Use this handout to prepare for your exam.
Ask your tutor if you are not sure about anything.
Make sure you arrive in plenty of time.

**Reading**

- When you start, have a good read of the scenario and the two documents. Some people prefer to read the questions first – do whatever works best for **YOU**!
- Get the extra information from the headline, sub headlines, text boxes and the 1st line of each paragraph!
- Remember you need to give 1 answer for a 1 mark question, 2 separate answers for a 2 mark question and so on.
  - E.g. if it is a 4 mark question and you gave 1 point and explained it really well, you will only get 1 mark out of 4!
- You don’t need to write in sentences for the Reading section.
- If you make a spelling mistake on this section, you will **not** lose marks.

**Writing**

- Remember you only have **1 hour** to write **2 written pieces**! Make sure you pace yourself and don’t run out of time.
- You need to write in **black** or **blue** pen.
- You do not gain any extra marks for doing a plan – maybe just quickly jot some ideas to help you get things in a sensible order!
Example Question
We need your ideas. Most local people will know that the old bus station has been closed for the last 12 months. We have finally managed to get some funding to redevelop the area and want your ideas.

Send an email to stationdevelopment@gov.uk
Tell us:
• What you think it should be and why
e.g. – skate park, picnic area, playground, arts centre, shops, car park.
• How it will benefit all the community.
• Who would use it?
• Should people be charged for its use?
• Would it create jobs?

Marks are awarded in 9 key areas....

1. Be clear and coherent
   • Your writing needs to make sense.
   • Don’t make your sentences too long and complicated.
   • Make sure you don’t use a comma to join sentences together! Even though that is a punctuation mistake, it can make it had for people to understand and you will lose marks in this area too!

2. Include all the relevant detail
   • In the example question, you are given 5 things you need to include in your written piece.
   • You need to address each point given in the question to get full marks.
   • Do not use too much unnecessary information – you will not get extra marks for this.
   • You need to expand on each point, rather than just rewriting it in your own words.

😊 I think the old bus station should be a skate park

Bad because you don’t explain why.

😊 I think the old bus station should be a skate park because the land is really bumpy and it is ideal for some really good ramps.

Good because you say what you think and why.
3. Use a logical sequence
   - Make sure your writing is in a sensible order.
     😊 If you are writing a letter or an email have a good introduction, the main body and a conclusion.

4. Using suitable language
   - Remember to consider your audience. Who are you writing to? What is appropriate?
     😊 All right blood? You had better make the old bus station into a skate park.
     😊 The skate park would be great for the community because it means that young people have somewhere to socialise.

5. Use a suitable format
   - What type of document have you been asked to write? Does it look right?
   - If you have to write an email, make sure you include the given email address.
     To: stationdevelopment@gov.uk
   - If you have to write a letter, make sure you include your address and the recipient’s address if you have it.
     Your address in the top right
     The recipient’s address 1 line below this on the left
   - If you have to write an article or a report, make sure you include a headline or title.
     New Skate Park Opens in Town

6. Using suitable structure
   - If you are writing a letter...
     Yours sincerely if you know their name
     Yours faithfully if you don’t know their name
   - Is the document set out as it should be?

7. Spelling
   - Only spell words you feel comfortable with.
   - You do not need to use fancy words to get extra marks.
   - If the word is in the question, pay particular attention to it and check you have copied it correctly.
     station managed redevelop centre community
   - Remember you are allowed to use a dictionary!
8. **Punctuation**

- At Level 1, you will be assessed on...

  **Capital Letters**
  - Start of a sentence: “I” when you are talking about yourself
  - Addresses
  - Days and months

  **Full Stops**
  - At the end of every sentence

  **Commas**
  - To break down items in a list

  - The skate park would bring in extra income for the council, clear the streets and regenerate the area.

9. **Grammar**

- At level 1, you will be assessed on...

  **Verb Tenses**
  - Make sure your verb is correct. Thinking about if it is past, present or future.
  - Turning the bus station into a skate park is a really good idea.
  - Turning the bus station into a skate park was a really good idea.

  **Subject Verb Agreement**
  - Make sure your verb agrees with your subject
  - My friends and I are very excited about the new skate park.
  - My friends and I is very excited about the new skate park.

*Top Tip! Read each sentence back to yourself and check that it makes sense. Take your time and remember all of the things your tutors have told you!*