

TQUK Functional Skills Qualification in English at Level 2

Reading Document Booklet Past Paper 7

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 Email

To: allstaff@Vifco.biz

From: HR@Vifco.biz

Subject: Introducing the Cycle to Work Scheme

Dear Employee,

I hope this email finds you well.

We are pleased to inform you about an exciting new initiative that will improve your health. Starting from January 2024, we are delighted to announce the implementation of a comprehensive Cycle to Work scheme here at Vifco Ltd.

The Cycle to Work scheme is a government-backed initiative that encourages employees to adopt cycling as their primary mode of commuting. Its primary benefit lies in the significant savings it offers on the cost of a new bicycle and related accessories. It's a win-win situation for everyone.

A closer look at the scheme

1. Bicycle selection: You will have the opportunity to choose a bicycle and any necessary equipment from a carefully selected list of registered retailers. Whether you prefer a sleek road bike or a sturdy mountain bike, the choice is yours.

2. Salary sacrifice agreement: To facilitate your participation, we will arrange a salary sacrifice agreement. This will allow you to spread the cost of your chosen bicycle and accessories over a fixed period. The beauty of this arrangement is that the reduction in your salary is exempt from Income Tax and National Insurance Contributions, translating into substantial savings for you.

In the coming days, you will receive an email with detailed instructions on how to join the scheme and choose your bicycle and accessories. Our dedicated HR team is committed to ensuring that the process is as seamless as possible for you. We understand that transitioning to a new commuting routine may seem daunting, but we are here to support you every step of the way.

Having our employees taking part in the scheme will also mean less traffic congestion, and we very much look forward to embarking on this journey towards a greener future together. Every pedal you take will bring us one step closer to a greener future.

We strongly encourage you to consider this opportunity seriously, as it aligns with our company's commitment to sustainability and employee well-being. Should you have any questions or require further information, please do not hesitate to contact the HR team.

Best regards,

Varsha Shukla

Cycle to Work Champion

Vifco Ltd

Document 2 Article

Cycle to work schemes – more than just a greener commute

By A Grice

As the world embraces sustainability, one initiative that has gained significant traction is the Cycle to Work scheme. This government-backed programme aims to encourage cycling as a means of commuting and is a ray of hope for the community. I acknowledge that not everyone wants to brave the elements during bad weather but hear me out.

Health benefits

Participating in a Cycle to Work scheme promotes physical activity and overall well-being. Regular cycling can improve cardiovascular health, boost mental clarity and help manage stress levels.

Environmental impact

We all know the importance of reducing our carbon footprint. How many of us actively contribute to that cause? The Cycle to Work scheme offers a tangible solution. Every time you choose to cycle instead of driving, you're reducing harmful emissions and lessening the burden on our environment.

Financial savings

Participating in this scheme is a smart move for your wallet. Thanks to salary sacrifice, you can acquire a brand-new bicycle and essential accessories at a considerably reduced cost. What's more, these savings are further amplified by tax benefits. It's like hitting the jackpot while improving your health and the environment simultaneously.

Do bear in mind, though, that while the scheme provides savings in the long run, there is an initial investment required to purchase a bike and related equipment, which may be a barrier for some.

Convenience

Cycling can often be faster and more convenient than dealing with traffic jams and parking hassles. It offers flexibility in navigating through urban areas and can be a time-efficient mode of transport. Frankly, it's hard to argue against the sheer convenience of it.

Practicality

For those living far from their workplace the Cycle to Work scheme may not be a viable option. Longer commutes could be physically demanding. Ultimately, the decision to participate in the scheme depends on individual circumstances and preferences. However, for those who can make it work, the scheme is transformative. What are you waiting for? Grab that helmet, hop on your bike, and join us in pedalling towards a better tomorrow!

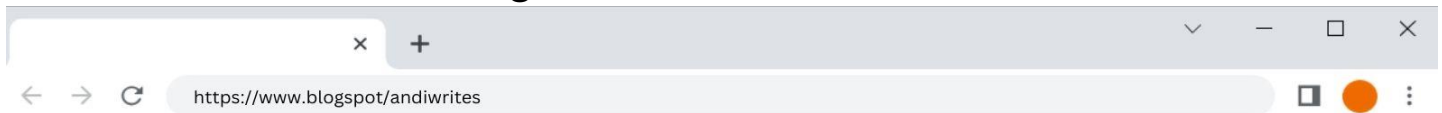


Remember that the cost of accessories is also included

Find out more here:

www.cycletowork.biz

Document 3 Blog



Blog Spot - Andi Writes

by Andi Sellars

Pedalling towards a healthier life

Today, I want to share my personal experience with something that has completely revolutionised my daily routine and lifestyle – the Cycle to Work scheme. It all began a few months ago when I finally decided to take the plunge and join this exciting initiative.

Baby steps

I was initially hesitant about cycling to work. I live in a city where traffic jams are the norm, and public transport can be unreliable. However, on top of saving money, the idea of reducing my carbon footprint and improving my health gradually won me over.

The first step in my journey was selecting the right bicycle. With the help of the Cycle to Work scheme, I was spoilt for choice. After some research and visits to local bike shops, I found the perfect two-wheeled companion – a sleek hybrid bike that promised versatility and comfort. My bike is a real beauty!

Money talks!

What totally sealed the deal for me was the financial aspect. Through salary sacrifice, I not only got a brand-new bike but also saved significantly on its cost. Plus, the scheme's tax exemptions were a pleasant surprise, making the investment even more appealing. What's not to love?

The daily commute

My first few rides to work were a real adventure. The feeling of the wind in my hair, the scent of fresh morning air and the sense of freedom were invigorating. I quickly realised that cycling wasn't just a means of transport; it was a way to kickstart my day with energy and positivity.

As the weeks went by, I noticed a remarkable improvement in my fitness. My stamina increased, and I shed a few extra pounds without even trying. Cycling became a form of exercise I genuinely enjoyed, making it easy to stick to my routine.

Overcoming challenges

Of course, it wasn't all smooth sailing. As I tackled the occasional flat tyre and minor maintenance tasks, it became apparent that overcoming these obstacles was an integral part of my journey with the Cycle to Work scheme, reinforcing my commitment despite my early hesitation. Rainy days presented a challenge, but with the right gear and a positive mindset, I learned to embrace them.

I had been on the fence about giving it a go, but now I can confidently say that joining the Cycle to Work scheme was one of the best decisions I've made. It's not just about saving money (though I admit that had been the main driver); it's also about embracing a healthier, more active lifestyle. You should give it a try. You too might discover a new-found love for cycling and all the joys it brings to life.

Get pedalling!

This is the end of the booklet.