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Sample Assessment for Functional Skills English Reading Level 2

Noisy Office

Mark Scheme

Note:

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

Functional Skills English Level 2

Reading

3748-013

Sample Assessment 4

Marking Scheme

Noisy Office

Marking scheme Reading	Maximum marks	Coverage and Range	Fixed/Open response
1 What is meant by 'nit-picking'? a concern with insignificant details / finding fault / fussy (accept similar wording or any other justifiable explanation)	1 mark	2.2.4	Fixed
2 Identify two language techniques that make the article more effective and provide an example of each from the text. Two from: • **Onomatopoeia** eg Ring, Bang, Clatter • **Rule of three** eg Ring, Bang, Clatter • **Rhetorical questions** eg is it just you or is it others as well? • **Metaphor** eg vote with their feet • **Bias** eg there are real costs in productivity loss • **Colloquial expression** eg nitpicking • **Direct address to the reader** eg you • **Imperative** eg hold an office meeting • **Hyperbole** eg churn out documents all day (accept similar wording) (accept any other justifiable technique with / without linked example) Two techniques – 1 mark for each technique (max 2 marks) 1 mark for each linked example (max 2 marks) If example is incorrect, this invalidates the technique mark.	4 marks	2.2.3	Open

3 Give two layout features which enable Document 2 to be read easily. Two from: • Heading • subheadings • Paragraphs • Numbered list • Bold • Italic • Links • Image • Colour / shading (1 mark for each correct answer – maximum 2 marks)	2 marks	2.2.3	Open
4 What does the author of Document 2 mean by the following phrase? **Hear a pin drop** Silence / very quiet / quiet / the smallest noise can be heard (accept similar wording or appropriate definitions)	1 mark	2.2.4	Open

5 Identify specific language techniques used in the following quotes: **“It’s sort of like reality TV stars - how can they really be themselves when there’s a camera in their faces?”** • Simile • Colloquial / informal language • Rhetorical question • Metaphor • Tautology • Analogy **“Whispering can create a climate of solitude, secrecy and suspicion, even fuelling paranoia, but a noisier office means that you can chat without having to whisper.”** • Metaphor • Hyperbole • Direct address to the reader • Rule of three • Alliteration • Onomatopoeia (1 mark for each identified technique – maximum of 4 marks. Responses can come from one or both quotations)	4 marks	2.2.3	Open

6 Identify six biased phrases OfficeCalm Consultants use to persuade potential customers. Six from: • we are industry leaders • unique approach • at the forefront of our field • noise by definition is an unwanted sound • very little can be done to block that out • and that's where we can help • too little background noise will result in a lack of privacy • there is a balance • our office re-design service will ensure • some noise is impossible to eliminate • simple solution • to suit all offices / to suit all budgets • make a big difference • look fantastic • make a lot of clatter • stilettos should be banned • the most annoying noises • we will sort it out for you • you won't regret it! (1 mark for each correct answer – maximum 6 marks)	6 marks	2.2.4	Open

7 Contrast the opinions in Documents 1 and 2 about the impact of noise on creativity. **4 marks in total:** **maximum 2 for detail** **maximum 2 for comparing and/or contrasting** **Detail** **Evidence from 1 document only** **1 piece of evidence from both documents** **At least 2 pieces of evidence from 1 document and only 1 from the other** **Contrasting** **No explicit contrasting** **Minimal explicit contrasting** **More detailed contrasting** **Document 1** negative opinion of noise does not support concentration can often interrupt the flow of creative ideas inspiration rarely comes from a noisy situation more likely to come from a tranquil work space **Document 2** positive opinion of noise sparks creativity allows for spontaneity allows exchange of ideas allows brainstorming (accept similar wording)	**TOTAL 4 MARKS: (see below)** **0 marks** **1 mark** **2 marks** **0 marks** **1 mark** **2 marks**	2.2.5	Open
8 Which four sources of office noise are repeated in Documents 1 and 3? Voices / people talking Floor surfaces / hard surfaces Heating and ventilation systems Printers (1 mark for each – maximum of 4 marks)	4 marks	2.2.5	Fixed

9 Summarise four possible solutions to noise from conversations in Documents 1 and 2. **Document 1** • minimise your reaction to it / shift in your own attitude • make a personal appeal • for everyone to cooperate / hold an office meeting / put ways to minimise noise on the agenda **Document 2** • a meeting rooms away from the main working area • email instead of speak • provision of a few quiet work stations (accept similar wording) (1 mark for each correct answer – maximum of 4 marks)	4 marks	2.2.2	Open
10 According to the online blog, how does an office which is too quiet affect privacy? Give three examples. unintended audience / people eavesdropping a climate of solitude, secrecy and suspicion you can't always speak freely if everyone can hear (accept similar wording) (1 mark for each correct answer – maximum 3 marks)	3 marks	2.2.1	Fixed
11 Using Documents 1 and 3, what four specific external noises do you have no control over? **Document 1** Dogs barking Aircraft noise **Document 3** Drilling / construction site Emergency sirens (accept similar wording) (1 mark for each correct answer – maximum of 4 marks)	4 marks	2.2.2	Fixed

12 According to the specialist consultancy, which three cost-free ways are available to reduce unwanted noise at work? make staff aware of the issue / ask them to be considerate relocating furniture to act as sound absorbers OfficeCalm free consultation (accept similar wording) (1 mark for each – maximum 3 marks)	3 marks	2.2.1	Fixed
Total available marks for Reading assessment	**40**		
Candidate marks			**Fixed 37.5%** **Open 62.5%**
***Indicative pass mark**	***28 marks out of 40**		

Sample assessments are not subject to a mark scheme finalisation process, where around 200 completed scripts are required for review to draw out additional answers. Please award additional marks as appropriate to any other justifiable answers.

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Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com

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