

# **Functional Skills English**

## **Reading Level 1**

### **Sample Paper 1**

## **Technology in the Workplace**

### **Question Paper**

**Level 1 Functional Skills English Reading**  
**Sample Assessment**  
Technology in the Workplace



**Candidate Name (First, Middle, Last)**

Candidate enrolment  
number

DOB (DDMMYYYY)

Candidate signature and declaration\*

Assessment date  
(DDMMYYYY)

Centre number

**General information**

- The duration of this paper is **1 hour**.
- Answer **all** the questions.
- The maximum marks for each question are shown.
- The maximum number of marks is **30**.

**General instructions**

- Read each question carefully.
- You do not need to write in complete sentences.
- You will not be assessed on spelling, punctuation and grammar.
- Dictionaries **are** allowed.

**\*I declare that I have no prior knowledge of the questions in this assessment and that I will not share any information about the questions.**

Read the documents in the source booklet and answer the questions.

Questions 1 to 8 are about **Document 1**. Make sure you refer to **Document 1** when answering these questions.

1 Which of the following **best** describes the views of the writer on technology in the workplace? (Tick **one**)

1 mark

- A. Positive.
- B. Critical.
- C. Neutral.
- D. Angry.

2 Give **three** different organisational features that a reader could use to help them locate the writer's **main points**.

3 marks

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.....

.....

3 According to the article, what is **one** reason why it can be better to discuss work issues in person?

1 mark

.....

.....

4 Which of the following words could **best** replace 'coupled' in the last paragraph? (Tick **one**)

1 mark

- A. related
- B. fastened
- C. attached
- D. combined

5 Which of the 'Related Articles' would give readers the **opposite** point of view to Mary's article? (Tick **one**)

1 mark

- A. The Downside of Digital Communication
- B. The Benefits of Technology at Work
- C. The Challenges of Technology for Business
- D. The Realities of Technology in the Workplace

6 Name **one** other publication that the writer of Document 1 has written for.

1 mark

.....

.....

7 Where can the reader find out more information about the research referred to in the document?

1 mark

.....

.....

8 Match the images below to the numbered paragraphs (1, 2 or 3) in the article.

3 marks



Number \_\_\_\_\_



Number \_\_\_\_\_



Number \_\_\_\_\_

Questions 9 to 18 are about **Document 2**. Make sure you refer to **Document 2** when answering these questions.

9 In the first paragraph, which phrase is used to describe the dramatic impact of technological changes?

1 mark

.....  
.....

10 Which **three** areas of learning do the House of Lords consider to be essential?

1 mark

.....  
.....  
.....

- 11 Look at the section headed 'Basic Coding Skills'. Which phrase means 'to make sure that something will **not** go out of date'? **1 mark**

.....

.....

- 12 'HTML5' and 'Android' are examples of (Tick **one**) **1 mark**

- A. persuasive language
- B. emotive language
- C. technical language
- D. instructional language.

- 13 What is the **main** purpose of the content in the box at the bottom of the text? (Tick **one**) **1 mark**

- A. To say why digital skills are important.
- B. To describe the Digital Literacy course.
- C. To give contact details for Human Resources.
- D. To promote a Digital Literacy course.

14 Who has the newsletter been written for? 1 mark  
(Tick **one**)

- A. Company employees.
- B. Online job seekers.
- C. The general public.
- D. Social media users.

15 Give **two** different ways the writer has emphasised certain words or phrases in the box at the bottom of the text. 2 marks

.....

.....

16 How many terms has the writer listed in the first paragraph of the section, 'Basic coding skills'? 1 mark

.....

17 The **main** reason the writer has used an image is to 1 mark  
(Tick **one**)

- A. emphasise how important literacy is.
- B. suggest more needs to be spent on team building.
- C. help the reader to compare the figures.
- D. illustrate the main points in the article.

18 Give **one** fact and **one** opinion from Document 2.

2 marks

Fact:

.....  
.....

Opinion:

.....  
.....

Questions 19 and 20 are about both **Document 1** and **Document 2**. Make sure you refer to **both** documents when answering these questions.

19 Tick the boxes below to show whether the following opinions are found in **Document 1**, **Document 2** or **both documents**.

4 marks

	<b>Document 1 only</b>	<b>Document 2 only</b>	<b>Both documents</b>
Technology is very important to business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upgrading technology is expensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology can be a distraction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Some employees will need to learn how to use new technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20 Both documents discuss problems and challenges created in the workplace by the growth of technology. Compare the documents and identify which writer offers possible solutions to these problems and challenges. Give **one** example of a solution.

2 marks

Writer:

.....



.....

Solution:

.....

.....

**Total 30 marks**

**End of assessment**