

Functional Skills



English

Entry Level 2

Station: Reading

Externally Set Synoptic Assessment

Sample Question

Task 2

You Send Your Friend an Email.

Document Two: Read the e-mail message. Then answer the questions.

A screenshot of an email client interface. The top menu bar includes File, Message, Insert, Options, Format Text, and Review. The ribbon contains various tools like Cut, Copy, Paste, Format Painter, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Address Book, Check Names, Attach File, Attach Item, Signature, Follow Up, High Importance, Low Importance, and Zoom. Below the ribbon are fields for To..., Cc..., and Subject: with a Send button. The main body of the email contains the following text:

Hi!

The oldest steam train in the country is coming to the local station in December. I am writing to ask if you would like to go to see it with me. If you would like to go with me to this event then let me know as soon as possible so that I can fill in the booking form and send it off to get our tickets. The event is free and we might be able to go for a train ride. I hope that you will come and see it with me! I will show you the leaflet which tells you all about it on Sunday when we meet.

See you then!

Your friend,

Sam.

**Please answer the following questions about document 2.
You do not need to use full sentences.**

Q1. What are you asking your friend to go with you to see? **(1 mark)**

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Q2. What will you do if your friend says that they will go with you? **(1 mark)**

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Q3. What needs to be 'sent off'? **(1 mark)**

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Q4. What will you show to your friend when you next see them? **(1 mark)**

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Q5. What day will you next meet your friend? **(1 mark)**

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End of Task 2

End of Sample