



FUNCTIONAL SKILLS MATHS & ENGLISH

LEVEL 1 & 2 EXAMS

WHO WE ARE

Leading training company for 26 years

Intech Centre is an established training provider based in Islington, London, with over 26 years of experience in delivering education, employability and digital skills programmes.

Intech Centre specialises in **Functional Skills English and Maths Level 1 & 2**, helping learners successfully pass Level 1 and Level 2 Functional Skills exams required for university entry, apprenticeships, teacher training, nursing courses and many other professional pathways.

Thousands of learners have used our resources, courses and exam services to achieve nationally recognised qualifications.

[BOOK NOW](#)[LEARN MORE](#)

** The materials in this document are the intellectual property of the relevant awarding organisation and are shared for educational and revision purposes only. Intech Centre does not claim ownership of these materials and all rights remain with the respective awarding body.*

SERVICES

Courses

- Functional Skills Maths
- Functional Skills English

Tutoring

- Functional Skills Maths & English Exam Tutoring

EXAMS

- ➔ Functional Skills **Maths** Level 1 or 2 Exam **in London**
- ➔ Functional Skills **English** Level 1 or 2 Exam **in London**
- ➔ **Online** Functional Skills **Maths** Level 1 or 2 Exam
- ➔ **Online** Functional Skills **English** Level 1 or 2 Exam



www.intechcentre.com



362 Essex Road
Islington N1 3PD



020 7354 5655

BOOK YOUR FUNCTIONAL SKILLS EXAM NOW!



Pearson

**Edexcel Functional Skills Qualification
in English Writing at Level 2**

Mark Scheme

Practice Paper PENW2 SET 2

Edexcel, BTEC and LCCI qualifications

Edexcel, BTEC and LCCI qualifications are awarded by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognised and benchmarked. For further information, please visit our qualifications website at qualifications.pearson.com.

Alternatively, you can get in touch with us using the details on our contact us page at [qualifications.pearson.com/contact us](https://qualifications.pearson.com/contact-us).

About Pearson

Pearson is the world's leading learning company, with 35,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. We put the learner at the centre of everything we do, because wherever learning flourishes, so do people. Find out more about how we can help you and your learners at qualifications.pearson.com

References to third party material made in this specification are made in good faith. Pearson does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)

All information in this specification is correct at time of publication.

ISBN PENW2_01_2005_ER

*All the material in this publication is copyright
© Pearson Education Limited 2020*

General marking guidance

- All candidates must receive the same treatment. Examiners must mark the last candidate in exactly the same way as they mark the first.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than be penalised for omissions.
- Examiners should mark according to the mark scheme, not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks in the mark scheme should be used appropriately.
- All the marks in the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed-out work should be marked **unless** the candidate has replaced it with an alternative response.

Instructions to examiners:

Two grids need to be applied when assessing a candidate's response:
Grid A: composition and Grid B: spelling, punctuation and grammar.

A candidate's composition may be appropriate for Level 1, but spelling, punctuation and grammar have weaknesses; or a candidate may have reasonably secure spelling, punctuation and grammar but be less successful in composition. It is essential, therefore, that both marking Grids A and B are applied independently.

When awarding a mark for composition (Grid A), examiners should use the first bullet point in each band in the mark scheme to decide on the overall level of achievement. The other three bullet points should be used to determine where best to place the response within the band.

When awarding a mark for spelling, punctuation and grammar (Grid B), examiners should make a 'best fit' judgement using the descriptors.

Task	
1	<p>Indicative content</p> <p>Answers will be credited according to the candidate's demonstration of knowledge and understanding of the material, using the indicative content and levels descriptors below.</p> <p>The indicative content that follows is not prescriptive. Answers may cover some/all of the indicative content but should be rewarded for other relevant examples.</p> <p>In their emails, candidates should:</p> <ul style="list-style-type: none"> • describe the problems, <i>e.g. the lights in the toilets do not work, the pool table is broken, the walls need painting</i> • explain how the business group can help, <i>e.g. provide some new carpets as a free gift, sponsor the outside painting, pay for new equipment</i> • say how businesses will benefit, <i>e.g. firms will be mentioned in the local paper, it will create good will, name would be above the door.</i> <p style="text-align: right;">(21 marks)</p>

Mark	Grid A: Composition (12 marks)
0	<ul style="list-style-type: none"> No rewardable material.
1-4	<ul style="list-style-type: none"> Communicates some information, ideas and opinions, with some clarity and awareness of purpose and audience. Uses appropriate format and structure for audience and purpose to some extent. Uses sentences with some range and accuracy. Uses simple vocabulary, appropriate to task.
5-8	<ul style="list-style-type: none"> Communicates information, ideas and opinions reasonably clearly, using detail appropriately for purpose and audience to an appropriate length. Uses appropriate format and structure for audience and purpose with use of paragraphs. Uses a range of sentences, including complex sentences, with reasonable accuracy. Uses a range of vocabulary, appropriate to task.
9-12	<ul style="list-style-type: none"> Communicates information, ideas and opinions clearly, using detail effectively for purpose and audience to an appropriate length. Uses appropriate format and structure for audience and purpose, with effective use of paragraphs. Uses a range of sentences, including complex sentences, with consistent accuracy. Uses a wide range of vocabulary, consistently appropriate to task.

Mark	Grid B: Spelling, punctuation and grammar (9 marks)
0	<ul style="list-style-type: none"> No rewardable material.
1-3	<ul style="list-style-type: none"> Some use of correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles). Some use of correct punctuation (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes). Some accuracy in spelling of words used most often in work, study and daily life, including specialist words.
4-6	<ul style="list-style-type: none"> Reasonably correct use of grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles). Reasonably correct use of punctuation (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes). Spelling of words used most often in work, study and daily life, including specialist words, is reasonably accurate.
7-9	<ul style="list-style-type: none"> Correct use of grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles), with occasional lapses. Correct use of punctuation (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes), with occasional lapses. Spelling of words used most often in work, study and daily life, including specialist words, is accurate, with occasional lapses.

Task	
2	Indicative content
	<p>Answers will be credited according to the candidate's demonstration of knowledge and understanding of the material using the indicative content and levels descriptors below.</p> <p>The indicative content that follows is not prescriptive. Answers may cover some/all of the indicative content but should be rewarded for other relevant examples.</p> <p>In their complaints, candidates should:</p> <ul style="list-style-type: none">• describe why they are unhappy with their purchases, <i>e.g. the coat lining was badly ripped, the necklace broke the first time it was worn, the customer service was very poor</i>• explain what they would like to happen next, <i>e.g. a full refund, a replacement item, an apology.</i> <p style="text-align: right;">(15 marks)</p>

Mark	Grid A: Composition (9 marks)
0	<ul style="list-style-type: none"> • No rewardable material.
1-3	<ul style="list-style-type: none"> • Communicates some information, ideas and opinions, with some clarity and awareness of purpose and audience. • Uses appropriate format and structure for audience and purpose to some extent. • Uses sentences with some range and accuracy. • Uses simple vocabulary, appropriate to task.
4-6	<ul style="list-style-type: none"> • Communicates information, ideas and opinions reasonably clearly, using detail appropriately for purpose and audience to an appropriate length. • Uses appropriate format and structure for audience and purpose with use of paragraphs. • Uses a range of sentences, including complex sentences, with reasonable accuracy. • Uses a range of vocabulary, appropriate to task.
7-9	<ul style="list-style-type: none"> • Communicates information, ideas and opinions clearly, using detail effectively for purpose and audience to an appropriate length. • Uses appropriate format and structure for audience and purpose, with effective use of paragraphs. • Uses a range of sentences, including complex sentences, with consistent accuracy. • Uses a wide range of vocabulary, consistently appropriate to task.

Mark	Grid B: Spelling, punctuation and grammar (6 marks)
0	<ul style="list-style-type: none"> • No rewardable material.
1-2	<ul style="list-style-type: none"> • Some use of correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles). • Some use of correct punctuation (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes). • Some accuracy in spelling of words used most often in work, study and daily life, including specialist words.
3-4	<ul style="list-style-type: none"> • Reasonably correct use of grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles). • Reasonably correct use of punctuation (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes). • Spelling of words used most often in work, study and daily life, including specialist words, is reasonably accurate.
5-6	<ul style="list-style-type: none"> • Correct use of grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles), with occasional lapses. • Correct use of punctuation, (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes), with occasional lapses. • Spelling of words used most often in work, study and daily life, including specialist words, is accurate, with occasional lapses.

Mapping to Functional Skills Coverage and Range for English Level 1

Writing				
Scope of Study				
Text: this should include straightforward texts such as narratives, instructions, explanations and reports of varying lengths.				
Ref.	Content statement	Coverage	No. of marks	%
19	Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)	Task 1 Task 2	15	42
20	Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)			
21	Spell words used most often in work, study and daily life, including specialist words			
22	Communicate information, ideas and opinions clearly, coherently and accurately	Task 1 Task 2	21	58
23	Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience			
24	Use format, structure and language appropriate for audience and purpose			
25	Write consistently and accurately in complex sentences, using paragraphs where appropriate			
Total for Writing			36	100

Pearson Education Limited.

Registered company number 872828

with its registered office at 80 Strand, London, WC2R 0RL, United Kingdom



Book Your Functional Skills Exam Now!

Intech Centre is a leading training, careers and examination centre based in Islington, London, delivering Functional Skills Maths and English courses and exams for over 26 years.



Book Now!



Book Your Exams & Courses

Qualification	Private Course	Online Exam	Exam in London
Functional Skills Maths Level 1 & 2	Enrol on Course	Book Online Exam	Book London Exam
Functional Skills English Level 1 & 2	Enrol on Course	Book Online Exam	Book London Exam

Why Intech Centre?

- Over **26 years' experience** as a UK training and exam centre in London.
- **City & Guilds Functional Skills Maths and English exams**, Ofqual regulated and nationally recognised.
- Flexible **online learning** with 24/7 access plus online or centre-based exam options.
- Ideal if you still need GCSE Maths or English equivalent for university entry, teacher training, apprenticeships or employment.

CALL US FOR MORE INFORMATION:



020 7354 5655



www.intechcentre.com



info@intechcentre.com