

Worked Example for Functional Skills English Writing Level 1

Sample Assessment 1 – The Marathon

Strong Pass

Note:

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



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3748-011 Level 1 Functional Skills English Writing

Sample Assessment 1

The Marathon



Candidate Name (First, Middle, Last)				
Candidate enrolment number	r DOB (DDMMYYYY)			
Candidate signature*				
Exam date (DDMMYYYY)	Centre number			

General information:

- the duration of this paper is 1 hour
- the maximum mark for each question is shown
- the total number of marks available is **50**.

General instructions:

- read each question carefully
- answer **both** questions
- dictionaries, electronic grammar and spell checkers are permitted (internet access is **not** permitted).

You will be assessed on:

- writing clearly and coherently, including an appropriate level of detail
- presenting information in a logical sequence
- using language, format and structure suitable for purpose and audience
- using correct grammar, including correct and consistent use of tense
- ensuring written work includes generally accurate punctuation and spelling and that meaning is clear.

*I declare that I have no prior knowledge of the questions in this assessment and that I will not divulge to any person information about the questions.

For examiner's use only			
Question	Mark		
Total			

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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.

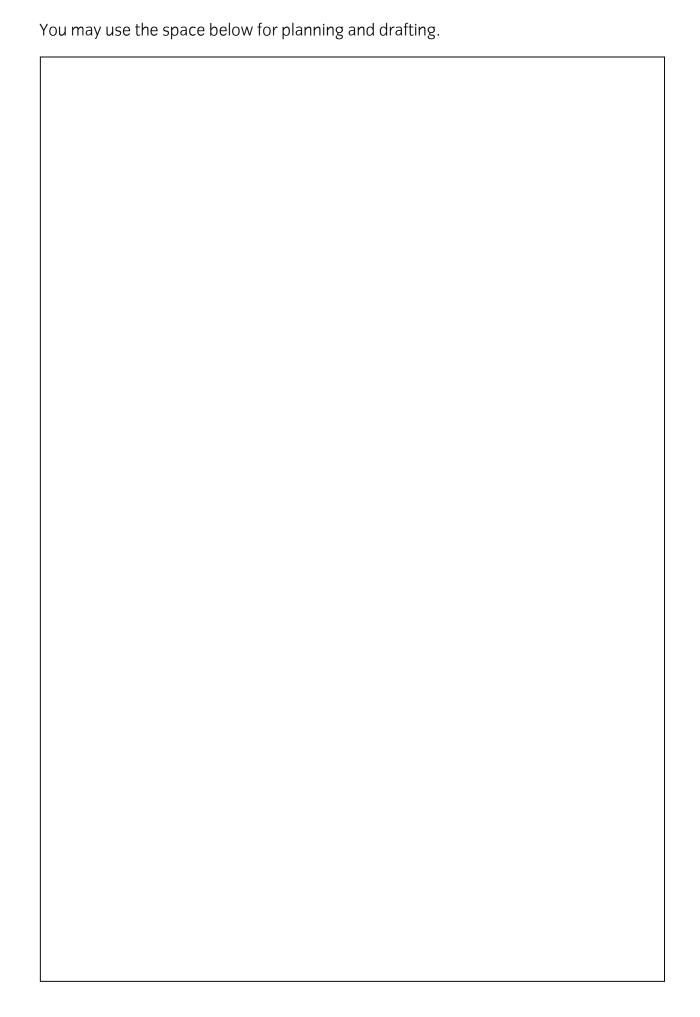
(25 marks)

We suggest you write about 200-250 words.













Question 1 – Write your letter here

26 Lavender Road Everton DG44 OPP

Richard Smith Fun Fitness

Р

Minerva way Elmswell EL5 25R

Wednesday 18th March 2015

Dear Mr Smith

I am writing to you about the problems with your $\operatorname{\mathsf{gym}}$ and as a customer i would like to

give my opinion on what is wrong with the gym and how it can be made better.

Ρ

Firstly, due to the irregular opening times i have lost both time and money and despite L and Cl Sp

being a gym, my fitness has been affected negativly. You advertise your gym as <mark>to</mark> being Clarity

open at 6 am although despite this I have had to leave the fitness centre without using the

gym 3 times in the past week. I have not been able to improve my fitness setting me back P (4th lower case i)

for the marathon i plan to run, to raise money for charity. So if i cannot complete the race you are to blame.

Sp Sp Gr

I am apalled by the standard of customer service. After enquireing why the gym is not open

Sp (lower case i not penalised as four instances already reached)

on more than one ocasion, i have been given various excuses none of which really explain

the situation. If this is happening to your other customers as well as me, I hate to think of Sp

the reputation the gym has been getting as people, including me will eventually stop coming

to your fitness centre and you wouldn't want that would you.

Gr P Gr (would)

I suggest regular opening time for the gym, this means people know what is happening at

what time, so people don't waste their time or their money. Also, staff need to be more

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helpful which will bring more people to the gym.

Gr

If these problems carry on happening then you will frustrate customers like ${\color{red} {\rm myself}}$ which

will have $\frac{\text{very bad affects}}{\text{P}}$ for the fitness centre. I hope these $\frac{\text{problems can be responded}}{\text{problems can be responded}}$ to.

Yours Sincerley

Jack Grey

	Max marks	Marks awarded	Comments
Clear and Coherent	3	2	Sufficiently coherent, but two instances of a lack of clarity.
Detail	3	3	All bullet points from the brief have been covered. 300+ words.
Logical order	2	2	No issues.
Language	3	2	Four instances of either clumsy or incorrect expression and/or superfluous words.
Format	1	1	In a letter format.
Structure	2	2	All component parts of a letter have been correctly used.
Spelling	3	2	Seven errors in a document that is 300+ words (see tables).
Punctuation	4	2	Eight punctuation errors in total (see tables). Use of commas is not a level 1 requirement, therefore any errors have not been penalised.
Grammar	4	3	Three grammar errors (see tables).
TOTALS	25	19	



Question 2



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.

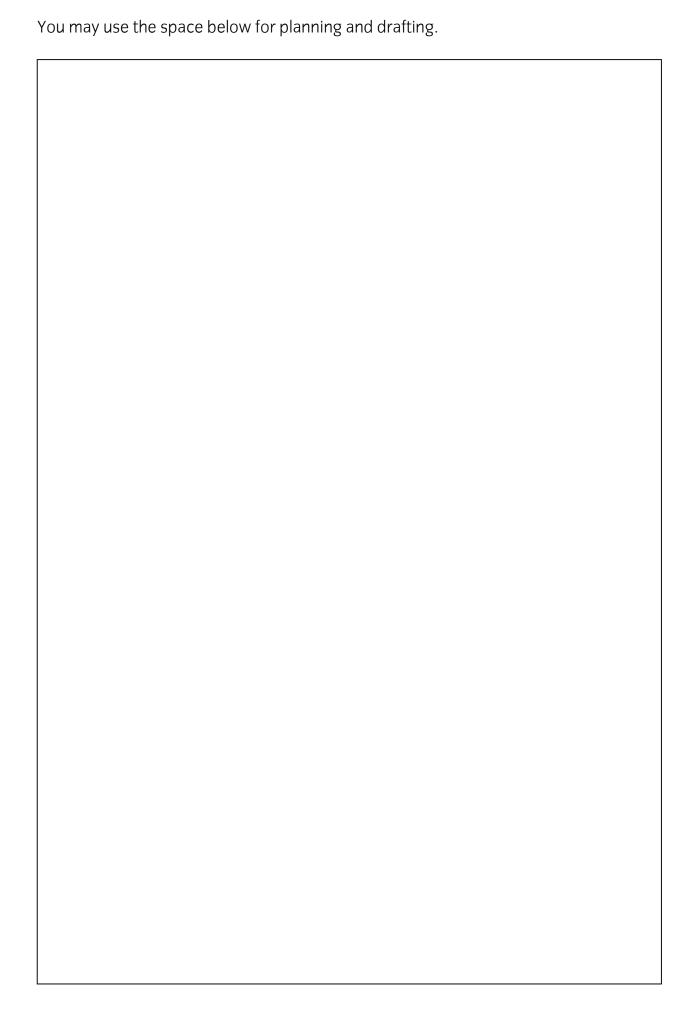
- details of the marathon
- details of the gym's offer
- the charity and why it is important to you
- encouraging people to sponsor you.

(25 marks)

Suggested word count 200-250 words







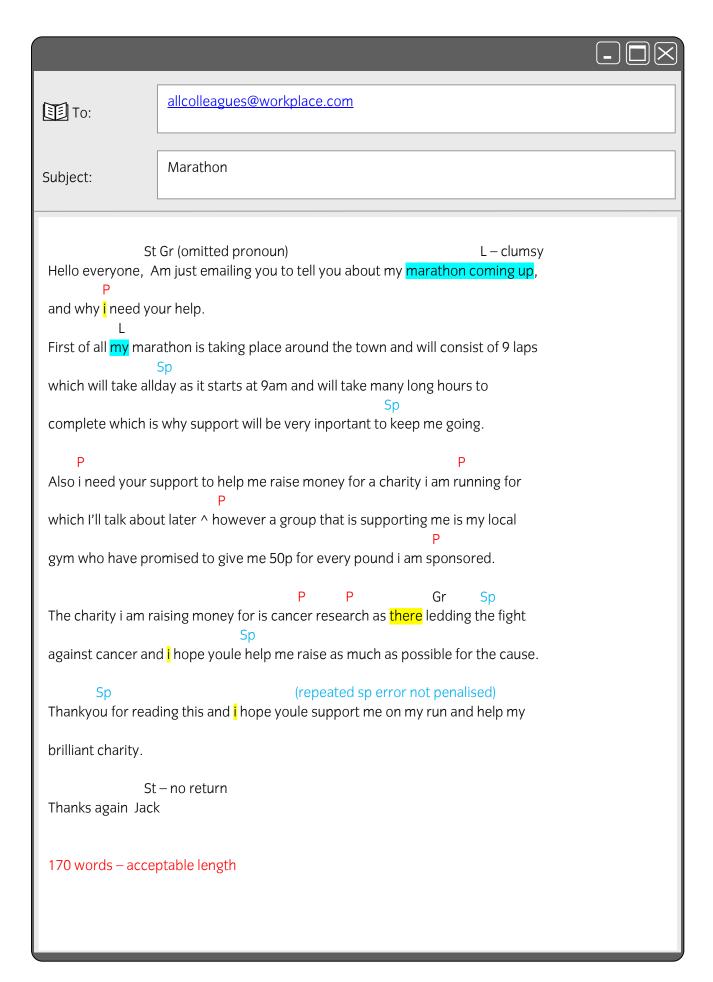






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Question 2 – Write your email here







	Max marks	Marks awarded	Comments
Clear and Coherent	3	3	Sufficiently coherent and no instances of a lack of clarity.
Detail	3	2	Details of marathon are minimal, and no explanation of why charity is important to them.
Logical order	2	2	No issues.
Language	3	3	Only two errors of slightly clumsy expression.
Format	1	1	In an email format.
Structure	2	1	No return after initial salutation or valediction.
Spelling	3	2	Five errors in a document that is of suitable length (see tables).
Punctuation	4	2	Seven punctuation errors in total (see tables). Use of commas is not a level 1 requirement, therefore any errors have not been penalised.
Grammar	4	3	Two grammar errors (see tables).
TOTALS	25	19	

Overall total Max marks: 50	Candidate marks: 38	Strong pass
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End of Assessment



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