

## **FUNCTIONAL SKILLS ENGLISH**

AQA | Edexcel | City & Guilds | Open Awards | NCFE | Highfield Level 1

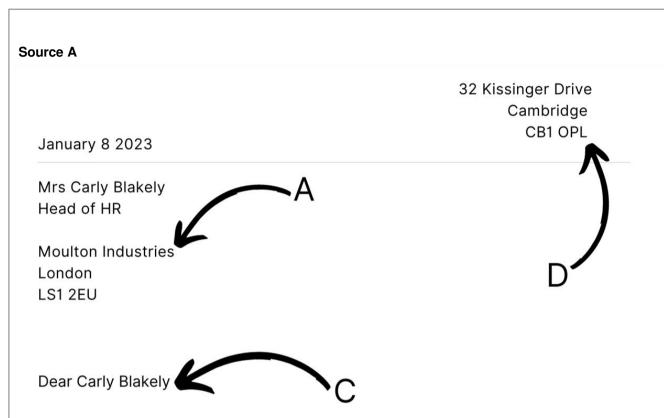
# Reading: Text Types

### 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.



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.



#### Source B





Anything to sell?
Tables £15
Contact
Melanie:
07558767121

Come and raid the railswithout 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:

Location:

Melchester University Square

Q1	What type of text is Source A?	
		[1 mark]
Q2	Identify the formatting features labelled <b>A</b> and <b>B</b> in Source <b>A</b> .	
		[2 marks]
Q3	Source <b>A</b> is a	
	Fill in the blank in the sentence above.	
	<ul> <li>a) Report written in an informal style</li> <li>b) Business email written in an informal style</li> <li>c) Business letter written in a formal style</li> </ul>	
		[1 mark]
Q4	What is the <b>purpose</b> of Source <b>A</b> ?	
	<ul> <li>a) To instruct</li> <li>b) To mock</li> <li>c) To entertain</li> <li>d) To explain</li> </ul>	
		[1 mark]
<b>Q</b> 5	Identify the formatting features labelled <b>C</b> and <b>D</b> in Source <b>A</b> .	
		[1 mark]
Q6	What type of text is Source B?	
	<ul><li>a) A leaflet</li><li>b) A magazine</li><li>c) A recipe</li></ul>	
		[1 mark]

Turn over ▶

Q7	'Source <b>B</b> is written using <b>formal</b> language.'	
	True or False?	
		[1 mark]
		[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>B</b> , what two pieces of important information are labelled <b>A</b> and <b>B</b> ?	
		[2 marks]