



**FUNCTIONAL SKILLS  
ENGLISH — WRITING  
(level 1)**

Marking Scheme

## WRITING (level 1)

Marking scheme for Task 1 — Writing (level 1)		
	Marks	Max
<p><i>Write clearly and coherently, including an appropriate level of detail.</i></p> <ul style="list-style-type: none"> <li>◆ Unclear response which lacks coherence.</li> <li>◆ Response conveys some basic information but limited or inconsistent clarity and coherence.</li> <li>◆ Communicates in a manner that can be understood with some lapses.</li> <li>◆ Communicates information effectively with reasonable clarity and coherence.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<b>3</b>
<p><i>Present information in a logical sequence.</i></p> <ul style="list-style-type: none"> <li>◆ Response cannot be understood.</li> <li>◆ Some basic sequencing but with errors.</li> <li>◆ Sequencing of information that is generally clear but with occasional lapses.</li> <li>◆ Sequencing that shows a logical presentation of information.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<b>3</b>
<p><i>Use language, format and structure suitable for purpose and audience.</i></p> <ul style="list-style-type: none"> <li>◆ Inappropriate language and no clear structure or format to response.</li> <li>◆ Response shows basic awareness of language, format and structure appropriate for audience.</li> <li>◆ Response generally uses appropriate language, format and structure but with some lapses.</li> <li>◆ Language, format and structure of response is appropriate for purpose and audience.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<b>3</b>

<p><i>Use correct grammar, including correct and consistent use of tense.</i></p> <ul style="list-style-type: none"> <li>◆ Grammar and tense wrong throughout response.</li> <li>◆ Some grammar, including tense, correct with several lapses.</li> <li>◆ Grammar, including tense, generally correct with occasional lapses.</li> <li>◆ Grammar, including tense, correct throughout with up to one error only.</li> </ul>	<p style="text-align: center;"><b>0</b></p> <p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>3</b></p>	<p style="text-align: center;"><b>3</b></p>
<p><i>Ensure written work includes generally accurate punctuation and spelling and that meaning is clear.</i></p> <ul style="list-style-type: none"> <li>◆ Punctuation and spelling inaccurate throughout response.</li> <li>◆ Punctuation and spelling correct with several lapses throughout response.</li> <li>◆ Punctuation and spelling generally correct with a few lapses throughout response.</li> <li>◆ Punctuation and spelling generally correct in response with up to one or two lapses.</li> </ul>	<p style="text-align: center;"><b>0</b></p> <p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>3</b></p>	<p style="text-align: center;"><b>3</b></p>
<p><b>Additional guidance for Markers:</b></p>		

<b>Marking scheme for Task 2 — Writing (level 1)</b>		
	<b>Marks</b>	<b>Max</b>
<p><i>Write clearly and coherently, including an appropriate level of detail.</i></p> <ul style="list-style-type: none"> <li>• Unclear response which lacks coherence.</li> <li>• Response conveys some basic information but limited or inconsistent clarity and coherence.</li> <li>• Communicates in a manner that can be understood with some lapses.</li> <li>• Communicates information effectively with reasonable clarity and coherence.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<b>3</b>
<p><i>Present information in a logical sequence.</i></p> <ul style="list-style-type: none"> <li>• Response cannot be understood.</li> <li>• Some basic sequencing but with errors.</li> <li>• Sequencing of information that is generally clear but with occasional lapses.</li> <li>• Sequencing that shows a logical presentation of information.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<b>3</b>
<p><i>Use language, format and structure suitable for purpose and audience.</i></p> <ul style="list-style-type: none"> <li>• Inappropriate language and no clear structure or format to response.</li> <li>• Response shows basic awareness of language, format and structure appropriate for audience.</li> <li>• Response generally uses appropriate language, format and structure but with some lapses.</li> <li>• Language, format and structure of response is appropriate for purpose and audience.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<b>3</b>
<p><i>Use correct grammar, including correct and consistent use of tense.</i></p> <ul style="list-style-type: none"> <li>• Grammar and tense wrong throughout response.</li> <li>• Some grammar, including tense, correct with several lapses.</li> <li>• Grammar, including tense, generally correct with occasional lapses.</li> <li>• Grammar, including tense, correct throughout with up to one error only.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<b>3</b>

<p><i>Ensure written work includes generally accurate punctuation and spelling and that meaning is clear.</i></p> <ul style="list-style-type: none"> <li>• Punctuation and spelling inaccurate throughout response.</li> <li>• Punctuation and spelling correct with several lapses throughout response.</li> <li>• Punctuation and spelling generally correct with a few lapses throughout response.</li> <li>• Punctuation and spelling generally correct in response with up to one or two lapses.</li> </ul>	<p><b>0</b></p> <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>	<p><b>3</b></p>
<p><b>Additional guidance for Markers:</b></p>		

## Functional Skills English level 1 — Writing component

### Skill Standard

Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience.

Ref	Coverage and range: In a range of text types	Task 1 (15 marks)	Task 2 (15 marks)	Overall number of marks for Writing = <b>30</b> (100% open response)	Total percentage
E1.3.1	Write clearly and coherently, including an appropriate level of detail.	3	3	<b>18 marks</b>	60%
E1.3.2	Present information in a logical sequence.	3	3		
E1.3.3	Use language, format and structure suitable for purpose and audience.	3	3		
E1.3.4	Use correct grammar, including correct and consistent use of tense.	3	3		
E1.3.5	Ensure written work includes generally accurate punctuation and spelling and that meaning is clear.	3	3	<b>12 marks</b>	40%