



Worked Example for Functional Skills English Writing Level 2

Sample Assessment 1 – New Superstore

Borderline Pass

Note:

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



Question 1

**PLANNING PERMISSION FOR LARGE SUPERSTORE
HELP NEEDED TO OVERTURN DECISION**

Marbleton Council has granted planning permission for Maddisons to build a large superstore on the outskirts of our village.

This will have an impact on the recreational area that includes the skate park and Marbleton Woods. We need local residents to write to the local Council objecting to this proposal and its obvious effects on the natural environment, recreational areas and village facilities.

ACT NOW!

**Write to Gloria Stevens, Planning Department, County Hall,
Stanton Way, Marbleton, MB2 4AD.**

Together we can stop this madness.

Your task: write a formal letter to the council to persuade them to reconsider their decision.

(26 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information/ideas concisely, logically and persuasively
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- structuring and formatting information appropriately
- punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing is fit for purpose and audience, with accurate spelling and grammar that support clear meaning.



You may use the space below for planning and drafting.





Question 1 – Write your letter here

QUESTION 1

Gloria Stevens

Approx 285 words

P

Planning department

P

County hall

Stanton Way

Marbleton

MB2 4AD

A. Candidate

Addresses in incorrect order

P

11 Kirk street

Marbleton

MB5 3FH

Sp / Lang / str

Dear Madame Stevens

Sp

Gr

Sp

Gr

Gr

Sp Lang

I am writting in regards to you plans to biuld the superstore on outskirts of village. I am grately

Gr

P

concerned about this. Have you thought about the impact this will have on are village.

Lang

Sp

Gr

As a community, we proud ourselves on our village and the fact that alot of tourist come to the

Sp

villiage just to look at it because it is so pretty and has lots of independent shops. If you allowed this

Gr

huge superstore to be built, it will make alot of the small shops in the village close. The local people,

P

Gr

Gr

especially the elderly rely on this shops in the local village to buy there groceries and other products

Gr

Gr

Gr

that their needing. They don't have cars and have to walk to the shop. How could they do this if all of these shops closed and the only shop they had was the big superstore on the outskirts of the village?

Sp

I also think the fact that you want to take over the skate park to build the superstore is a discrace. Where will the kids go now? You will see that it results in alot of kids just hanging around and

Lang

Gr

causing them to get into antisocial behaviour. There is very little for them kids to do anyway, and

Sp

taking away the skate park is a realy bad idea.

Please don't allow the superstore to be built as it will be really bad for the village. We already have a

P

superstore three miles away in the town of Wendle, so why do we need another one.

Yours sincerely

Anne Candidate





	Max marks	Marks awarded	Comments
Detail	3	2	No detail about impact on the environment.
Concise	2	2	Concisely expressed.
Logical	2	2	Logical order maintained
Persuasive	2	2	Rhetorical questions, appealing on behalf of different sections of the community (elderly and kids), plea, specific examples of negative impacts
Format	1	1	Obviously a formal letter
Structure	2	1	Addresses in wrong order and no date. Confusion about wording of opening salutation (Dear Madame Stevens)
Language/Clarity	3	2	No clarity issues but four language issues
Spelling	3	1	Eight spelling errors
Punctuation	4	2	Six errors
Grammar	4	1	Twelve errors
TOTALS	26	16	





Question 2

A successful campaign has prevented the proposed development. You would like to publicly thank people who helped the campaign, and to inform them of your idea to organise a street party in celebration. You need people to help organise your street party and suggest ideas and activities that would encourage the whole village to join in.

Your task: write an article for the village magazine.

(24 marks)

Suggested word count 250 – 300 words.

You will be assessed on:

- presenting information clearly and concisely
- using an appropriate writing style
- using a range of sentence structures, including complex sentences and paragraphs to organise written communication effectively
- punctuating text accurately, including the use of commas, apostrophes and inverted commas where required
- ensuring writing is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning.





You may use the space below for planning and drafting.





Question 2 – Write your article here

QUESTION 2

Dear Residents

Approx 230 words Not an article but a letter to residents

A huge thank needs to go out to all residents who helped us overturn the Councils decision to allow the building of the new superstore in the outskirts of Marbleton.

Although not everyone agreed with the no campaign I think time will show that it has been an correct descion. I know all the shopkeepers are happy about it. They now has a future and we should all use the local shops as much as possible because if we dont it will close and we wont have nothing.

To celebrate are victory I would like to organise a street party and am looking for volenters to help me. I think we should get it in the High street, and we could block of both ends so no cars can come down. I suggest we have food and drinks and also all the local shops could set up stalls out side there shops

I cant do this alone and really need help from other resident. As you can imagine there is alot to do, so any help you can offer will be gratefully accepted. I am holding a meeting in the Crown pub on tuesday the 4th and will need as many people as posible to turn up so we can make are plans.

Please come and think of ideas we can do to make the street party fantastic.





	Max marks	Marks awarded	Comments
Detail	3	3	All relevant detail included
Concise	2	2	Concise throughout
Clarity	2	2	No clarity issues
Format	1	0	Not an article
Structure	2	1	No headline, but evidence of structure in sequencing detail
Language	3	2	Four language issues
Spelling	3	1	Six spelling errors
Punctuation	4	1	Twelve punctuation errors
Grammar	4	1	Nine grammar errors
TOTALS	24	13	

The candidate has accumulated sufficient marks to pass. However, significant weaknesses can be seen in accuracy of spelling, punctuation and grammar. In addition, marks have also been deducted for instances of poor use of language, and poor formatting of the article. Strengths include inclusion of relevant detail, maintaining a logical sequence and concise writing style.

End of Assessment





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