

**ENTRY LEVEL 2
FUNCTIONAL SKILLS
ENGLISH: READING**

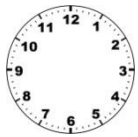


**QUESTION PAPER
SAMPLE ASSESSMENT MATERIAL**

Learner name:	<i>Auto-filled by XAMS</i>
Learner number:	<i>Auto-filled by XAMS</i>
Your Signature:	
Today's date:	<i>Auto-filled by XAMS</i>

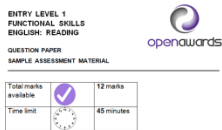


Total marks available: **16 marks**



Time limit: **45 minutes**

You need:



This **question and answer paper**



A **pen** with black or blue ink



A **dictionary**



You cannot use:



The **Internet**



Instructions

1. Check your name is correct on Page 1.
Write your **signature** if it is.
2. **Read** each text and question carefully
3. **Write** your answers in the spaces provided
4. Answer **all** the questions
5. **Check** your work at the end
6. Ask your teacher for more **paper** if you need it.
Write your name on any extra pieces of paper.
7. Your teacher will **collect** your paper at the end of the assessment



Answer:



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Task 1 (5 marks)

Work Experience Evening

16.30 - 19.30

You can book an appointment on the phone to talk to a team leader. It will be busy, so book your appointment as soon as you can. If you do not book, you may have to wait up to an hour.

If you have to wait, you can look around the work place and perhaps interact with new people.

The canteen will also be open for everybody. There is a hot drinks machine and a selection of cold drinks and snacks.

If you have any questions, you can ask the receptionist at the front desk for help.

We look forward to seeing you!

Question 1

(1 mark)

**For Markers
Use Only**

What does it mean to **interact**? Look it up in the dictionary.

.....

.....

Question 2

(1 mark)

Why should you book an appointment as soon as you can?

.....

.....

Question 3

(2 marks)

Name **two** things you can do if you have to wait at the work place.

.....

.....

Question 4

(1 mark)

Who can you go to if you have any questions?

.....

.....

Task 2 (6 marks)

Keeping Our Canteen Tidy

You **must** follow these **important** rules.

DO

- ✓ Always wash and dry up cups
- ✓ If you break a cup sweep it up with care
- ✓ Leave the sink clean for the next person using it. (Germs can make you ill.)
- ✓ Make sure that the worktop is cleaned at least once a day

DON'T

- X Leave coffee, tea or sugar tins open on the worktop
- X Use wet teaspoons in the sugar or coffee tins
- X Be careless when using hot water. (You could burn your hand.)
- X Leave dirty cups on the worktop



Question 5

(1 mark)

What does it mean to be careless? Look it up in the dictionary.

.....
.....

Question 6

(1 mark)

Where must you put canteen rubbish?

.....
.....

Question 7

(2 marks)

What are **two** rules that must be followed when using cups in the canteen?

.....
.....

Question 8

(2 marks)

Give **two** organisational markers used in the text that make it easier to understand

.....
.....

Task 3 (5 marks)

Milbury Factory Newsletter

My work experience by Asher

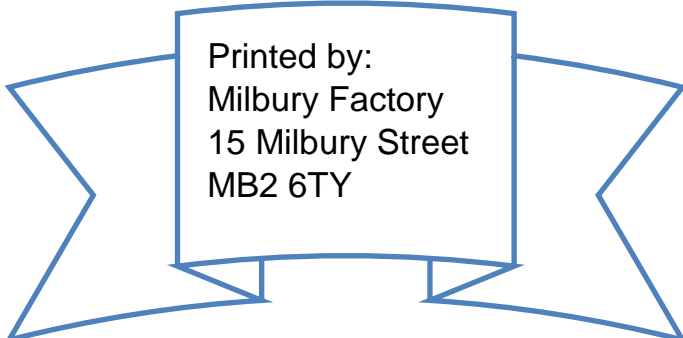
I had a great time on work experience at the Milbury factory. I learned new skills that will help me to find work and I made lots of new friends.

It was an experience I will never forget and was different from what I expected.

The team leader and the canteen chef were very helpful when I found work difficult and made it easy for me to remember what I learned.

I really enjoyed the work experience in the factory. I made cakes and soup to sell in the canteen.

It was time well spent and I would like to work there next year.



Printed by:
Milbury Factory
15 Milbury Street
MB2 6TY

Question 9

(1 mark)

Who printed the Newsletter?

.....

.....

Question 10

(2 marks)

Which **two** people helped Asher while on work experience?

.....

.....

Question 11

(2 marks)

What **two** food items did Asher make to sell in the canteen?

.....

.....

[End of assessment]