

# Functional Skills Entry Level SPAG (spelling, punctuation and grammar) mark sheet



Student Name \_\_\_\_\_ Marked by \_\_\_\_\_ Date \_\_\_\_\_

\*Entry Level 2 and above

\*\*Entry Level 3 only

SPAG	Most of the time	Some of the time	Not at all	Comments / questions
Personal or very familiar words (e.g. address/ names) are spelt correctly.				
*Common words (e.g. months, numbers, place words – ‘on’, ‘of’, ‘there’ etc.) are spelt correctly.				
**Two-syllable words are spelt correctly/ checked in a dictionary.				
Sentences include a subject and a verb e.g. <i>‘I like animals.’</i>				
*Conjunctions (joining words) are used correctly e.g. <i>‘I went to the shops <b>and</b> got some shoes.’</i>				

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SPAG	Most of the time	Some of the time	Not at all	Comments / questions
Capitals are used at the start of sentence.				
Full stops are used at the end of a sentence.				
*Question marks are used at the end of a direct question e.g. 'When are we going?'.				
**Correct use of tense e.g. 'I <b>took</b> a test last Thursday' <u>not</u> 'I <b>take</b> a test last Thursday'.				
**Subject-verb agreement is correct e.g. 'They <b>were</b> in the park' <u>not</u> 'They <b>was</b> in the park'.				