Essential Skills Northern Ireland – Communication Level 1
Worked Example – Low Fail

This marked example paper uses level 1 sample paper 2

Reading Section

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

Bold underlined uses headings

0 marks. The candidate has given layout techniques instead of answering the question. It is possible that they anticipated a layout question as the first question, or saw the word 'sections' in the question and assumed it was about layout, or simply did not read the question carefully enough.

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

The three steps are search for an apprenticeship, sign in or create an account, complete and submit your application

0 marks. The candidate has seen 'three steps' in the question and then looked for these words in the source document. They have not checked if these answers actually address the question being asked. The question asks for steps you can take if you fail to get an apprenticeship, not the steps for applying for an apprenticeship.

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

National Minimum Wage

0 marks. The candidate has seen the word 'pay' in the question and assumed they are being asked what an apprentice is paid. Reading the question more carefully would reveal that they are actually being asked what other things they can gain from an apprenticeship besides pay. The candidate has also only provided one answer when they have been instructed to give four.

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

Contact ACAS (tick)

1 mark.

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

Bold (tick) headings (tick) image

2 marks. The third answer is also correct, but there are only two marks available for this question.

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

knowledge of basic computer applications
graphic design (tick)

communication skills

1 mark. It looks like the candidate has seen 'three' in the question and looked for a section of the source document that has three pieces of information in it. Unfortunately, only one of these answers is correct. The question asks about tasks rather than requirements.

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

They want someone who will work hard (tick) and do the job well.

1 mark. Doing the job well is not a personality trait. The candidate has not provided enough answers and so cannot get full marks on this question.

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

AV equipment, light systems (tick), screens (tick), projectors (tick)

3 marks. 'AV equipment' cannot get a mark because the question is asking what **kinds** of audio visual equipment they will be using.

Reading section total marks – 8

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

Hello richard

The details (missing word: of) the porblem is your Gym dosent open when it says. (poorly worded sentence)

This has affected that the gym isn't open so how are people ment to use it for there Marathon.(should be a question mark)

Iam missing out on my marathon because of this, and that (missing word: is) not rite(missing full stop)

The reputation of the gym is that if you don't open I cant do my training. I think you should and open the gym at 6am,(missing full stop) you should put it in the rules to make sure they do it.

Mark – 1

Overall, this answer has been placed into BAND 1, as it shows limited success at addressing the writing criteria.

- Limited clarity and coherence.
- Mostly logical. The letter is hard to understand mainly because of the clarity and coherence issues, rather than a lack of logical order to the points being made. However, it is missing some kind of introduction to help make sense of the letter.
- The candidate has made some attempt to address all the detail points, but the answer is missing any expansion on or explanation of these details. He does mention the word 'reputation' but does not explain how the gym's reputation will be affected.
- Limited format and structure. This does not really look like a letter, and it is missing most of the important elements of a letter. There is some attempt at paragraphing but without much success.
- Limited attempt to use language suitable for purpose and audience, with significant examples of poor expression and incorrect language, and one example of inappropriate tone (hello Richard). Language and clarity issues are marked in blue, and over half the answer is blue!

This is the shorter question, and the answer has been placed in Band 1. This means it has been given a mark of 1 out of 6.

Writing Question 2

Run for a best cause!

(missing word: I) Am askin use to entre a run marathon for chaity to make money for poor chirlden who don't have nothing. All use have (missing word: to) do is rite a form and say how far you will marathon and how much pounds you can found. please join in,(missing full stop) together we can help straving childeen.

Mark – 3

Overall, this answer has been placed into BAND 2, as it shows some success at addressing the writing criteria.

- This answer is mostly coherent, but the lack of detail and some of the language errors do affect clarity. The response is so short it makes the clarity issues more significant.
- Despite the short length, there is a clear logical order to this response. They mention the main purpose of the article first. They then mention the marathon, that it is for charity, then what the charity is for. This is followed with how to sign up, then the response ends with an appeal to join in.
- Limited detail. Important details are missing, including more information about the marathon. Most of the bullet points given in the question are not addressed. Nothing is

explained or expanded on. The candidate mentions signing a form but does not tell the reader how to obtain this form.

- There is some success at using suitable format and structure. There is a title and a concluding sentence. However, there is not much of an introduction, and there are no paragraphs.
- There is some attempt at using language suitable for purpose and audience, but there are also some significant errors.

This is the longer question, and the answer has been placed in Band 2. This means it will get between 3 and 5 marks out of 9. Some criteria have been addressed quite well – the response is logical and mostly coherent. The candidate has made some attempt at format and structure suitable for an article. However, there are some significant errors with language, and the answer does not really address the task well or cover important details. There is no attempt at paragraphing. Taking all of this into account, this has been placed low in the band, with a mark of 3.

Spelling, Punctuation and Grammar – 3 marks

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

Spelling – there are 12 errors, which means the spelling mark is 0.
Punctuation – there are 8 errors, which means the punctuation mark is 2.
Grammar – there are 10 errors, which means the grammar mark is 1.

Summary of Marks

Writing question 1 – 1 mark
Writing question 2 – 3 marks
Spelling, punctuation and grammar – 3 marks

Total reading mark – 8
Total writing mark – 7

Total mark = 15