

# Worked Example for Functional Skills English Writing Level 1

## Sample Assessment 1 – The Marathon

Borderline Pass

**Note:**

**These materials relate to the Functional Skills English assessments that will be in use from September 2015**





## Question 1

You train at a local gym when it opens at 6am because you plan to run a local marathon to raise money for charity.

Three times in the last week the gym has not opened at 6am and you had to leave without using the gym.

**Your task:** is to write a letter to the gym manager about the recent problem.

The person to write to is Richard Smith at Fun Fitness, Minerva Way, Elmswell, EL5 2SR.

Expand on these points:

- how it has affected your time, money and fitness
- poor customer service
- reputation of the gym
- suggesting ways the manager could prevent the problem in the future.

**(25 marks)**

**We suggest you write about 200-250 words.**



You may use the space below for planning and drafting.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to use for planning and drafting their writing.



## Question 1 – Write your letter here

Richard Smith

P St P  
At Fun fitness Minerva way  
St  
Elmwell EL5 2SR

Structure – addresses in incorrect order

P  
Martyn woods  
P St P  
14 Mary street ashbury

CL21 8NP

St Gr P  
Dear Richard Smith has a member of the Fun fitness centre I am writing today  
Sp Gr Sp Sp  
to complan to yous. I am running the marathaon for my favrite charity and I  
Sp Sp Cl  
need to traine every day. I came to the center at 6 last week and you were not  
L  
open every day. This is a waste of my very important time and money and  
Sp L P  
also doesnt look good on you and your service to people. nobody will come  
Sp  
to your centre if they can not be sure to get in.  
L Sp Gr  
I think you must get more people to work thier and open the centre as it  
L P L  
should be. i am very angered about this.

P St St P  
thank you martyn

132 words






	<b>Max marks</b>	<b>Marks awarded</b>	<b>Comments</b>
<b>Clear and Coherent</b>	3	3	Only one instance of a lack of clarity. Sufficiently coherent.
<b>Detail</b>	3	2	All bullet points from the brief have been covered. However, there is very little expansion on the points.
<b>Logical order</b>	2	2	No issues.
<b>Language</b>	3	2	Five instances of either clumsy or incorrect expression.
<b>Format</b>	1	1	In a letter format.
<b>Structure</b>	2	0	Addresses in incorrect order, no date, no returns after salutation incorrect valediction and no return after valediction.
<b>Spelling</b>	3	1	Eight errors.
<b>Punctuation</b>	4	1	Ten errors
<b>Grammar</b>	4	3	Three grammar errors (see tables).
<b>TOTALS</b>	25	15	



## Question 2

 Reply	<b>From</b>	richard.smith@funfitness.org
	<b>To</b>	member100182@bthotmail.com
	<b>Subject</b>	Complaint

**Dear Member**

**Thank you for your letter. We are sorry that we have not managed to open the gym at the published time, preventing you from training for the marathon. We pride ourselves in offering a fantastic facility that allows those who wish to train at 6am to do so. We will ensure our facilities are fully accessible in the future.**

**As a way of apology, for every pound you raise running the marathon, the gym will donate 50 pence for your chosen charity.**

**Yours sincerely**  
*Richard Smith*

**Your task:** is to write an email to your work colleagues using the above response and the points below.

The email address to write to is: allcolleagues@workplace.com.

- details of the marathon
- details of the gym's offer
- the charity and why it is important to you
- encouraging people to sponsor you.

**(25 marks)**

**Suggested word count 200-250 words**

You may use the space below for planning and drafting.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to use for planning and drafting their response to the prompt above.





## Question 2 – Write your email here

- □ ×

✉ To:

Subject:

P   Sp   Sp   P   Sp   L  
 i am writting to every one here because i want every one to sponser me on

Sp   P   P   P   P  
 my marathaon which willbe taking place next sunday around hill top park. I

P   Sp   Gr  
 hope i willbe fit enuf to do the 25k but my fitness centre has not being opened

L Sp P P   Sp   Sp/Gr   Sp  
propyl so i complaind to them and they sais they will give me 50p for evry

Sp  
 pound you give me. This will be very helpful for my charity witch looks after

Sp   Sp   Sp  
 poorly kids sumthing we need to thinkabout. Plese sponser me as much as

P  
 you can

P Sp   St P  
 thankyou martyn

100 words





	<b>Max marks</b>	<b>Marks awarded</b>	<b>Comments</b>
<b>Clear and Coherent</b>	3	3	Sufficiently coherent and clear, despite being only 100 words long.
<b>Detail</b>	3	2	No detail about why charity is important to them, and only limited detail on encouraging people to sponsor him.
<b>Logical order</b>	2	2	No issues.
<b>Language</b>	3	2	Two instances of poor use of language in a short text.
<b>Format</b>	1	1	In an email format.
<b>Structure</b>	2	1	No salutation and no return after valediction.
<b>Spelling</b>	3	0	At least fifteen spelling errors (see table)
<b>Punctuation</b>	4	0	Twelve punctuation errors in total (see tables). Lower case personal pronoun accounts for four punctuation errors, taking the candidate to zero marks. Without this repeated error, the candidate would have gained an additional mark, taking him to the pass mark.  Use of commas is not a level 1 requirement, therefore any errors have not been penalised.
<b>Grammar</b>	4	2	Two grammar errors (see tables).
<b>TOTALS</b>	25	13	

<b>Overall total</b>	<b>Max marks: 50</b>	<b>Candidate marks: 28</b>	<b>Borderline pass</b>
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## End of Assessment





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**Published by City & Guilds  
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