

Planning section

For this exam you must show you know how to plan your writing. Use this section to plan your answer to one or two of the tasks in this exam paper. Remember, you **must** plan at least one answer in this box.

Use this box to plan your answers.

- Increase ~~utility~~ utility
- get skill
- use skill to improve ^{at} ~~about~~ job
- need to trainee
- The advantage of ^{getting} skill on my job
- need to improve my English

Task 1

You have a full-time job but you want to apply for a job-share position at work, so you will work only 2.5 days a week and share the work with a colleague. Complete the application form below. Write about 200 words in total for the form.

APPLICATION TO JOB-SHARE
Name: Carol Tulio
Department: U.K Financial support
Post held: Book keeper assistant
Please give a brief description of your current duties:
<p>I work in this company as a bookkeeper assistant and my duties are variable, for example:</p> <ol style="list-style-type: none"> 1. copy copy and filling the documents. 2. collecting invoices and ordering them. 3. putting invoices into ^{the} sales ledger. 4. putting invoices into the purchase ledger. 5. preparing balance sheet. 6. Reconciliation 7. man edit and work with petty cash. 8. put the invoices into the General ledger.
Please outline your reason for wishing to job-share:
<p>I need to get some skills in Accountancy to deal with my duties on my job. I have learned Theoretical Financial before but</p>

I need to have an experience on practical part. There are some new softwares in Accountancy that I have not seen before and it is essential for me to learn to work with this programme. In ~~addition~~ addition my English is not good enough at the moment and I have to take an ESOL course at the college.

Please explain why you feel that a job-share will benefit the company:

I have been employed in this company ^{since 8 months} ~~for 8 months~~ ago, and I ^{have} worked as an assistant in Financial part of the company. ~~There is an opportunity for me to study~~ ~~There are some new program in Accountancy~~ There are some new program in Accountancy that improve the system of bookkeeping and Financial Part. In future it would be some changes in this part and all the accountants have to able to use this programme. There is an opportunity for me to study as I work and if you agree with this I promise to do my best.

Task 2

Write a report for your teacher on the subject of recycling in your area. Explain why people recycle, describe the facilities in your area and suggest ways to encourage people to recycle more.

Write about 300 words.

Nowadays rubbish ~~is~~ and how to ruin them is one of the most important problems of the environment. In this country there are a few facilities to encourage people to separate their rubbish and recycle more. In my area there are a few center that we can take our clothes, garbages of garden, plastic, metals ~~and~~, woods and furniture there. In addition every two weeks ~~the~~ Sheffield council ~~collects~~ the recycling bin. ~~Also~~ every Wednesday a charity collects the clothes bags that ~~they~~ put at the doors before.

I think this is a good culture to learn people and encourage them not to use the plastic and things that not ^{possible to} ~~absorb~~ recycle.

The ~~next~~ other way to encourage people is ~~the~~ the center that purchase some special recycling items like: clothes, metals, In my country this way was ~~very~~ successful and people try to avoid putting recycling garbage into the bin.

It's very important to keep the environment clean and safe for the next generation because

by increasing the earth's population this would be a severe problem and a danger for people.

Task 3

You are going away for two weeks and you have arranged travel insurance on the internet, but the documents haven't arrived yet. Write an email to the insurer expressing your concern and asking them to resolve the problem quickly.

Write about 150 words in your email.

The screenshot shows an email client window with a menu bar (File, Edit, View, Insert, Format, Tools, Message, Help) and a toolbar with icons for Send, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are filled with:

- To: a.person@email.com
- Cc:
- Subject: Re: Travel insurance

The body of the email is handwritten in cursive script:

Hi there
~~I am writing you to ask you~~
 I ^{form} have filled and arranged my travel insurance on the internet ten days ago. As you replied my application and asked me, I sent you all documents you wanted. Unfortunately I have not received my insurance yet. ~~and~~ Please tell me if you have received my documents. ~~Im sure~~ I want to ask you send me a temporary insurance travel if it is possible, because I'm going away 2 days later. Please let me know, how much I have to pay if I cancel my application. I saw in your advertisement that ~~the~~ we would get our documents in 3 days. I think that something gone wrong. Please help me to resolve this problem, because I don't have enough time to apply again. I have a copy of my application attached

with this email.

Please consider me and let me know
the result as soon as possible.

Yours Faithfully
C. Tulio

Task 4

Your friend is coming to visit you next month but you have an important work event. Write him/her a text message to rearrange the date.

Write about 30 words in your text message.

Hi dear
 I'm so happy that you want
 to come here but unfortunately
 I received a letter ~~yesterday~~
 from the company that I had
 interviewed before. They want
 me to go there and join
 them in a training course.
 So I won't have enough
 time to spend with you
 and you might be alone
 at home. It's better to travel
~~change your work travel~~
 here 2 months later.
 many thanks

Level 1 Rationale - Carol

Assessment criteria		Mark	Rationale
Whole paper – plan text			
1	1.1 Plan text for a specific purpose	2	There is evidence of a plan for one task but the detail is minimal.
Task 1 – form			
2	2.1 Produce content appropriate to purpose	2	Although Carol's current duties are described, she neither includes reasons nor benefits for the company in which she wishes to job-share.
3	2.2 Use appropriate language for a given task	4	Register is formal and lexis is consistent and comprehensively controlled.
4	2.3 Structure text in a logical sequence for purpose	3	Several sections of the task are structured sequentially and format is fairly consistent, with a numbered list being used for duties. There is, however, no evidence of sequencing language.
5	2.4 Use grammar correctly	3	There are no examples of complex sentences but Carol's compound and simple sentences are accurate. Grammar is generally consistent throughout the task.
6	2.5 Use punctuation correctly	3	There is fairly consistent use of punctuation in the use of full stops, commas and colons. There are, however, some errors in capitalizing common nouns, e.g. <i>General Ledger</i> .
7	2.6 Spell words accurately	3	Carol uses special-interest lexis related to her job, e.g. <i>purchase ledger/ balance sheet</i> , but there are errors in spelling basic words, e.g. <i>puting</i> .
8	3.1 Complete a form with open and closed responses correctly	4	Almost all the form is completed correctly and there is evidence of proof reading.
Task 2 – report or article			
9	2.1 Produce content appropriate to purpose	3	Carol addresses the audience and writes a report appropriate for the purpose. She has not, however, explicitly given the reasons why people recycle, and it is under length (178 words).
10	2.2 Use appropriate language for a given task	3	A fairly consistent neutral register is used and the lexis is appropriate, e.g. <i>environment/next generation</i> .
11	2.3 Structure text in a logical sequence for purpose	2	Although paragraph structures with topic and supporting sentences are used, there is an absence of lexical markers which interferes with the coherence of the answer.
12	2.4 Use grammar correctly	3	Carol attempts some complex structures but these are not successful, e.g. starting <i>It's important to keep the environment clean.....</i> Grammatical accuracy is fairly consistent.
13	2.5 Use punctuation correctly	4	There is a wide range of the features of the amplification of the level, e.g. commas in a list, apostrophes for contraction and a colon, which are used with comprehensive control. An attempt to use ellipsis is also made.
14	2.6 Spell words accurately	2	There are several examples of common words which are misspelt, e.g. <i>plastice/ center</i> .

Level 1 rationale Carol

Assessment criteria		Mark	Rationale
Task 3 – letter or email			
15	2.1 Produce content appropriate to purpose	3	Carol produces an email of an appropriate length for the intended audience, but the level of detail is not comprehensively controlled.
16	2.2 Use appropriate language for a given task	2	The register has inconsistent formality and lexis is minimally adequate for the task.
17	2.3 Structure text in a logical sequence for purpose	2	Although the format and paragraphing are appropriate, there is a lack of sequencing language which affects coherence throughout the text.
18	2.4 Use grammar correctly	3	There is no evidence of a complex sentence but there are, however, several features of the amplification of the level. There is an example of a conditional sentence, e.g. <i>Please let me know how much I have to pay if I</i> On the whole, apart from the first two sentences, the grammatical accuracy is fairly consistent throughout the task.
19	2.5 Use punctuation correctly	3	There are examples of capital letters, commas and apostrophes used fairly consistently throughout the task.
20	2.6 Spell words accurately	3	Although spelling is fairly consistent regarding special-interest lexis, there are some errors in common words, e.g. <i>Candle/ think</i> .
Task 4 – text message			
21	2.1 Produce content appropriate to purpose	3	The text message is appropriate to the purpose, but too detailed and over length.
22	2.2 Use appropriate language for a given task	3	The neutral register, mode of address and closure are appropriate for the task and there is an example of using a numeral.

Carol achieves a total score of 63 out of 88, and passes at Level 1.