

Mark Scheme Writing Level 2**Paper Code: Practice Paper 2**

Standard	Coverage and range	Marks available (Task 1 & 2)	%
L2.3a	Present information/ideas concisely, logically and persuasively	8	58
L2.3b	Present information on complex subjects clearly and concisely	6	
L2.3c	Use a range of writing styles for different purposes	8	
L2.3d	Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively	6	
L2.3e	Punctuate written text using commas, apostrophes and inverted commas accurately	8	42
L2.3f	Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types	12	
Total		48	100
Pass Mark		32	

Task 1			
Standard	Total Marks Available	Judgement There is evidence the learner has....	Marks
L2.3a	3	fully engaged the reader with persuasive/compelling text that is fit for purpose used persuasive/compelling text but lacks in detail made some attempt at engaging reader but inappropriate style and/or tone produced text that is not fit for purpose	3 2 1 0
		presented information/ideas in a logical order made some attempt at presenting information/ideas in a logical order not presented information/ideas in logical order	2 1 0
L2.3b	2	presented information clearly and concisely with the appropriate level of detail made some attempt to present information clearly and concisely but lacks in detail not presented information clearly and concisely	2 1 0
L2.3c	4	used an email format suitable for purpose and audience that includes: <ul style="list-style-type: none"> • who it is to, from, subject and date • who it is to, from and subject or date • who it is to and from • who it is to or from not attempted to use structure suitable for purpose and audience	4 3 2 1 0
L2.3d	3	presented information using paragraphs with a range of sentence structures that includes complex sentences presented information using paragraphs and simple sentence structures attempted to write in paragraphs and/or use simple sentence structures not written effectively	3 2 1 0
L2.3e	4	used a range of higher-level punctuation (including commas, apostrophes and inverted commas) consistently and accurately throughout used a range of higher-level punctuation (including commas, apostrophes and inverted commas) accurately most of the time made frequent errors using higher-level punctuation (i.e. commas, apostrophes and inverted commas) but capital letters and end of sentence punctuation are used accurately and consistently throughout made no attempt at using higher-level punctuation (i.e. commas, apostrophes and inverted commas) but capital letters and end of sentence punctuation are used accurately most of the time used insufficient punctuation	4 3 2 1 0
		spelt complex and common words accurately and consistently throughout spelt complex words accurately most of the time and spelt common words correctly and consistently throughout spelt common words accurately most of the time used an insufficient standard of spelling of common words throughout	3 2 1 0
L2.3f	3	used grammar accurately and consistently throughout used grammar accurately most of the time used limited grammar but errors do not however impede understanding used an insufficient standard of grammar and understanding is impeded	3 2 1 0
			3 2 1 0
Totals	24		

Task 2			
Standard	Total Marks Available	Judgement There is evidence the learner has....	Marks
L2.3a	3	fully engaged the reader with persuasive/compelling text that is fit for purpose used persuasive/compelling text but lacks in detail made some attempt at engaging reader but inappropriate style and/or tone produced text that is not fit for purpose	3 2 1 0
	2	presented information/ideas in a logical order made some attempt at presenting information/ideas in a logical order not presented information/ideas in logical order	2 1 0
L2.3b	2	presented information clearly and concisely with the appropriate level of detail made some attempt to present information clearly and concisely but lacks in detail not presented information clearly and concisely	2 1 0
L2.3c	4	used a letter format suitable for purpose and audience that includes: <ul style="list-style-type: none"> • sender's address, recipient's address, date and matching salutation and close • sender's address, recipient's addresses, date and salutation and close (not matching) • sender's address, recipient's address, salutation and close (even if not matching) • sender's address with salutation and close (even if not matching) used a format unsuitable for purpose and audience (sender's address, salutation or close missing)	4 3 2 1 0
L2.3d	3	presented information using paragraphs with a range of sentence structures that includes complex sentences presented information using paragraphs and simple sentence structures attempted to write in paragraphs and/or use simple sentence structures not written effectively	3 2 1 0
L2.3e	4	used a range of higher-level punctuation (including commas, apostrophes and inverted commas) consistently and accurately throughout used a range of higher-level punctuation (including commas, apostrophes and inverted commas) accurately most of the time made frequent errors using higher-level punctuation (i.e. commas, apostrophes and inverted commas) but capital letters and end of sentence punctuation are used accurately and consistently throughout made no attempt at using higher-level punctuation (i.e. commas, apostrophes and inverted commas) but capital letters and end of sentence punctuation are used accurately most of the time used insufficient punctuation	4 3 2 1 0
L2.3f	3	spelt complex and common words accurately and consistently throughout spelt complex words accurately most of the time and spelt common words correctly and consistently throughout spelt common words accurately most of the time used an insufficient standard of spelling of common words throughout	3 2 1 0
	3	used grammar accurately and consistently throughout used grammar accurately most of the time used limited grammar but errors do not however impede understanding used an insufficient standard of grammar and understanding is impeded	3 2 1 0
Totals	24		