

Names have been changed to maintain confidentiality.

Entry 2 – Writing

### Task 1

Complete the form below.

HR Employee Record	
<b>Section 1 – Personal details</b>	
Title:	Mr <u>Mrs</u> Ms Miss (delete as applicable)
First name:	SARAH <del>CERTAINLY TASTY</del>
Surname:	POLOWSKI
Address:	29 <del>moor</del> fields Flats - Shelsmoor
Postcode:	S3 8UH
Email address:	sarah_p @Gmail .com
Telephone:	07475 683056
<b>Section 2 – Emergency contact details</b>	
Full name:	ALEX POLOWSKI
Daytime telephone:	07454 459745
Relationship to you:	SON
<b>Section 3 – Signature</b>	
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 taken down under sea. My friend cooked some food for her country and I cooked some food for my country. The city ~~was~~ <sup>were</sup> big very nice city and there are a lot of shops and restaurants. We ~~had~~ really enjoyed there. ~~I liked~~ After four days we came back in Sheffield. ~~Thank you~~

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 Online

To: a.person@email.com

Cc:

Subject: My new colleague

Hi Sandra.

I hope you are fine. I want to write for you 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. ~~See~~ See you soon. Sarah

## Entry 2 rationale : Sarah

Assessment criteria		Mark	Rationale
<b>Task 1 - form</b>			
<b>1</b>	<b>2.1</b> Record personal details in a form correctly	4	Almost all of the form is completed with high level of appropriacy.
<b>Task 2 - article</b>			
<b>2</b>	<b>1.1</b> 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.
<b>3</b>	<b>1.2</b> 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.
<b>4</b>	<b>1.3</b> 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.
<b>5</b>	<b>1.4</b> 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.
<b>6</b>	<b>1.5</b> 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>
<b>7</b>	<b>1.6</b> Spell words correctly	3	Sarah demonstrates good knowledge of lexis, but spelling is only fairly consistent.
<b>Task 3 - correspondence</b>			
<b>8</b>	<b>1.1</b> 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.
<b>9</b>	<b>1.2</b> 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.
<b>10</b>	<b>1.3</b> 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.
<b>11</b>	<b>1.4</b> 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.
<b>12</b>	<b>1.5</b> 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>
<b>13</b>	<b>1.6</b> 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.