

Changes to UK driving licence system



Name _____ Date _____

Task 1

Information

You read the following article on the Internet:

DVLA wants your views

The Driver and Vehicle Licensing Agency (DVLA) are considering making changes to the UK driving licence system, in order to reduce the number of deaths on the road.

Planned changes include:

- Raising the minimum driving age from 17 to 19
- Learners must have at least 60 hours of supervised practice before taking a test
- Learner drivers must practice for at least one year before taking a test
- Motorway driving skills and skid training are included in the driving test
- Newly qualified drivers **will not be allowed to:**
 - drive between 9pm and 5am for one year
 - go faster than 45mph for one year
 - carry passengers in the back seat for one year

Please send your views and opinions to: Mrs A Carr, DVLA, Swansea, SA99 1BD

Writing task

Write a letter to Mrs Carr, giving your opinion on the planned changes.

In your letter you should:

- introduce yourself
- give your reason for contacting her
- explain which proposals you are for or against, and give reasons why.

Remember to set out your letter correctly.

Check your spelling, punctuation and grammar.

Begin your letter on the next page.

Changes to UK driving licence system



Name _____ Date _____

Lined writing area consisting of approximately 25 horizontal lines for text entry.

Changes to UK driving licence system

Mark sheet and curriculum mapping



Name _____ Date _____

This mark sheet is for guidance only and is based loosely on those used by the awarding bodies. Tutors should use their professional judgement and refer to the Functional Skills English criteria (page 5), *remembering that each level subsumes lower levels.*

Appropriate content and level of detail for intended audience	/2
Appropriate use of layout (address, date, open & close conventions)	/1
Appropriate language used for a specific audience and purpose	/2
Logical organisation / paragraphs / clarity	/2
Accurate use of a range of sentence styles inc. complex sentences ¹	/1
Presents complex ideas and information concisely and persuasively ²	/1
With few exceptions there is ³ :	
accurate spelling	/2
accurate use of verb tense and subject-verb agreement	/2
accurate use of capital letters	/1
accurate use of full stops, commas, question marks, apostrophes and inverted commas ⁴	/2
Suggested pass marks	TOTAL
L1 = 9/16	/16
L2 = 12/16	

1. Complex sentences are not assessed until L2. Compound sentences are expected from E2 upwards.
2. Persuasion and conciseness are not expected until Level 1.
3. Allow 1-2 exceptions without loss of marks.
4. Comma splices are not acceptable. Apostrophes and speech marks are not assessed until Level 2.

Tutor Comments

Changes to UK driving licence system

Mark sheet and curriculum mapping



Name _____ Date _____

Entry Level Functional Skills English mapping *

Coverage and range statements provide an indication of the type of content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent (school) National Curriculum levels and the Adult Literacy standards.

✓ Indicates the main coverage and range skills that are (or can be) covered in this resource and/or in the suggested extension ideas and tips. However, these will vary with the student group and how the resource is used by the teacher. **Reference:** Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2*. <http://www.ofqual.gov.uk/>

Entry 1 skill standard

Entry 1 Coverage and range

Writing

Write short, simple sentences

- Use written words and phrases to present information ✓
- Construct simple sentences using full stops ✓
- Spell correctly some personal or very familiar words ✓

Entry 2 skill standard

Entry 2 Coverage and range

Writing

Write short texts with some awareness of the intended audience

- Use written words and phrases to record and present information ✓
- Construct compound sentences using common conjunctions ✓
- Punctuate correctly, using upper and lower case, full stops and question marks ✓
- Spell correctly all high frequency words and words with common spelling patterns ✓

Entry 3 skill standard

Entry 3 Coverage and range.

Writing

Write texts with some adaptation to the intended audience

- Plan, draft and organise writing ✓
- Sequence writing logically and clearly ✓
- Use basic grammar including appropriate verb-tense and subject-verb agreement ✓
- Check work for accuracy, including spelling ✓

Level 1 skill standard

Level 1 Coverage and range.

Writing

Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience

- Write clearly and coherently, including an appropriate level of detail ✓
- Present information in a logical sequence ✓
- Use language, format and structure suitable for purpose and audience ✓
- Use correct grammar, including correct and consistent use of tense ✓
- Ensure written work includes generally accurate punctuation and spelling and that meaning is clear ✓

Level 2 skill standard

Level 2 Coverage and range.

Writing

Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively

- Present information on complex subjects clearly and concisely ✓
- Present information/ideas concisely, logically, and persuasively ✓
- Use a range of writing styles for different purposes ✓
- Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively ✓
- Punctuate written text using commas, apostrophes and inverted commas accurately ✓
- Ensure written work is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning ✓

* This resource also covers many adult literacy curriculum writing elements <http://www.excellencegateway.org.uk/sflcurriculum>