

**Essential Skills Northern Ireland – Communication Level 1**  
**Worked Example – High Pass**

This marked example paper uses level 1 sample paper 2

**Reading Section**

1) Which four sections provide information about the money an apprentice earns?

Get paid and trained (tick)

Pay and conditions (tick)

Hours an apprentice must be paid (tick)

Holidays (tick)

4 marks.

2) What three steps does the document say you could take if you fail to get an apprenticeship?

Ask for feedback. (tick) Complain. (tick) Ring helpline. (tick) Traineeship.

3 marks. The fourth answer is also correct, but there is a maximum of three marks available for this question.

3) Apart from pay, what else can you gain from an apprenticeship? Give four answers.

Experience in work, (tick) job-specific skills, (tick) study for qualification (tick)

3 marks. The question instructed to give four answers, but the candidate has only provided three.

4) Who can you speak to privately about your rights when employed?

Apprenticeship helpline telephone: 0800 015 0400 or 028 682 6482

0 marks. The apprenticeship helpline is not for discussing rights at work.

5) Give two layout features used in Document 2 to attract the reader's attention to the main points and ideas.

It is informative and it tells you everything you need to know. It is written in formal language.

0 marks. This question is about layout features, not content or language techniques.

6) Apart from handling AV equipment, give three other tasks the job involves.

Website maintenance (tick)

Basic office duties (tick)

Taking telephone calls (tick)

3 marks.

7) What type of personality is the company looking for in an apprentice? Give four answers.

Hard work, (tick) creative, (tick) good communication, (tick) work as part of a team (tick)

4 marks.

8) What are four kinds of audio visual equipment you will be using at events?

Setting up sound and light systems, (tick) screens, (tick) projectors (tick)

3 marks.

Reading section total marks – 20

### **Writing Section**

#### **Key**

Spelling errors highlighted yellow

Language errors marked in blue

Grammar errors marked in green

Punctuation errors marked in red

#### **Writing Question 1**

Louise Harris

12 Low lane

Belfast

Bt7 9RT

20<sup>th</sup> August 2017

Richard Smithe

Fun Fitess

Hughes Way

Lagan

BT5 2SR

Dear Mr. Smithe,

I am writing to you about your gym, which I have been a member of for the past two years. During the last week I have not been able to train at my usual time, as the gym has not been open at 6am. This has happened three times in one week and it is really affecting my training.

I am training to run a marathon in aid of charity, so it is really important for me to get regular exercise. I cannot come at any other time except 6am, so I just had to miss my workout on those days. I am afraid that if this carries on I will not be in good enough shape to run the marathon, and the charity will lose out and myself will lose out to.

Your gym **adverts** that it is open at 6am, so you are breaking your promise and this does not look good for you or your gym.

Yours sincerely,  
**miss Harris**

#### Mark – 5

Overall, this answer has been placed into BAND 3, as it is mostly successful at addressing the writing criteria.

- This is clear and consistent throughout.
- This is logical throughout.
- This contains most of the appropriate detail, but it has not suggested ways the manager could prevent the problem in future. It only briefly touches on the reputation of the gym.
- Format and structure are good, and paragraphing has been used well.
- Language is suitable for purpose and audience.

This is the shorter question, and the answer has been placed in Band 3. This means it will get either 4 or 5 marks out of 6. It is only the missing detail that has pulled this answer down from Band 4 into Band 3, which means it is clearly high in the band. It has therefore been given a mark of 5.

#### Writing Question 2

Dear readers, do you want to show support for your colleague while raising money for an amazing cause? I will be running a marathon in one month's time, on Saturday 16<sup>th</sup> September at Lakeview Park. I am taking part in order to **rase** money for charity and I'm asking all of **you'se** to sponsor me. It **doesent** matter if you give lots or a little, as every bit helps! The money is going to a great cause, to help dogs and cats that have been treated badly and need new homes. This means the world to me because **i** love animals and I have several rescue dogs and they are like members of the family. All animals deserve to be loved and your money can help this happen, **(should be a full stop)** this is why I think you should sponsor me. Help me to help the animals!

Written by Louise Harris

#### Mark – 7

Overall, this answer has been placed into BAND 3, as it is mostly successful at addressing the writing criteria.

- This is clear and coherent.
- A logical sequence is maintained.
- Most of the detail has been included, but they have not mentioned the gym's offer.
- There is some attempt at format and structure – the article has an introduction and conclusion and 'written by' – but it is missing a title and there is no attempt at paragraphing.

- Language is suitable for purpose and audience.

This is the longer question, and the answer has been placed in Band 3. This means it will get between 6 and 8 marks out of 9. This is generally answered well, but considering the missing detail, the format and structure issues, and the fact that a heading is very important to an article, this has been placed in the middle of the band and given a mark of 7.

#### Spelling, Punctuation and Grammar – 9 marks

Spelling, punctuation and grammar are marked across both questions. The combined word count for these writing answers places them into the 'long' category in the marking grid.

Spelling – there are 5 errors, which means the spelling mark is 2.

Punctuation – there are 6 errors, which means the punctuation mark is 3.

Grammar – there are 3 errors, which means the grammar mark is 4.

#### Summary of Marks

Writing question 1 – 5 marks

Writing question 2 – 7 marks

Spelling, punctuation and grammar – 9 marks

Total reading mark – 20

Total writing mark – 21

Total mark = 41