

Pearson Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK D

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 ►

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PEARSON

Read Text D1 and answer questions 1 to 5.

Text D1

You read this letter.



Dintone Leisure Centre

15 March

Dear Ms Garner,

I am writing to say how pleased I am that you have accepted the job of Accounts Assistant with Dintone Leisure Centre.

As agreed, your starting date will be Monday 20 March. Please report to the Accounts Manager, Sara Dibell, who will be your supervisor.

Your working hours will be 9 am – 5 pm, with one hour for lunch. You may have your lunch in our cafe, where you will receive a 25% discount.

With this letter are your induction details for 20 March.

Please let me know if you require any further information. My direct telephone number is 0008 421729.

Yours sincerely,

Mike Barton
Leisure Centre Manager

Text D1 questions

1 Put a tick ☒ in the correct box.

When will Ms Garner begin her new job?

A	15 March	
B	17 March	
C	20 March	
D	29 March	

(Total for Question 1 = 1 mark)

2 Put a tick ☒ in the correct box.

What does Ms Garner receive with the letter?

A	induction details	
B	a discount programme	
C	an accounts programme	
D	company details	

(Total for Question 2 = 1 mark)

3 Write your answer on the line below.

Who is the Leisure Centre Manager?

.....

(Total for Question 3 = 1 mark)

4 Write your answer on the line below.

Where will Ms Garner receive a 25% discount?

.....

(Total for Question 4 = 1 mark)

5 Put a tick ☒ in the correct box.

Which job has Ms Garner accepted?

A	Centre Manager	<input type="checkbox"/>
B	Accounts Assistant	<input type="checkbox"/>
C	Accounts Manager	<input type="checkbox"/>
D	Centre Assistant	<input type="checkbox"/>

(Total for Question 5 = 1 mark)

TEXT D2 BEGINS ON THE NEXT PAGE

Read Text D2 and answer questions 6 to 10.

Text D2

You read this.



Dintone Leisure Centre Induction Timetable

Name : Ms Garner

Date: Monday 20 March

Time	Activity
9 am – 10 am	Tour of the leisure centre Meet the staff
10 am – 11 am	Health and Safety
11 am – 11.30 am	Coffee break
11.30 am – 12.30 pm	HR Office – pay, holidays, benefits, sickness procedure, training and equal opportunities
12.30 pm – 1 pm	Lunch
1 pm – 3 pm	Administration – ICT and data protection
3 pm – 5 pm	Accounts Office – duties and responsibilities Meet the accounts team

If staff are not available, the timetable may be changed.

Text D2 questions

6 Put a tick ☒ in the correct box.

Ms Garner will learn about data protection from:

A	9 am – 10 am	
B	10 am – 11 am	
C	1 pm – 3 pm	
D	3 pm – 5 pm	

(Total for Question 6 = 1 mark)

7 Write your answer on the line below.

Who will Ms Garner meet in the session from 3 pm – 5 pm?

.....

(Total for Question 7 = 1 mark)

8 Write your answer on the line below.

Why might the timetable be changed?

.....

(Total for Question 8 = 1 mark)

9 Write your answer on the lines below.

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

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(Total for Question 9 = 1 mark)

10 Put a tick ☒ in the correct box.

What will the HR part of the timetable cover?

A	sickness procedure	<input type="checkbox"/>
B	tour of the centre	<input type="checkbox"/>
C	health and safety	<input type="checkbox"/>
D	meeting the staff	<input type="checkbox"/>

(Total for Question 10 = 1 mark)