

Names have been changed to maintain confidentiality.

Entry 3 - Writing

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.

To explain what happened.
Where happened
Why happened / reasons /
What happened after that

What

} task 1

Task 1

You saw an accident at work yesterday. Complete the form below to say what happened.

Write about 120 words.

Accident Report Form	
Name: <u>Matteo</u>	Job title: <u>goods porter</u>
Describe in detail what happened.	
<p>Today I did my job as usual. James arrived with his lorry at 10am. He was starting reversing diversion at very slow speed to stop his truck on the loading bay, when his sound reversing alarm stopped beeping and he hit Nick. Nick fell down and asked for help because his leg was in terrible condition. James stopped the truck and went very quick to the loading bay to check what was happened. Nick was on the floor and screamed, he but he was "lucky" because the truck platform was with protected with special insulation ruba and foam. The company medic (first aider) checked his condition and said nothing was broken, just stress and little damages on his ankle. The protective material on the platform was help to avoid ^{more} serious injuries. Nick was send to hospital to conform his condition and two weeks sic holiday. James left his truck to the company mechanics to check reverse alarm system why stopped.</p>	

Task 2

Write an article for your teacher about a special meal that you have enjoyed. Write about:

- what you did before the meal
- what happened during the meal
- why it was special.

Write about 200 words.

Every day before meal I call my colleagues, pick up them and together we ~~go~~^{went} to the school canteen. Today was more special for me. I recieved call from my teacher for diner. I was very ~~surp~~ surprised and resived the invitation. We met in small and very cosy Italian restourant.

During the diner we talked about our families, my job, her job, for bussines plans. We drunk a bottle of wine with very delicious cooked kings pawns, mix salats and ~~ch~~ crispy chicken filets. Everything was very nice. Before the finished with the diner he offered me new job position in the school where she worked.

It was the real surprise for me. I have more than ten years computers and communication experiance and more than five years I'm waiting for avalabale position in her school. Today my dreams ~~o~~ come true.

It was realy very special diner for me and I was ~~e~~ so happy. I didn't say my name, because I was exated, ~~because it was w~~

Task 3

You have arranged to meet your friend tomorrow but now you can't go. Write your friend a text message to say why you can't meet. Apologise and suggest another time.

Write about 30 words.

Hi Peter. I'm not able
to meet you tomorrow.
I have got emergency
appointment for my JP.
When I finish I'll
send you ~~another~~ message
or give you call, to meet
later or another day.
Apologise about that.
We'll see you soon.
Thanks Matteo

Entry 3 rationale : Matteo

Assessment criteria		Mark	Rationale
Whole paper – plan text			
1	1.1 Plan text for the intended audience	2	There is evidence of some planning which relates to one task, and it appears to show a chronological order which the candidate uses to answer task 1.
Task 1 - form			
2	2.1 Produce content for the intended audience	4	Matteo provides a comprehensive and confidently controlled description of the accident, using a largely formal register and selecting sentence structures to support a report format.
3	2.2 Structure main points in short paragraphs	0	There is no evidence of paragraphing in the text and therefore the candidate does not meet this assessment criterion.
4	2.3 Sequence text chronologically	2	Although the text is ordered chronologically, only one example of a sequencing conjunction is used, namely <i>when</i> .
5	2.4 Use grammar correctly	3	The candidate shows a fairly consistent use of grammar, eg. <i>Nick feel down and asked for help because his leg was in tereble condition</i> . A complex sentence is written using <i>when</i> to introduce the relative clause.
6	2.5 Use punctuation correctly	4	Matteo uses punctuation with comprehensive control: full stops are used as boundary markers, commas are used to define clauses and the word <i>lucky</i> in speech marks is possibly intended to heighten effect.
7	2.6 Spell words correctly	2	Although a wide range of specialized vocabulary has been used, eg. <i>reversing alarm/ loading bay /company medic</i> , there are some basic spelling errors, eg. <i>sic/feel down/stoped</i> . Spelling is inconsistent and only meets the criterion at a minimal level.
8	3.1 Complete a form with open and closed responses correctly	3	The closed response is incomplete as the candidate's surname is missing, however the open responses are complete and are fairly consistent .
Task 2 - article			
9	2.1 Produce content for the intended audience	3	Matteo addresses the task's requirements, i.e. he describes a special meal, the time before the meal and then its significance. However, there are a number of details included which are inappropriate.
10	2.2 Structure main points in short paragraphs	1	There may be one attempt to form a paragraph at the end of the text, but this is unsuccessful. There is no further evidence of attempts to paragraph.
11	2.3 Sequence text chronologically	2	There is only a minimal use of sequencing language, i.e. the two sequence markers <i>before/during</i> .
12	2.4 Use grammar correctly	2	Although Matteo demonstrates two instances of compound sentences in the text, ie. <i>It was realy very special diner for me and I was so happy/ I didn't say my name because I was excited</i> , there is no use of complex sentences. There is some control over tenses which are used to demonstráte different time periods.

13	2.5 Use punctuation correctly	3	Punctuation is fairly consistent, full stops are used as boundary markers and followed by capital letters. Commas are used correctly for lists, e.g. <i>our families ,my job, her job.</i>
14	2.6 Spell words correctly	2	Spelling is not consistent for the level, e.g. <i>hava/realy/resieved</i> and consequently the candidate meets the criterion at a minimal level.
Task 3 – text message			
15	2.1 Produce content for the intended audience	4	The candidate has used a range of features, e.g. apologies, suggestion and the right degree of formality for a text message. There is comprehensive and consistent control.

Matteo achieves 37 marks out of 60, which is not enough to pass. He also does not achieve a 2 for AC 2.2: Structure main points in short paragraphs.