

Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK F

Set 3

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Read Text F1 and answer questions 1 to 5.

Text F1

Steve sees a job advert for a car mechanic.

DINTONE CAR COMPANY

Car Mechanics Needed

We need car mechanics for our Marine Road garage.

Mechanics are needed to:

- change oil
- check water levels
- test brakes
- change tyres

Applicants should have a BTEC qualification in Motor Mechanics.

We will provide further training for the right applicant.

Hours of work: 8.30 am – 5.30 pm Monday to Saturday.
Every other Saturday off.

Good rate of pay.

Please apply by letter to:

Mrs J. Sanders
Dintone Car Company
48 Acorn Street
Dintone
DC7 BBH

Interviews will be held on 21st September.

Dintone Car Company is a registered MOT Centre

Text F1 questions

1 Put a tick ☒ in the correct box.

According to Text F1 which of these statements is true?

A	Mechanics have every Saturday off.	
B	Mechanics are needed to carry out MOTs.	
C	Mechanics start work every day at 8 am.	
D	Mechanics will check water levels.	

(Total for Question 1 = 1 mark)

2 Put a tick ☒ in the correct box.

How should Steve apply for the job?

A	by telephone	
B	by letter	
C	by fax	
D	by email	

(Total for Question 2 = 1 mark)

3 Write your answer on the line below.

According to Text F1 what qualification should applicants have?

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

4 Write your answer on the line below.

According to Text F1 when will the interview take place?

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

5 Write your answer on the lines below.

Look up the word **registered** in your dictionary and write down what it means.

.....
.....
.....
.....
(Total for Question 5 = 1 mark)

TEXT F2 BEGINS ON THE NEXT PAGE

Read Text F2 and answer questions 6 to 10.

Text F2

Steve applies for the job and gets a letter offering him an interview.

Dintone Car Company
48 Acorn Street
Dintone
DC7 BBH

14th September 2011

Dear Mr Yeung

Thank you for your letter of 9th September applying for the position of car mechanic with Dintone Cars.

We would like you to come for an interview on Wednesday 21st September 2011 at 11.30 am.

The interviews will be held at our Marine Road site. When you arrive please ask for Mr Knox. He is the garage manager and your interview will be with him.

Please bring with you copies of any qualifications that you have.

After the interview you will be able to spend some time in the workshop.

We look forward to meeting you on 21st September.

Yours sincerely

Julie Sanders

Julie Sanders
Administration Officer

Text F2 questions

6 Put a tick ☒ in the correct box.

When did Julie Sanders write the letter?

A	9th September	
B	11th September	
C	14th September	
D	21st September	

(Total for Question 6 = 1 mark)

7 Put a tick ☒ in the correct box.

Who is Mr Knox?

A	an administration officer	
B	a car mechanic	
C	an applicant	
D	a garage manager	

(Total for Question 7 = 1 mark)

8 Write your answer on the line below.

According to Text F2 what time will Steve's interview be?

.....

(Total for Question 8 = 1 mark)

9 Write your answer on the line below.

What does Steve need to bring with him to the interview?

.....

(Total for Question 9 = 1 mark)

10 Write your answer on the line below.

According to Text F2 what will Steve do after his interview?

.....

(Total for Question 10 = 1 mark)