

Names have been changed to maintain confidentiality.

Entry 2 - Writing

Task 1

Complete the form below.

HR Employee Record	
Section 1 - Personal details	
Title:	Mr <u>(Mrs)</u> Ms Miss (delete as applicable)
First name:	SARAH CHRISTOPHER TASSARD
Surname:	POLOWSKI
Address:	29 Woodfields Flats - Shelsmoor
Postcode:	S3 8UH
Email address:	sarah_p@gmail.com
Telephone:	07475 683056
Section 2 - Emergency contact details	
Full name:	ALEX POLOWSKI
Daytime telephone:	07454 459745
Relationship to you:	SON
Section 3 - Signature	
I confirm the information on this form is correct.	
Signature:	Date: 10 - 11 - 2014

Task 2

Last month you visited an interesting place. Write an article for your teacher. Say what you did there.

Write about 80 words.

~~Last holiday I went to Liverpool with my daughters~~

Dear Mick

Last month I ~~lasted~~ went to Liverpool with my daughters, and we ~~stayed~~ stayed at my friend's house for four days. We had journey by bus and we had good time there. We went to seashore and we visited a ship's museum and I saw ~~in~~ in museum some things and some picture what about Titanic big ship when the ship was broken and take down ~~at~~ under sea. My friend cooked some food for her country and I cooked some food for my country. The city ~~was~~ ^{were} big very nice city and there are a lot of shops and restaurant. ~~I~~ we ~~had~~ really enjoyed there. ~~I~~ After four days we came back in Sheffield. ~~at~~

Please turn over

Task 3

You have a new colleague at work. Write an email to a friend describing your new colleague.

Write about 80 words.

File Edit View Insert Format Tools Message Help

Send Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline

To: a.person@email.com

Cc:

Subject: My new colleague

Hi Sandra.

I hope you are fine. I want to write for you what about my new colleague at work. She came three days ago and she had long wavy brown hair. She ~~was~~ was single and she was from IRAN. She been very friendly and ~~she~~ she lived with her family. She ~~had~~ studied beauty course at college and worked part time. ~~she~~ She told me if ~~she~~ finished her 'cours she opening ~~to~~ her shop. After worked ~~she~~ I went to coffee with her and had good time. ~~she~~

~~she~~ See you soon. Sarah

Entry 2 rationale : Sarah

Assessment criteria		Mark	Rationale
Task 1 - form			
1	2.1 Record personal details in a form correctly	4	Almost all of the form is completed with high level of appropriacy.
Task 2 - article			
2	1.1 Present information in an appropriate format for the intended audience	3	Although the format is not appropriate, several appropriate features of the amplification can be identified, eg. neutral register appropriate in a text written to a teacher/ the right information included / some evidence of proofreading.
3	1.2 Construct simple and compound sentences correctly	4	Sarah successfully combines simple sentences to make a compound sentence, eg. <i>We had journey by bus and we had good time there.</i> Word order is usually correct, past tense is used consistently and adverbial time references are used appropriately.
4	1.3 Use adjectives correctly	2	There are examples of appropriate use of adjectives but these are not consistent, eg. <i>The city were nice city...</i> The candidate only meets this criterion at a minimal level.
5	1.4 Use punctuation correctly	3	Full stops mark sentence boundaries consistently, but there is no evidence of the use of other punctuation appropriate for the level.
6	1.5 Use upper and lower case letters correctly	4	Sarah uses capital letters at the beginning of sentences with consistency. Capital letters for proper nouns are used correctly throughout the task, eg. <i>Liverpool, Tietanic, Sheffield.</i>
7	1.6 Spell words correctly	3	Sarah demonstrates good knowledge of lexis, but spelling is only fairly consistent.
Task 3 - correspondence			
8	1.1 Present information in an appropriate format for the intended audience	4	A wide range of features of the amplification can be identified at the level, eg. the format selected appropriately with some common email features/ comprehensive control of genre and purpose /appropriate level of detail.
9	1.2 Construct simple and compound sentences correctly	3	Sarah constructs simple and compound sentences with correct word order fairly consistently, eg. <i>She studied beauty course at college and worked part time/I hope you are fine,</i> but she does not demonstrate comprehensive control over past and present tenses.
10	1.3 Use adjectives correctly	4	A range of common adjectives are used effectively to describe a colleague and to extend information, eg. <i>...she had long wavy brown hair. ... and had good time.</i> Word order regarding the use of adjectives is very well controlled.
11	1.4 Use punctuation correctly	3	There is consistent use of full stop to mark the end of sentences, but commas are not used correctly in a list.
12	1.5 Use upper and lower case letters correctly	3	Although Sarah uses capital letters at the beginning of sentences consistently, there are examples of capital letters used incorrectly mid-sentence eg. <i>She came three days ago and She had long wavy hair.</i>
13	1.6 Spell words correctly	4	Good knowledge of lexis related to the context as well as consistent spelling is demonstrated throughout the task.

Sarah achieves 44 marks out of 52: a secure pass.