

Mark scheme

Task 1 – Letter

Layout:

Name and address of sender:	Run 4 Your Life, Unit 3, Menai Industrial Estate, RHYL, Denbighshire, LL14 6CC, UK	(1)
Date:	of exam	(1)
Appropriate reference:	eg PF/PA's initials or any reasonable reference	(1)
Name and address of recipient:	Mrs T[ekla] Langeveldt, Netherlands Athletics Board, Konnorweg 16, 92-81 AMSTERDAM, Netherlands	(1)
Salutation:	Dear Mrs Langeveldt/Tekla	(1)
Heading:	Corrie van Taal [or similar]	(1)
Complimentary close:	Yours sincerely	(1)
Name and/or designation of signatory:	Penny Fulbright/Managing Director	(1)

8 marks divided by 2 = **4 marks**

Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency	(4)

12 marks

Content:

Can Corrie van Taal perform opening ceremony and does she charge a fee?	(1)
Taagenpark, Amsterdam, last Thursday of next month (give date), 2pm	(1)
Request Corrie to give a talk on children's fitness/health during ceremony	(1)
Request Corrie to run sports workshop in park after ceremony	(1)

4 marks

Total: 20 marks

Task 2 – Memo

Layout:

Heading:	Memorandum	(1)
To:	David Bristow	(1)
Designation:	Technical Director	(1)
From:	Name of candidate	(1)
Designation:	PA to Penny Fulbright/MD	(1)
Date:	[of exam]	(1)
Any appropriate reference:	eg PF/pa, but accept any reasonable ref	(1)
Suitable heading:	Rubber surfaces [or similar]	(1)

8 marks divided by 2 = **4 marks**

Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency (max 1 mark if wrong sender)	(4)

12 marks

Content:

Email Connor Callaghan or Sales Director of Simply Surfaces, cc@simplysurfaces.com (all)	(1)
Possible rubber surface for heavy use trails (or similar)	(1)
Ask how much delivery costs to England and ask how much TyreTread is per sq m	(1)
Ask for names of cos which have bought TyreTread	(1)

4 marks

Total: 20 marks

Task 3 – Circular letter

Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency	(4)

12 marks

Content:

Company address: Run 4 Your Life, Unit 3, Menai Industrial Estate, RHYL, Denbighshire, LL14 6CC, UK	(1)
Add-on features available – can be put at start or end of trail	(1)
Bargain prices	(1)
Stride jumps, £500	(1)
Over and under hurdles, £900	(1)
Log stack, £850	(1)
We offer full and fair returns and complaints policies	(1)
Our free delivery includes next day courier service	(1)

8 marks

Total: 20 marks

Task 4 – Article/Press release/Circular letter/Mailshot

MAXIMUM 200 WORDS

Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency (don't mention healthy eating)	(4)

12 marks

Content:

Name of company – ie Run 4 Your Life	(1)
Co will soon be installing 500th trail, in Netherlands	(1)
Examples of activities on trails – at least 3 out of climbing walls, log stacks, rope swing, treadmill, balance beam, over and under hurdles and stride jumps	(1)
Variety of activities on trails, so keeps child interested/motivated (all)	(1)
Guidelines say children should do at least 90 mins exercise a day, but majority of children do less (or similar)	(1)
Picking up exercise habit as child is good as it stays with you as an adult	(1)
Exercise is important to prevent obesity – one in ten 6-year olds is overweight/to get strong muscles/heart (or similar)	(1)
Contact details: Unit 3, Menai Industrial Estate, RHYL, Denbighshire LL14 6CC, (UK) and/or tel +44 (0)1745 69841, fax +44 (0)1745 69842 and/or www.run4yourlife.co.uk	(1)

8 marks

Total: 20 marks

Task 5 – Informal, informational report

MAXIMUM 200 WORDS

Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency	(4)

12 marks

Content:

Title/Introductory sentence mentioning popular trail features and surface requirements (both)	(1)
Treadmill – in top 3 features	(1)
Climbing wall – in top 3 features	(1)
Rope swing – in top 3 features	(1)
New requirements for surfaces	(1)
Up to 1.5m – grass	(1)
Up to 4m – bark	(1)
Up to 6m – rubber	(1)

8 marks

Total: 20 marks