

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK B

Set 2

Controlled Assessment Material

Valid from September 2013 to August 2014

Learner name

Learner signature and date

Turn over ►

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PEARSON

Read Text B1 and answer questions 1 to 5.

Text B1

You read this advice.

How to make your work experience a success

Before you start

Remember to set goals for your work experience. This will help you focus.

Make a good impression

Dress smartly and make sure that you arrive early every day.
Ask lots of questions and put your best efforts into all that you do.

Make the most of it

Keep a diary, so that you have a record of your experience.
Talk to your manager if you have any problems.

After you finish

Make sure you have contact details for your manager.
You may need a reference later.



Text B1 questions

1 Put a tick ☒ in the correct box.

Which section of Text B1 gives you advice on what to wear?

A	Before you start	<input type="checkbox"/>
B	Make a good impression	<input type="checkbox"/>
C	Make the most of it	<input type="checkbox"/>
D	After you finish	<input type="checkbox"/>

(Total for Question 1 = 1 mark)

2 Write your answer on the lines below.

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

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.....

(Total for Question 2 = 1 mark)

3 Put a tick ☒ in the correct box.

According to Text B1, which of these is something you should do before your work experience?

A	set goals	
B	keep a diary	
C	get contact details	
D	buy clothes	

(Total for Question 3 = 1 mark)

4 Write your answer on the line below.

According to Text B1, why is it a good idea to get your manager's contact details?

.....

(Total for Question 4 = 1 mark)

5 Put a tick ☒ in the correct box.

According to Text B1, what should you do if you have a problem during your work experience?

A	ask questions	
B	get a reference	
C	speak to your manager	
D	write it in your diary	

(Total for Question 5 = 1 mark)

TEXT B2 BEGINS ON THE NEXT PAGE

Read Text B2 and answer questions 6 to 9.

Text B2

Nilesh writes this letter.

5 West Street
Hanton
H19 7RT
0221 5432

9 September 2013

The Manager
RGD Gym
Main Street
Hanton
H24 2ED

Dear Sir/Madam,

I am a sports student at Hanton College. I would like to do work experience at your gym.

The college work experience programme this year is from 1 December to 5 December. I would really like a placement at your gym because I am a keen gym user and want to be a personal trainer after I finish my course. I also enjoy helping others. I enclose a copy of my CV and my placement form.

If you can offer me work experience, would you please send the placement form to the college by 25 September? I could come for an interview at any time.

Yours faithfully,

Nilesh Parmar

Text B2 questions

6 Put a tick ☒ in the correct box.

According to Text B2, on what date does Nilesh want to begin his work experience?

A	9 September	
B	25 September	
C	1 December	
D	5 December	

(Total for Question 6 = 1 mark)

7 Put a tick ☒ in the correct box.

According to Text B2, what does Nilesh say he could do at any time?

A	come to work	
B	attend an interview	
C	use the gym	
D	go to college	

(Total for Question 7 = 1 mark)

8 Write your answers on the lines below.

According to Text B2, give **two** reasons why Nilesh wants to do his work experience at the gym.

1

2

(Total for Question 8 = 2 marks)

9 Write your answer on the line below.

According to Text B2, what does Nilesh ask the gym manager to do if he can offer him a placement?

.....

(Total for Question 9 = 1 mark)