



هيئة جودة التعليم والتدريب
Education & Training Quality Authority

English – Grade 12

Writing

Practice Items

Question 1

Sample 1 – Letter / Email

You have seen an advertisement in an English language newspaper, looking for young people who are interested in working at the museum on a part-time basis, during the summer holidays. You decide to apply for the job.

Write a letter **(120-150 words)** to the director of the museum.

In your letter:

- explain why you are interested in the job
- describe what relevant experience you have
- say why you should be chosen for this position.

Do NOT write any addresses.

Yours faithfully,

A. Mohammed

[8 marks]

Sample 2 - Letter / Email

Write an email (**120 - 150 words**) to the manager of the customer service department.

In your email:

- Do NOT write any addresses.

[illegible]

A. Mohammed

@BQA – Writing

Sample 1 – Essay

Write an essay (**170-200 words**) discussing the advantages and disadvantages of students having a gap year between high school and university and give your opinion.

[illegible]

[12 marks]

Write an essay (**170-200 words**) for your teacher discussing both these views and give your own opinion.

[illegible]

5

Many young people believe that taking part in school activities is very important for students, but others think it is unnecessary.

Write an essay (**170 - 200 words**) for your teacher discussing both of these views and giving your own opinion.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

@BQA – Writing

Question 1 – Letter / Email

The mark scheme is divided into bands; there are 2 marks available within each band. Markers should first decide which band the piece of writing fits into best, and then refine and adjust the mark further by deciding whether the performance merits the top mark within the band. It is essential that students communicate the required information presented in the task appropriately and effectively. Therefore, addressing content points is an important element as well as the successful communication of the message.

There is no penalty for over-length responses, but failure to address the content points is penalised according to the mark scheme.

Marks	Content	Communication
7 - 8	<ul style="list-style-type: none">• 3 points addressed with expansion.• Target reader would be fully informed.	Message is communicated effectively at Grade 12 level (B2) with few or no errors of spelling, punctuation, vocabulary or grammar.
5 - 6	<ul style="list-style-type: none">• 3 points addressed.• Target reader would be simply informed.	Message is generally communicated effectively at Grade 12 level (B2) but with some errors of spelling, punctuation, vocabulary or grammar which may hinder communication.
3 - 4	<ul style="list-style-type: none">• 2 - 3 points addressed.• Target reader would be partially informed.	Message is partially communicated but errors of spelling, punctuation, vocabulary or grammar hinder communication.
1 - 2	<ul style="list-style-type: none">• 1 - 2 points addressed or little relevant content.• Target reader would be inadequately informed.	Message is inadequate, and many errors of spelling, punctuation, vocabulary or grammar hinder communication.
0	<ul style="list-style-type: none">• No relevant content.• Target reader is not informed.	Message is incomprehensible and possibly illegible.

Question 2 – Essay

Markers should begin by looking at the Task Achievement criterion and decide on a mark for this before considering the other 3 criteria. A mark should be given for each of the 4 criteria, which are then added up to get the complete mark for each student. Students may have a very flat profile, scoring 2 marks for each of the criteria for example, or may have a more uneven profile, scoring higher marks for some criteria and lower marks for others.

There is no penalty for over-length responses, but failure to address the content points is penalised according to the mark scheme.

Band	0	1	2	3
Task Achievement	Insufficient sample at Grade 12 level/completely incomprehensible and/or illegible/irrelevant	<ul style="list-style-type: none"> Fails to address the requirements of the task. Fails to present a clear discussion and the conclusion reached is unsatisfactory. 	<ul style="list-style-type: none"> Attempts to address the requirements of the task but does not fully succeed. Discussion may be confused in places and/or the conclusion is unclear. 	<ul style="list-style-type: none"> All requirements of the task are addressed. Discussion is clear and concise and there is a comprehensible conclusion reached.
Lexical Range		<ul style="list-style-type: none"> Very limited evidence of vocabulary at Grade 12 level. Vocabulary is used inappropriately. Little attention paid to spelling. 	<ul style="list-style-type: none"> Satisfactory evidence of vocabulary at Grade 12 level. Vocabulary is appropriate for the task with occasional errors. There are some spelling errors. 	<ul style="list-style-type: none"> Wide range of vocabulary appropriate at Grade 12 level. Vocabulary is fully appropriate to the task. Spelling is mostly accurate throughout.
Grammatical Range		<ul style="list-style-type: none"> Repetitive, simplistic structures marred by basic, frequent errors. Lack of control impedes communication. 	<ul style="list-style-type: none"> Satisfactory range of structures at Grade 12 level is present with some noticeable errors. The argument is communicated despite errors. 	<ul style="list-style-type: none"> Wide range of structures at Grade 12 level with few or no errors. The argument is communicated successfully through effective use of structures.
Organisation and Coherence		<ul style="list-style-type: none"> Writing is lacking in organisation. Incoherent in places. Little attention paid to punctuation. Requires effort from the reader. 	<ul style="list-style-type: none"> Writing is generally well organised and coherent. Basic linking devices used. There are some punctuation errors. Requires some effort from the reader. 	<ul style="list-style-type: none"> Writing is effectively organised and coherent. Linking devices used to effect for Grade 12 level. Punctuation is mostly accurate throughout. Requires no effort from the reader.