



# FUNCTIONAL SKILLS ENGLISH

AQA | Edexcel | City & Guilds | Open Awards | NCFE | Highfield

Level 1

## Reading: Text Types

### Instructions

- Answer **all** questions.
- Answer questions on separate paper if required.

### Information and Advice

- The marks for each question are shown in brackets – use this as a guide on how long to spend on each question.
- Read each question carefully before you answer it.
- Check your answers.

Source A

32 Kissinger Drive  
Cambridge  
CB1 0PL

January 8 2023

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Mrs Carly Blakely  
Head of HR

Moulton Industries  
London  
LS1 2EU



Dear Carly Blakely



Please accept this letter as my formal resignation as a staff member of Moulton Industries. I have decided to resign from my position as Assistant Sales Operative, as my wife has been offered a new job in New Zealand and we are both going to move. I expect my last day to be January 23rd 2023, as I intend to work my notice period.

To ensure a smooth transition, I will endeavour to finish my notes on the Richmond Project prior to the end of my contract. Please let me know if I may be of any assistance during the transition period. I plan to announce my departure at the meeting on Tuesday.

I am incredibly grateful for the opportunities that I have been given in this post. I value the insights that I have learned, and I expect them to help me in my future career. I would also like to thank you for being supportive of my professional growth. I have enjoyed working with you and the rest of the team.

Yours Sincerely,

*Graham Stephens*



Turn over ►

Source B

# VINTAGE & PRELOVED SALE



Anything to sell?  
Tables £15  
Contact  
Melanie:  
07558767121

Come and raid the rails-  
without having to spend all of your student loan!

Buy some of the finest  
vintage togs!

Handbags and soft furnishings are also on offer!  
Brands include Arielle, Outpost, Pronto & many more!

Enjoy a glass of prosecco on arrival & learn about sustainable  
fashion with **ThreadUp** ambassadors.

Tea and other yummy refreshments will also be available.

All proceeds to go to MIND charity.

Bring all your pals for a fabulous vintage adventure!

In partnership with  
**ThreadUp**

**Don't miss the date!**  
**15 December**  
10am-6pm  
**Location:**  
Melchester University Square

Turn over ►

**Q1** What **type of text** is Source **A**?

[1 mark]

**Q2** Identify the formatting features labelled **A** and **B** in Source **A**.

[2 marks]

**Q3** Source **A** is a .....

**Fill in the blank** in the sentence above.

- a) Report written in an informal style
- b) Business email written in an informal style
- c) Business letter written in a formal style

[1 mark]

**Q4** What is the **purpose** of Source **A**?

- a) To instruct
- b) To mock
- c) To entertain
- d) To explain

[1 mark]

**Q5** Identify the formatting features labelled **C** and **D** in Source **A**.

[1 mark]

**Q6** What **type of text** is Source **B**?

- a) A leaflet
- b) A magazine
- c) A recipe

[1 mark]

**Q7** 'Source **B** is written using **formal** language.'

True or False?

[1 mark]

**Q8** What **three features** present in Source **B** are commonly used in this text type?

- a) Reported speech, greeting, vivid colours
- b) Vivid colours, different fonts, images
- c) Subject line, numbered steps, sign off

[1 mark]

**Q9** In Source **B**, what two pieces of important information are labelled **A** and **B**?

[2 marks]