

Functional Skills

English

Entry Level 1

Station: Reading

Externally Set Synoptic Assessment



Sample Question

Task 3 – Your Friend Sends you an Email

Read the email message. Then answer the questions.

A screenshot of an email client interface. The top bar shows "File" and "Message" tabs. Below this is a ribbon with various icons for actions like Ignore, Delete, Reply, Forward, and Meeting. A "Quick Steps" section shows "Personal", "Team E-mail", and "Reply & Delete". To the right, there are sections for "Move", "Actions", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", and "Zoom". The main body of the email is visible, showing the following text:

You replied to this message on 17/05/2013 10:12.

From:
To:
Cc:
Subject:

Hi

I should like to visit you and I need to know how to find your house. Please would you send me a map?

I should like to come over on the train or the bus. Please let me know if there is a train stop or bus stop near to where you live. I can take a taxi if not.

Also, please let me know what date I should come to visit you?

Best wishes,

Sam

**Please answer the following questions about Task 3.
You do not need to use full sentences.**

Q1. Give three things that are being asked in the e-mail. **(3 marks)**

1:

2:

3:

Q2. Give any two types of transport that are mentioned in the email. **(2 marks)**

1:

2:

Q3. Give one thing that you need to know before you reply to this e-mail. **(1 mark)**

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Q4. What do you need to send to your friend with your reply to help them find your house? **(1 mark)**

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End of Task 3

End of Sample