

# TQUK Functional Skills Qualification in English at Level 2

## Reading Document Booklet Past Paper 8

### 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@framptons.biz

From: carolynoleary@framptons.biz

Subject: Exciting News - Our Green Initiative for a Sustainable Future!

Dear Employee,

We are thrilled to share some exciting news that will not only benefit our company but also contribute to a greener future for all. We are launching a comprehensive green plan with the aim of reducing our carbon footprint. Our green plan aims to significantly reduce our carbon footprint, and it underlines our ongoing commitment to environmental responsibility.

The purpose of each of these new green initiatives is to promote sustainability at Framptons. Here are brief details about each of our new green initiatives:

1. Reducing energy use

We will be implementing energy-saving measures across all our buildings. This includes upgrading lighting to energy-efficient LED bulbs, optimising heating and cooling systems and encouraging employees to power down electronics when not in use.

2. Waste reduction

We are keen to minimise waste production. You'll soon notice more recycling bins conveniently placed throughout the office. This will make it easier for everyone to recycle paper, plastic, glass and electronics properly.

3. Promoting sustainable commuting

We encourage carpooling, biking or using public transport to reduce our carbon footprint. Stay tuned for exciting incentives for those who adopt eco-friendly commuting options.

4. Green office supplies

We will be substituting traditional office supplies with eco-friendly options. This will include recycled paper, biodegradable pens and reusable stationery.

5. Educational workshops

To ensure everyone is on board with our green initiatives, we will be hosting educational workshops on topics like best practice, energy use and sustainable living.

6. Green space

We plan to create green spaces within our workplace, including indoor plants and sustainable design to enhance air quality and overall well-being.

7. Community engagement

Our commitment extends beyond the office walls. We will actively join in local green initiatives and community clean-up projects.

As you know, our aim is always to set a great example for other organisations within the industry, and we believe that by embracing these changes, we can make a significant positive impact.

We're excited about this journey towards a more sustainable future and are grateful for your support to make it a reality. If you have any questions or ideas, please don't hesitate to reach out to our Green Plan Task Force.

Let's work together to make a difference!

Warm regards,

Carolyn O'Leary  
Director  
Framptons Ltd

## Document 2 Factsheet

# Recycling in the UK: Facts and Figures

Recycling is a vital part of the United Kingdom's efforts to reduce waste and promote sustainability. Here are some key facts and figures about the recycling landscape in the UK:

### Recycling rates

The UK's recycling rate has steadily increased, reaching approximately 45% in recent years. However, there is room for improvement. The government aims to achieve a recycling rate of at least 50% by 2025.

### Household recycling

Why should products and materials be discarded when they can have a second, third or even fourth life? Household recycling collections typically include paper, cardboard, glass, plastic bottles and aluminium cans. Councils supply different bins to encourage the separation of recyclables to facilitate recycling. However, recycling practices vary depending on your location, so make sure to check the rules.

### Commercial recycling

Businesses are also expected to participate in recycling efforts. Many local authorities offer recycling services for commercial establishments, including office buildings. There's really no excuse not to recycle those coffee cups!

### E-waste recycling

The UK has specific regulations for the recycling of electronic waste (e-waste), including computers, mobile phones and televisions. Specialised facilities handle e-waste recycling to recover valuable materials and reduce environmental impact. Recent data indicates that the UK recycles approximately 45% of its electronic waste.

### The role of landfill

Landfilling is the least preferred option for waste disposal due to its environmental impact. The government has imposed levies on landfill waste in order to encourage alternative disposal methods. Whether or not increased fees reduce the burden on landfill remains to be seen.

### Recycling challenges

Contamination is where non-recyclable items end up in recycling bins. Contamination not only hampers the recycling process but also leads to adverse environmental effects. It costs more to process if non-recyclable materials are mixed with recyclables. This also reduces the quality of recycled goods and can even damage the recycling equipment. Public education and awareness campaigns are essential to reduce contamination.

### Environmental benefits

Compared to producing items from raw materials, recycling wins out. Not only does recycling conserve natural resources, it also reduces greenhouse gas emissions and saves energy. The message: reduce, reuse, recycle really is crucial for everyone.

Are you doing your bit? By understanding these facts and actively participating in recycling efforts, we can all contribute to a greener and more sustainable UK. Together, we've got this!

## Document 3 Book extract



### Frampton's Recycling Handbook - How to Recycle



Recycling in the workplace is a crucial part of Frampton's green initiative. Proper recycling not only reduces our environmental impact but also conserves valuable resources. Here's how you can contribute to our recycling efforts:

#### 1. Know what's recyclable

Familiarise yourself with the items that can be recycled in our workplace. This typically includes paper, cardboard, plastic bottles, glass containers and aluminium cans.

#### 2. Use designated recycling bins

We have placed recycling bins throughout the office, conveniently labelled for specific recyclables. Please use them accordingly.

#### 3. Empty and rinse containers

Before recycling plastic bottles or containers, ensure they are empty and rinse them to prevent contamination.

#### 4. Keep it clean

Avoid placing non-recyclable items in the recycling bins. Contamination can hinder the recycling process.

#### 5. Recycle e-waste

Dispose of electronic waste in designated e-waste recycling bins. This includes:

- old computers
- printers
- mobile phones.

#### 6. Paper recycling

For paper recycling, place used paper and cardboard in the provided recycling bins. Avoid putting paper contaminated with food or liquids in these bins.

#### 7. Reduce printing

Minimise paper waste by printing documents only when necessary. Opt for digital communication and use both sides of a piece of paper when printing is essential.

#### 8. Responsible disposal

If you're unsure whether an item is recyclable, please consult our recycling guidelines or ask a colleague for assistance.

#### 9. Report issues

If you notice overflowing recycling bins or other recycling-related issues, please report them to our Green Initiative Task Force or Facilities Management.

#### 10. Attend workshops

Stay engaged with our recycling efforts by participating in educational workshops and discussions on recycling best practices.\*

Help us achieve our sustainability goals. These steps are simple. By following them, you can actively contribute to our workplace recycling programme. Together, we can make a significant impact on the environment and set an example for others to follow.

\*Keen to find out more? Workshops are held in the canteen at midday each Monday.

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