

## **Edexcel Functional Skills – Entry 3**

# **English**

## **Entry 3 Reading TASK E**

### **Set 2**

Controlled Assessment Material

**Valid from September 2010 to August 2011**

*Turn over ►*

**W39762A**

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**Read Text E1 and answer questions 1 to 4.**

**Text E1**

You see this advert in the local newspaper.

## **Stewards wanted**

Stewards wanted for a sponsored charity walk. Apply by visiting our website [www.casuals.co.uk](http://www.casuals.co.uk), phoning us on 0800-123-4567.

When applying use the reference number 98765.

### **Duties**

- Setting up barriers for road closures
- Putting up posters and signs
- Giving directions
- Sorting out lost property
- Working in the first aid tent

### **You must have:**

A First Aid certificate

Some experience of working as a steward

Some customer service experience

### **Hours of work and pay**

7.00am until 9.30pm. You will be paid for the day and for going to two full days of training.

## Text E1 questions

- 1 Put a tick ☒ in the correct box.

What do you need to use when applying?

<b>A</b>	Phone number	
<b>B</b>	National insurance number	
<b>C</b>	Job number	
<b>D</b>	Reference number	

(Total for Question 1 = 1 mark)

- 2 Write your answer on the lines below.

According to Text E1, list **two** duties of a steward.

1 .....

2 .....

(Total for Question 2 = 2 marks)

**3 Write your answer on the lines below.**

Look up the word '**steward**' in your dictionary and write down what it means?

.....

.....

.....

.....

**(Total for Question 3 = 1 mark)**

**4** Put a tick ☒ in the correct box.

According to Text E1, what does the pay include?

<b>A</b>	Customer service training	
<b>B</b>	First aid training	
<b>C</b>	Two day training	
<b>D</b>	One day training	

**(Total for Question 4 = 1 mark)**

**TEXT E2 BEGINS ON THE NEXT PAGE**

**Read Text E2 and answer questions 5 to 8.**

**Text E2**

You get a job as a steward and have read this information.

**SPONSORED CHARITY WALK**

**INFORMATION FOR STEWARDS**

Arrive at 6.45am at the training centre and sign in.

There will be a short meeting with your supervisor about the duties for the day.

**You will get a bag with a:**

- waterproof jacket
- clipboard and pens
- mobile phone
- first aid kit
- bottle of water

Your supervisor will then tell you where to go.

**Please remember to:**

- follow all health and safety rules
- report any problems\*
- always be polite
- be helpful at all times

*\*Do not deal with any problems yourself. Use the mobile phone to call for help.*

## Text E2 questions

### 5 Write your answer on the lines below.

According to Text E2, when you report for duty what should you do as soon as you arrive at the training centre?

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(Total for Question 5 = 1 mark)

### 6 Put a tick ☒ in the correct box.

Which item from the bag should you use if there is a problem?

<b>A</b>	Clipboard	
<b>B</b>	Mobile phone	
<b>C</b>	First aid kit	
<b>D</b>	Pen	

(Total for Question 6 = 1 mark)

**7 Write your answer on the line below.**

According to Text E2, name the item of clothing you will find in your bag.

.....

**(Total for Question 7 = 1 mark)**

**8 Write your answer on the lines below.**

According to Text E2, list **two** things you need to remember.

1 .....

2 .....

**(Total for Question 8 = 2 marks)**