

Pearson Edexcel Functional Skills – Entry 2

English

Entry 2 Reading TASK A

Set 2

Controlled Assessment Material

Valid from September 2016 to August 2017

Learner name

Learner signature and date

Instructions

- Use blue or black ink. Do not use pencil.
- Write your answers in the spaces provided.
- For each task answer ALL the questions on both texts.
- Some questions must be answered with a tick in a box.
- If you change your mind about an answer, put a line through the box and mark your new answer with a tick.
- You must use a dictionary.

Information

- There are 10 marks available for each task.

Advice

- Read each question carefully.
- Make sure you know what to do before you write your answers.
If you are not sure, ask.
- Use clear English and present your answers carefully.
- Check your work carefully after finishing each task.

Turn over ►

W52761A

©2016 Pearson Education Ltd.

1/1/1/1



PEARSON

Read Text A1 and answer questions 1 to 5.

Text A1

You read this leaflet.

Training Courses

May and June

Course	Date	Time	Location	Trainer
Improve your ICT Skills	10 May	2 pm – 5 pm	ICT Room	Alan Crane
Working in a Team	12 May	10 am – 2 pm	Room 2	Rahama Powell
Health and Safety	23 May	10 am – 4 pm	Room 8	Kate Singh
Communication Skills	8 June	10 am – 3 pm	Main Hall	Dave Reid
First Aid	23 June	10 am – 3 pm	Main Hall	Siva Nash



Text A1 questions

- 1 Put a tick ☒ in the correct box.

Which course will be held in Room 2?

A	Improve your ICT Skills	
B	Working in a Team	
C	Communication Skills	

(Total for Question 1 = 1 mark)

- 2 Put a tick ☒ in the correct box.

What time does the First Aid course finish?

A	2 pm	
B	3 pm	
C	4 pm	

(Total for Question 2 = 1 mark)

- 3 Write your answer on the line below.

Who is the trainer for the Health and Safety course?

.....

(Total for Question 3 = 1 mark)

4 Put a tick ☒ in the correct box.

Which room will two of the courses be held in?

A	Room 8	<input type="checkbox"/>
B	ICT Room	<input type="checkbox"/>
C	Main Hall	<input type="checkbox"/>

(Total for Question 4 = 1 mark)

5 Write your answer on the line below.

What date is the Working in a Team course?

.....

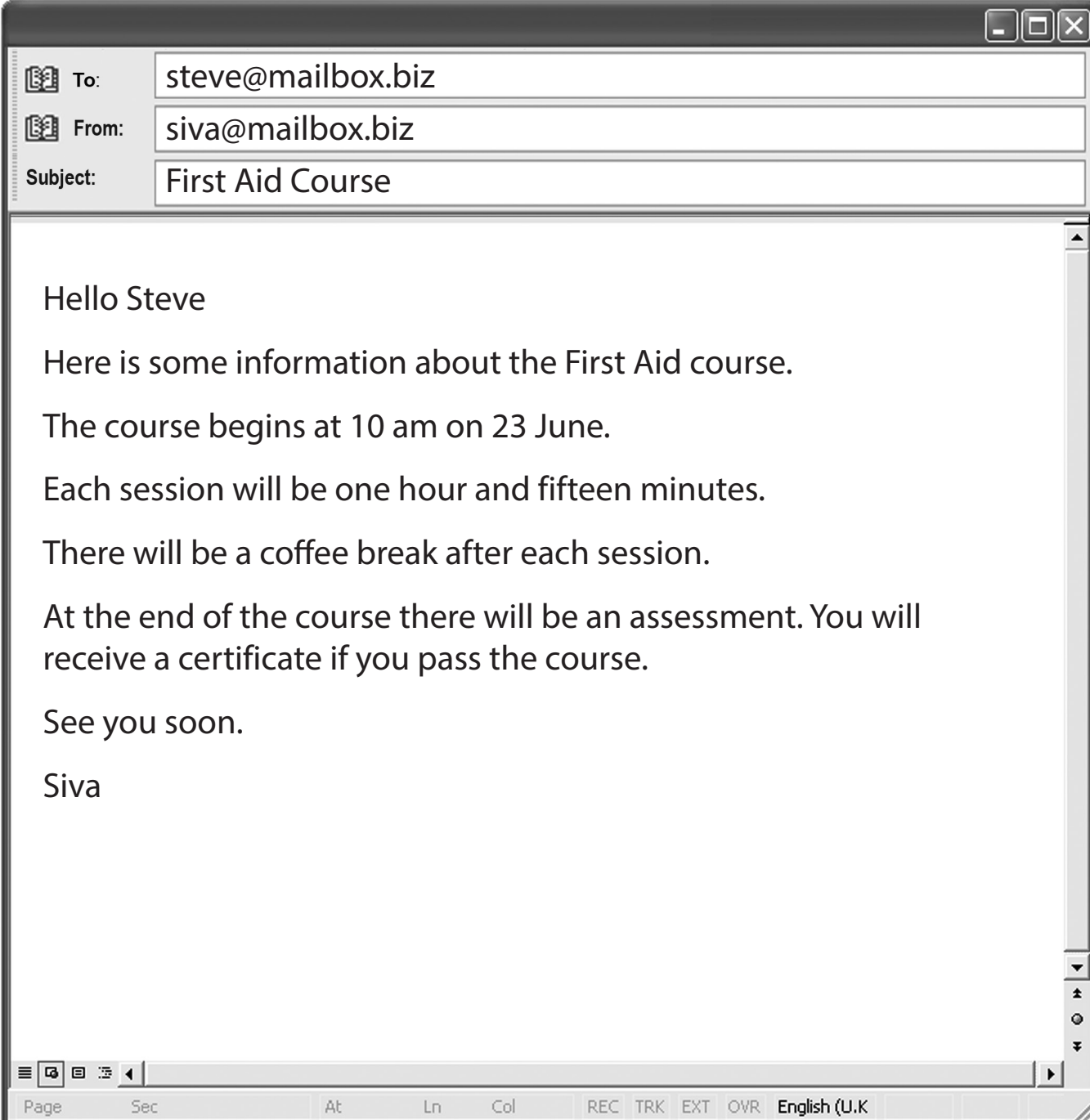
(Total for Question 5 = 1 mark)

TEXT A2 BEGINS ON THE NEXT PAGE

Read Text A2 and answer questions 6 to 10.

Text A2

You read this.



The image shows a screenshot of an email client window. The window has a title bar with standard minimize, maximize, and close buttons. The email header is displayed in a table-like format with icons for each field. The body of the email contains several lines of text. At the bottom of the window, there is a status bar with various icons and text.

To:	steve@mailbox.biz
From:	siva@mailbox.biz
Subject:	First Aid Course

Hello Steve

Here is some information about the First Aid course.

The course begins at 10 am on 23 June.

Each session will be one hour and fifteen minutes.

There will be a coffee break after each session.

At the end of the course there will be an assessment. You will receive a certificate if you pass the course.

See you soon.

Siva

Page Sec At Ln Col REC TRK EXT OVR English (U.K)

Text A2 questions

6 Put a tick ☒ in the correct box.

What does Steve read?

A	a letter	
B	an email	
C	a poster	

(Total for Question 6 = 1 mark)

7 Write your answer on the lines below.

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

.....

.....

.....

.....

.....

(Total for Question 7 = 1 mark)

8 Write your answer on the line below.

What will Steve receive if he passes the course?

.....

(Total for Question 8 = 1 mark)

9 Put a tick ☒ in the correct box.

When will there be a coffee break?

A	after one hour	<input type="checkbox"/>
B	after the assessment	<input type="checkbox"/>
C	after each session	<input type="checkbox"/>

(Total for Question 9 = 1 mark)

10 Write your answer on the line below.

What date does the course begin?

.....

(Total for Question 10 = 1 mark)