

# TQUK Functional Skills Qualification in English at Level 1

## Reading Document Booklet Past Paper 3

### Instructions

- Read each question **carefully**
- Answer **all** questions
- Write your answers **clearly** in the spaces provided
- **Check** your answers.

### Information

- There are **3** documents to read
- The maximum mark for this exam is **30**
- The marks available for each question are shown in **bold** beneath each question
- You do **not** need to write in complete sentences
- You will **not** be assessed on spelling, punctuation and grammar.

### Items

- You **will** need the Examination Paper provided
- You **will** need a pen with black or blue ink
- You **are** allowed to use a dictionary
- You will **not need** any other stationery or equipment.

**Time allowed:** 60 minutes

**Do not open this booklet until you are told to do so.**

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## Document 1 Leaflet

# Lakeside Activity Park

Adventures in tranquil surroundings

### Spectacular surroundings

Lakeside Activity Park is set in ten acres of beautiful woodland that surrounds the impressive Lake Dove. The park also has an impressive view of Mount Sable. These magnificent natural features offer a chance to take part in both relaxing and adrenaline-fuelled activities.

### Subheading 1

**Twenty** log cabins are scattered throughout the park. Cabins are equipped with **log-burning stoves** and **plenty of blankets** for those cold winter evenings. When the weather is fine, you can use each cabin's **outside deck** and **barbecue** to make the most of those long summer days.

### Subheading 2

In the table below you can discover which activities we offer and which course levels are included in each. Use our handy Course Level Key at the bottom of this leaflet to find out which level is right for you! With such a wide range of activities, you're guaranteed to find something you enjoy.

Lake	N	I	A	Woodland	N	I	A	Mountain	N	I	A
Wind Surfing	✓	✓	✓	Mountain Biking	✓	✓	✓	Climbing		✓	✓
Canoeing	✓	✓	✓	Running	✓	✓		Wind Gliding	✓		✓
Rowing	✓		✓	Archery	✓		✓	Hiking	✓	✓	
Water Skiing	✓	✓	✓	Obstacle Races	✓	✓	✓	Zip Lining	✓		

### Subheading 3

For those who prefer a more relaxing experience, we are delighted to offer:

- Workshops in photography, painting, wood carving and pottery making.
- Guided walks in the woodland with flora and fauna experts.

Course Level Key	
N (Novice)	For those with little to no experience, these courses are perfect if you simply want to enjoy the view or take a few photos.
I (Intermediate)	For those who prefer a bit more of a challenge without the risk, these courses are just enough to get the blood pumping!
A (Advanced)	For all the experts out there, we've turned up the volume on these courses to really get the adrenaline flowing!
<input checked="" type="checkbox"/> = Activity available at this level	<input type="checkbox"/> = Activity NOT available at this level

## Document 2    Email

**To:** All Fieldway Staff <allstaff@fieldway.uk.org>

**From:** Cameron McIntosh [c.mcintosh@fieldway.uk.org](mailto:c.mcintosh@fieldway.uk.org)

**Subject:** All company staff weekend event

Dear Fieldway staff,

What can I say? I'm so incredibly grateful to you all. You've shown a massive amount of dedication over a very challenging period and all of us in the Leadership Team would like to say an enormous thank you to every single one of you.

As a reward for your amazing commitment, we have organised another weekend event for all staff members to attend. As is usual for events of this nature, all costs incurred will be paid for by the business. However, we won't be covering accidental damage costs this time, so make sure to be careful and considerate.

The event will begin next Saturday at 10:00am. All staff will meet at Potter's Bistro, where the day will commence with a meal from their extensive breakfast menu. After this, staff will board a coach which will take them to their final destination - Lakeside Activity Park.

Lakeside Activity Park is situated on the banks of Lake Dove, surrounded by beautiful woodland and the slopes of Mount Sable. This terrain is ideal for the variety of exciting outdoor activities the Park provides. You are free to choose which activities you would like to participate, including canoeing, hiking, climbing and obstacle races. For the less adventurous, there are several crafting workshops and guided walks available.

All meals will be provided free of charge and will be served in the Club House. We would like to let you know that after hearing about what happened during the team building day, arrangements have been made for those with dietary requirements.

The Lakeside Lounge is situated next to the Club House and offers a wide range of refreshments for guests to enjoy. We will be allocating £200 to cover the costs of any refreshments staff would like to purchase. So we don't need to handle any more noise complaints, we have opted to impose a mandatory curfew of 11pm, at which time all staff members are expected to retire to their cabins for the evening.

Breakfast will be served in the Club House between 7:00am and 9:00am, after which the coach will arrive to return all staff members to the original meeting point - Potter's Bistro.

This is a great way for us to thank you for your outstanding work and the chance for you to spend some quality time with your fellow colleagues. We hope this short trip will be rewarding and will provide a perfect opportunity for reflection and relaxation. If you have any questions, please direct these to your line managers.

Kind regards,

Cameron McIntosh

**Managing Director**

## Document 3    Blog post

Fieldway Blog

The Latest Company News

# Fieldway's All Staff Weekend Event

Written by Joey Fletcher, Senior Manager and member of Fieldway's Leadership Team.


Here at Fieldway we love to give back. When our staff go above and beyond to deal with difficult deadlines and tight timescales, we want to show them how much their work is appreciated. This is exactly what we did when we organised our seventh annual All-Staff Weekend Event!

The other members of the Leadership Team and I thought it would be a great idea to book a stay at Lakeside Activity Park and, when the announcement was made, the response was phenomenal! Everyone was over the moon and I was very excited about the prospect of spending some quality time with the people who have helped shape this company into what it is today. Not to mention the fact that I'm a huge fan of the outdoors, so of course I was looking forward to it!

I'm sure our staff will agree, the time we spent at Lakeside Activity Park was not only incredibly fun, but also incredibly rewarding. Nothing strengthens team bonds better than helping each other through difficult challenges and take it from me, some of these challenges were very difficult! I'll never forget Ollie Hayes from the Finance department helping me out of the mud during the obstacle race! Never mind, I'll win the next one!

Over the course of the day, we took part in many different activities and, whether our pulses were racing on the mountain bike trail, or we were chilling out on a guided walk through the woods, we were always working together and improving our relationships with each other. The weekend event taught all of us a lot of lessons, but the most important thing I learned was that it's vital we all take the time to show our appreciation for one another. It could be as small as saying 'thank you' when someone lends you a pen, or as big as holding a weekend event as a reward for going above and beyond during a challenging time.

Whatever you're showing your appreciation for, never allow people's efforts to go unnoticed, and don't be afraid to get stuck in the mud!



Comment

**This is the end of the booklet.**