

Nuisance and Hazards – worked example – Strong pass

Question 1 **Word count approx. 290**

Report into noise disturbance from the pub **Title indicative of a report**

Sp

Intorduction

Lang

Sp

Sp

The **reason** of this report is to show how the noise from the pub is **effecting residence**

P

Lang

of the Care home next door. The report will show **that we found about** the noise over a three week period and how it is a problem for the residents.

Method

Staff listened to the noise during the day and night and recorded where the noise was coming from and what made it. Residents were also interviewed and asked about the noise and how it affects them. The following questions were asked.

- Did you hear noise yesterday in the day?
- Did you hear noise yesterday in the night?
- Where was the noise coming from
- How did it effect you?

Findings

Gr P Sp

Noise could be heard **regular** **specially** at night time between 11.00pm and 2.00am. The

Sp

Sp

noise was shouting, car doors **slaming**, **moise** from bottle bins and customers leaving the pub.

9 out of the 10 residents said that the noise woke them up and that they found it upsetting.

Gr (inconsistent tense)

All the residents **say** the noise was coming from the pub and the people leaving it late at night.

Recommendations

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The recommendation is to not let the pub stay open so late at night. To be open until 2.00pm is unfair on the residents because they cannot sleep. They are very elderly and need more sleep.

They also said that it would be better if the bottle bins were not emptied at night, but only in the day.

Conclusion

The pub and the noise really ^{Gr} affects the residents of the care home and the council should not let it stay open so late. ^{Lang P} Even better they should close the pub and ^{Lang Sp} put it somewhere else.

	Maximum marks	Marks awarded	Comments
Detail	3	3	Purpose of report covered, time period of monitoring, details of the problem, effect on residents and recommendations all covered sufficiently for L2.
Concise	2	2	Writing is concise throughout.
Clarity	2	2	Clarity is maintained throughout.
Format	1	1	The candidate has demonstrated they understand the fundamental formatting of a report.
Structure	2	2	The report is well structured, including a heading, subheadings, bullet points and paragraphs.
Language	3	2	Some poor expression and/or wrong choice of words.
Spelling	3	1	Seven spelling errors. Repeated spelling errors only counted once (see tables).
Punctuation	4	3	Four punctuation errors (see tables).
Grammar	4	3	Three grammar errors (see tables).
TOTAL Q1	24	19	

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Question 2

Word count is approx. 310 words

P
Hello fellow students

Thank you for coming today to listen to my quick speech. As you know ^{P Gr} **are** college is set on a ^{Sp} very busy road and many of us have to cross that road at ^{Sp} **least** twice a day. The crazy thing is that the nearest zebra crossing is 400 ^{Sp} **meters** away. ^{Sp} **Som** of us can be bothered to walk ^{P Sp} the 400 meters to go to the crossing but most of us just run across the road ^{P Sp} **infront** of the ^{Gr (omitted verb) Gr} traffic. This a great risk and **could of** caused students to be seriously injured or even worse.

^{Gr} **Been** the sort of person who tries to get things done, I phoned the council to ask them to ^{Sp} put in a zebra crossing. They won't do it unless I can show them there is ^{Sp} **alot** of support for the idea. The easiest way to do this is to set up a ^{Sp} **perition** and get as many students and staff to sign it as possible, so this is what I have done. You can find a copy of the pertition in each ^{Lang – repetition of 'and'} classroom **and at reception and in the canteen and** common room. I need you all to sign it ^{Sp} and to spread the word, asking all your friends who aren't here today to sign it ^{Sp} **aswell**. You could also ask your friends and family to sign it too.

You might not think it is that important, ^{Sp} **specially** if you dont have to cross the road but ^P think about the people that do. Would you want one of your friends to be injured, or even ^P die. Just a few seconds of your time could save someones life. Is it really too much to ask?

Thank you all for coming today and please go away and sign the pertition and remember to tell all of your friends to sign it too.

Thank you.

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	Maximum marks	Marks awarded	Comments
Detail	3	3	All the required detail has been covered sufficiently.
Concise	2	2	A concise writing style has been maintained throughout.
Logical	2	2	The speech is presented in a logical sequence, with a clear opening, main body and closure.
Persuasive	2	2	A good attempt at persuasion has been made through the use of rhetorical questions, emotive language, soliciting empathy, a call to action and a final repetition of the demand to sign the petition.
Format	1	1	Opening indicates candidates understands the formal requirements of opening speech.
Structure	2	2	The speech is structured appropriately, with a formal greeting of the audience and an appropriate close.
Language and Clarity	3	3	Language is both appropriate to the situation and consistently clear. One minor instance of repetition of the word 'and' in a list.
Spelling	3	1	8 errors in a long document (see tables)
Punctuation	4	2	7 errors in a long document (see tables)
Grammar	4	3	4 errors in a long document (see tables)
TOTAL Q2	26	21	
Total Q1 and Q2	50	40	

Additional comments

Question 1

Examiners are aware that a report is normally significantly longer than 300 words; however, for the purposes of assessing Functional Skills at Level 2, a report similar to the one above is perfectly acceptable. In order to cover the detail requirements yet complete the task within

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the allotted timescale and suggested word count, it is accepted that the coverage of the different points within the report will be brief. The word count is approximately 290 words, meaning the response is of an acceptable length, resulting in the award of full marks for detail.

The tables attached to the mark schemes have been applied in order to award the marks for spelling, punctuation and grammar.

Question 2

If a candidate has been asked to write a speech, examiners look for an indication that the candidate understands the conventions of structuring a speech, specifically addressing the audience at the beginning and signalling a close to the speech at the end.