

Functional Skills
English Reading Assessment
Entry Level 3

Learner name

Run number

Learner signature

Centre

Assessment date

Question	Available marks	Assessor Mark	IQA Mark
1	1		
2	3		
3	1		
4	2		
5	2		
6	1		
7	1		
8	2		
9	1		
10	2		
11	1		
12	3		
Total	20		

Instructions to learners

Check that you have the correct paper.

Please complete the information above.

Use blue or black ink. Do not use a pencil.

You may use a dictionary.

There are 2 tasks.

There are 12 questions.

You should try to answer ALL the questions.

Total marks available: **20**

You have **45 minutes** to finish the assessment.

Task 1

Document One

Starting Your Own Business

Important steps:

- 1. Remember to let the Government know you are starting your own business** - They can send you the right starter pack and you can complete their free online training.
- 2. Get business cover** –This protects you and your business against accidents, sickness, theft and legal fees.
- 3. Select a business name** – Search the internet to see if the name you would like is available. Buy the domain name as soon as you decide, even if you don't expect to start a website straightaway.
- 4. Apply for a business bank account** – It is certainly better to have a separate business bank account.
- 5. Get compliant** – Make sure you have checked what regulatory issues you need to do, i.e. Health & Safety, licensing, data protection.
- 6. Start keeping records for everything you buy and sell** - Set up a book keeping system where you record all sales, purchases and costs or buy an accounts package that will help you.
- 7. Organise your work space** – Decide if you are going to work from home or need a shop, warehouse or unit. You need to check if you are allowed to work from home or if you need any planning permission.

Now answer the questions.

1. What is the purpose of **Document One**?

(1 mark)

2. List **three** things business cover should include.

(3 marks)

1)

2)

3)

3. Find the word 'regulatory' in a dictionary and write down its meaning.

(1 mark)

4. Which step would you choose for advice about your company name? Explain your choice.

(2 marks)

Step:

Explain:

5. Name **two** things you need to record in a book keeping system.

(2 marks)

1)

2)

6. Which word in **Document One** describes being officially allowed to do something?

(1 mark)

Task 2

Document 2

Starting a business while still studying **Judy Garnet**

Qualifications

I was never really interested in studying, but knew I needed to do it. I wasn't accepted into the university I wanted!

I was accepted at another university and started a course in mechanical engineering. I hated the studying and lectures. I think qualifications and experience help if you want to do a specific profession, but I really think success comes from the person!

How my business started

I frequently asked myself these three questions –

1. What was I good at and enjoyed?
2. What did I already know?
3. How was I going to use this knowledge to create a business?

My toughest challenge

I made myself make 100 cold calls a day until I got clients. I often worked 18 hour days and seven days a week. Building up my clients list was initially the toughest part. I found the advice from JWalker@busdoc.com and www.bizedd.co.uk really useful in helping me with this.

My high points

I love being able to be in control of my own time, especially as I have a brilliant team of people who I can rely on. This allows me to have holidays and enjoy more time with my family.

My advice

Believe in yourself always!

Now answer the questions.

7. Who would be interested in reading **Document Two**?

(1 mark)

8. List **two** questions that Judy Garnet asked herself before starting her business.

(2 marks)

1)

2)

9. Which verb does Judy Garnet use to describe what she disliked at university?

(1 mark)

10. Identify **two** links that could help someone with their business.

(2 marks)

1)

2)

11. What adjective does Judy use to describe her team?

(1 mark)

12. What **three** things does Judy Garnet most enjoy about running her own business?

(3 marks)

1) _____

2) _____

3) _____



END OF ASSESSMENT

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