

Candidate 8 – Work

This is a well written report. The layout is suitable for a report although section headings/titles would have aided the reader further. The task is answered very well with excellent and appropriate vocabulary throughout. There are a few errors with grammar and that and the minor layout issues prevent this from being awarded a higher mark.

Mark awarded: 13

Content and organisation

The candidate fully achieves the task with well-developed support for each point made.

Writing is coherent and cohesive with a very positive impact on the reader. Style and layout are wholly appropriate for intended reader. There is clear evidence of structure. Although there are no headings, which would have been helpful, the individual sections are clear in themselves with the layout, their wording and use of topic sentences. There is opinion at the end of the report, but again, a recommendations section could have been more clearly structured here.

Vocabulary and spelling

The candidate uses an optimum range of vocabulary accurately and appropriately within the context of the task: 'executed properly', 'monitor them', 'trustworthy employees', 'propose', 'permitted'. There are many examples of language suitable for a report, and spelling is consistently accurate.

Grammar and punctuation

The candidate uses a wide range of grammatical structures appropriately, and for the most part accurately.

Punctuation is also mostly accurate.