meaning most of the time ◆ Spelling and grammar are accurate and support clear meaning throughout 	<p>0 1 2 3</p>	<p>3</p>
<p>Additional guidance for markers Letter conventions must be observed.</p>		

Functional Skills English level 2 — Writing component

Skill Standard

Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively.

Ref	Coverage and range: <i>In a range of text types</i>	Task 1 (15 marks)	Task 2 (15 marks)	Overall number of marks for Writing = 30 (100% open response)	Total percentage
E2.3.1	Present information/ideas concisely, logically, and persuasively.	3	3	18 marks	60%
E2.3.2	Present information on complex subjects clearly and concisely.	2	2		
E2.3.3	Use a range of writing styles for different purposes.	2	2		
E2.3.4	Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively.	2	2		
E2.3.5	Punctuate written text using commas, apostrophes and inverted commas accurately.	3	3	12 marks	40%
E2.3.6	Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.	3	3		