

ENTRY LEVEL 2 FUNCTIONAL SKILLS ENGLISH: WRITING



QUESTION PAPER

SAMPLE ASSESSMENT MATERIAL

Learner name:	Auto-filled by XAMS
Learner number:	Auto-filled by XAMS
Your Signature:	
Today's date:	Auto-filled by XAMS

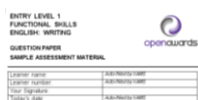


Total marks available: **34 marks**



Time limit: **45 minutes**

You need:



This **question and answer paper**



A **pen** with black or blue ink



You cannot use:



The **Internet**



A **dictionary**



Instructions

1. Check your name is correct on Page 1.
Write your **signature** if it is.
2. **Read** each question carefully
3. **Write** your answers in the spaces provided
4. Answer **all** the questions
5. **Check** your work at the end
6. Ask your teacher for more **paper** if you need it.
Write your name on any extra pieces of paper.
7. Your teacher will **collect** your paper at the end of the assessment



Answer:



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Task 1 (10 marks)

For Markers
Use Only

Write the word with the correct spelling to fit in each sentence.

For example:

You need _____ hiking shoes to go hiking.

propar

proper

propper

proppar

Answerproper.....

1. I want the rain to _____ .

dissappear

disappear

disapear

disapia

Answer:

2. That dog is a _____ puppy.

yung

yunge

young

younge

Answer:

3. There is a lot of _____ to pass the exam.

presher presure preshure pressure

Answer:

4. I _____ deeply in and out.

breath breathe breeth breathe

Answer:

5. This letter is very _____ .

important inportant impotent importan

Answer:

6. I am learning English _____ .

gramar gramer grammer grammar

Answer:

7. The lake is a _____ lovely sight.

trooly truely truly trouley

Answer:

8. We put on sun cream in the _____ heat.

extream extreme extreem exstreme

Answer:

9. Our boss told us not to act like _____ children.

naughty nauty noughtey nawty

Answer:

10. That woman is about average _____.

hite heit height hight

Answer:

Task 2 (2 marks)

Re-order the lists of words below in alphabetical order.

For example:

watchanimal.....
ideabear.....
bearcare.....
careidea.....
nextnext.....
animalwatch.....

Answer

1. tree
tart
read
guide
cake
gauge

2. creak
 group
 arrive
 chart
 age
 page

Answer

**For Markers
Use Only**

Task 3 (2 marks)

Write the plural for each word given below.

For example:

bookbooks.....

Answer

1. table

2. picture

Page left intentionally blank

Task 4 (4 marks)

You are applying to do a work experience placement at a local company.

The company has sent you an application form.

Complete the form with your contact details.

These do **not** need to be your real contact details.

Work Experience Application Form	
First Name	
Surname	
Address	
Age	
Date of Birth	
Contact Details Phone/email	

**For Markers
Use Only**

Write in full sentences in the space provided.

- Why you want to do work experience with the company.
- When you want the placement to start.
- What you would like to do during the day.
- What skills and experience you have.

This image shows a single sheet of white paper designed for handwriting practice. It features eight horizontal rows. Each row is defined by three lines: a solid black line at the top, a dashed black line in the middle, and another solid black line at the bottom. The rows are evenly spaced and cover most of the page area. There is no text or other markings on the paper.

**For Markers
Use Only**

[illegible]

[End of assessment]

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For Marker's Use Only

Please tick	
I confirm that the work/evidence submitted is the learner's own work	<input type="checkbox"/>
I understand that learner results may be invalidated if evidence is submitted that does not belong to them	<input type="checkbox"/>

Questions	Marks available	Learner mark
Task 1	10	
Task 2	2	
Task 3	2	
Task 4	4	
Task 5	16	
Total	34	

Role	Name	Signature	Date
Marker			
IV (if sampled)			
EV (if sampled)			

Functional Skills Mark Scheme



English – Writing

Entry Level 2

Sample Assessment

General Marking Guidance

- Markers should apply the mark scheme consistently across all papers marked. Standardisation will take place at the beginning, middle and end of the marking window to ensure this takes place.
- Marks should be applied on the learners' assessment paper along with all associated feedback. It is recommended that marking is carried out using a different coloured pen to that of the learner.
- If a learner has crossed out a response to a question, the work should still be marked unless the learner has replaced it with an alternative answer.
- Markers should mark according to the mark scheme and should apply it positively awarding full marks where the answer meets the mark scheme.
- Where the answers do not meet the mark scheme, markers should be prepared to award zero marks.
- The mark scheme gives guidance as to how to allocate marks where an answer is graded according to learner performance. Where the **response** does not meet the requirements of the minimum mark, zero marks should be awarded.
- Where the mark scheme allows a mark for 'any (other) valid response', the marker should judge the response's merits based on the information provided in the assessment materials.
- Where the marker is unsure of how to apply the mark scheme, guidance from the team leader must be sought.
- Assessment papers and mark schemes must be kept secure at all times.
- Should any issues or irregular practice arise that may put at risk the security of assessment papers or mark schemes – these will be reported to Open Awards immediately.

Pass Mark: 22

E2 Writing Mark scheme – Sample Assessment

Entry 2 – Writing Task 1 (total marks available 10)				
Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
1	Write the word with the correct spelling to fit in each sentence.	Disappear	1	SoS16
2	Write the word with the correct spelling to fit in each sentence.	Young	1	SoS16
3	Write the word with the correct spelling to fit in each sentence.	Pressure	1	SoS16
4	Write the word with the correct spelling to fit in each sentence.	Breathe	1	SoS16
5	Write the word with the correct spelling to fit in each sentence.	Important	1	SoS16
6	Write the word with the correct spelling to fit in each sentence.	Grammar	1	SoS16
7	Write the word with the correct spelling to fit in each sentence.	Truly	1	SoS16
8	Write the word with the correct spelling to fit in each sentence.	Extreme	1	SoS16
9	Write the word with the correct spelling to fit in each sentence.	Naughty	1	SoS16
10	Write the word with the correct spelling to fit in each sentence.	Height	1	SoS16

E2 Writing Mark scheme – Sample Assessment

Entry 2 – Writing Task 2 (total marks available 2)				
Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
1	Re-order the lists of words below in alphabetical order.	Cake Gauge Guide Read Tart Tree	1 mark	SoS15
2	Re-order the lists of words below in alphabetical order.	Age Arrive Chart Creak Group Page	1 mark	SoS15

E2 Writing Mark scheme – Sample Assessment

Entry 2 – Writing Task 3 (total marks available 2)				
Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
Task 3	Give the plural of table & picture	Tables Pictures	2 marks	SoS14

Entry 2 – Writing Task 4 (Form) (total marks available 4)			
Question Number	Accepted Responses	Mark Allocated	Scope of Study Reference
Task 4	All information completed correctly in the form, i.e. <ul style="list-style-type: none"> • First name and surname Address and postcode • Age and date of birth • Contact number and/or email address 	4 marks	SoS18
	One error or omission.	3 marks	
	Two errors or omissions.	2 marks	
	Three errors or omissions.	1 mark	
	More than three errors or omissions.	0 marks	

E2 Writing Mark scheme – Sample Assessment

Entry 2 - Writing Task 5 (Writing task) (total marks available 16)					
SoS	13. Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)	16. Spell correctly words designated for Entry Level 2	17. Communicate information using words and phrases appropriate to audience and purpose	19. Write in compound sentences, using common conjunctions (e.g. or, and, but) to connect clauses	20. Use adjectives and simple linking words in the appropriate way
Marks available					
4	NA	NA	Includes all relevant information; words and phrases are appropriate for audience and purpose all of the time.	NA	NA
3	Accurate basic punctuation throughout including correct use of capital letters at the beginning of sentences, for proper nouns and for personal pronoun 'I', full stops or question marks/exclamation marks at the end of the sentence.	All words spelt correctly (including those from designated spelling lists when used)	Includes mostly relevant information with just occasional inconsistencies; words and phrases are mostly appropriate for audience and purpose.	All sentences that require it, and at least two sentences, includes at least one compound sentence and at least one example of a common conjunction such as or, and, but.	Consistently uses adjectives and simple linking words appropriately.

E2 Writing Mark scheme – Sample Assessment

2	Accurate basic punctuation most of the time, including correct use of capital letters at the beginning of sentences, for proper nouns and for personal pronoun 'I', full stops or question marks/exclamation marks at the end of the sentence.	Most words spelt correctly (including those from designated spelling lists when used)	Includes some relevant information with just occasional inconsistencies; words and phrases are sometimes appropriate for audience and purpose.	Most sentences that require it, and at least one sentence, includes at least one compound sentence and at least one example of a common conjunction such as or, and, but.	Uses some adjectives and simple linking words appropriately.
1	Accurate basic punctuation some of the time. Some errors in using capital letters at the beginning of sentences, for proper nouns and for personal pronoun 'I', full stops or question marks/exclamation marks at the end of the sentence.	Some words spelt correctly (including those from designated spelling lists when used)	Includes limited information with some inconsistencies; words and phrases show a little awareness of audience and purpose.	All sentences show either a compound sentence or an example of a common conjunctions such as or, and, but.	Limited use of appropriate adjectives and simple linking words.
0	Limited or no use of basic punctuation including capital letters	Limited or no words spelt correctly (including those from	Information is irrelevant or does not make sense; words and phrases show	No evidence of compound sentences or common conjunctions.	Makes no use of appropriate adjectives or simple linking

E2 Writing Mark scheme – Sample Assessment

	at the beginning of sentences, for proper nouns and for personal pronoun 'I', full stops or question marks at the end of the sentence. Frequent inconsistent errors.	designated spelling lists when used)	no awareness of audience and purpose.		words.
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