

# TQUK Functional Skills

## Qualification in English at Level 2

### Reading Document Booklet Past Paper 5

#### 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    Book extract

# MASTERING YOUR TIME: A PRACTICAL GUIDE TO EFFECTIVE TIME MANAGEMENT

## Chapter 3

### Maximising Productivity

In our fast-paced world, effective time management is vital for reducing stress. This chapter explores key strategies for mastering your time and boosting productivity.

### Prioritising Tasks

A crucial part of time management is deciding which tasks are most important. By using your time wisely, you can achieve more in less time, especially when juggling multiple demands at work.

### Starting Meetings Promptly

In a professional context, starting meetings on time is essential. Time is precious, and being late disrupts meetings and inconveniences others. It's also crucial to ensure meetings are well-organised and have a clear purpose, allowing all participants to make the most of their time.

### Minimising Distractions

Distractions can eat into your valuable time. Emails are often checked compulsively, resulting in wasted time. To combat this, consider setting specific times for checking and responding to emails rather than constantly reacting. Also, disable unnecessary notifications on your devices to stay focused during tasks.

### Setting Realistic Goals

Setting realistic goals is crucial to avoid feeling overwhelmed. When planning your day, set achievable goals. Trying to tackle too much in a single day can lead to stress and reduced productivity. Instead, break down larger tasks into smaller, more manageable steps to take the pressure off yourself and feel more relaxed while you work.

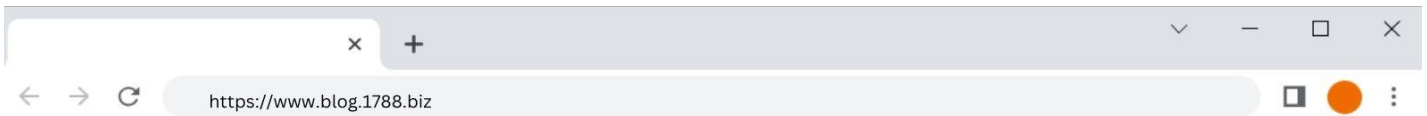
### Useful Strategies

You can enhance your productivity with this proven technique. This method involves:

1. Work for 25 minutes
2. Then take a break for 5 minutes.
3. After four cycles, take a longer break.

This approach can help you maintain focus and prevent burnout. By mastering these time management strategies, you can reduce stress, which will make it easier to achieve your goals.

## Document 2    Blog post



### The Challenge of Time: A Personal Reflection



As I sit here, considering the steady tick of the wall clock, I can't help but feel a bit disheartened by a common dilemma we all face – there just isn't enough time in the day. It's a sentiment I often hear in conversations with friends, colleagues and family, each of us expressing our surprise at how time has become such a precious commodity. It makes me wonder...how have we let this happen in the modern world?

In my younger days, time felt plentiful, inviting us to dream, explore and enjoy life's simple pleasures without a care in the world. Yet now, as I look at the present, I can't help but miss those moments when time seemed endless.

One can't help but wonder what has changed. Have the clocks suddenly sped up, or have our responsibilities quietly piled up, stealing our precious moments? It's not just my personal frustration; it's a sentiment shared by many others who also wish for more hours in the day.

The workplace, for instance, has become a demanding place where the pressure to be productive never seems to end. In the past, a 9-to-5 job allowed for a clear separation between work and personal life. But now, with technology and the ability to be connected all the time, it's hard to tell when work ends and personal time begins. The result? An unending struggle to meet work deadlines, respond to emails and participate in meetings, leaving barely any room for leisure time.

Then there are the never-ending commitments – family gatherings, social events and the growing list of tasks at home. Time seems to slip away as we juggle these responsibilities, leaving us feeling like we're always racing against the clock.

Even our personal interests and hobbies are slipping through our fingers. The books we want to read, the musical instruments we'd love to play and the skills we dream of acquiring all remain out of reach, waiting for that elusive 'someday' that never comes.

So why is it so challenging to find time these days? It's a question I, like many others, grapple with daily. Perhaps it's the relentless march of progress, the price we pay for the conveniences and demands of the modern world, or maybe it's a reflection of how our lives have evolved, with the world spinning faster and faster.

Confronting these time management hurdles, I'm reaching out to you, my readers, for guidance. My ongoing struggle with time management leaves me feeling exasperated and I'm eager to tap into your knowledge to regain control over it. If you've come across effective strategies to enhance time management, kindly share them in the comments section below. Your insights could very well hold the key to solving this perplexing issue.

## Document 3 Article

# Time Management in the Future

by Amri Anker



In today's fast-changing world, how we handle our time is about to go through a big shift. We're looking at both exciting opportunities and some concerns as we peer into the future of time management.

Flexible work arrangements, like working from home or having shorter work weeks, are becoming more common. In 2020, because of social distancing requirements, many people tried remote work for the first time. Now, a lot of companies are keeping it as an option. This means work hours can be planned to suit our best times for being productive. It's a great way to balance work and personal life. However, there's a downside. When work and personal life mix too much, it can lead to burnout. Finding the right balance will be a challenge.

The landscape of time management is evolving, marked by a surge in digital resources and apps designed to enhance our efficiency. The concept of prioritising tasks has evolved in recent years, with a shift towards using digital tools for better organisation.

These tools offer valuable insights and strategies to refine our time management skills, a development appreciated for its practicality. Yet even though these tools can be helpful, the paradox of choice emerges. The sheer number of options available makes decision-making challenging, complicating the selection of the most suitable tools for one's needs.

Moreover, virtual reality (VR) and augmented reality (AR) are changing how we think about time management. Fancy computer programs will study how we work and give us helpful advice. They'll also take care of boring tasks so we can focus on the more important things in life. This will make us much better at getting things done.

Some people, though, worry we might rely too much on this technology. They predict an overreliance on VR and AR, raising questions about the need to find the right balance between the tangible and the virtual world. In short, if we let computers do everything for us, managing our own time will be a skill that is lost to us.

In the future, as we embrace a more holistic approach to time management, our focus will extend beyond simple task completion to include the preservation of wellbeing. This shift is all about striking the right balance in our rapidly changing world, ensuring that we effectively manage our time while also protecting our physical and mental health.

We must remain open-minded as we adapt to the demands on our time. This will help us to live happy and fulfilling lives as we grow older.

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