

Functional Skills

English – Reading

Entry Level 2

Set 4

External Assessment



Time allowed: 45 minutes

Learner Name										
Date Of Birth										
Unique Learner Number (ULN)										
Centre Name										
Today's Date										

Do not open the paper until you are told to do so.

Please read the following carefully before you begin this assessment:

- All of the details in the box above **MUST** be completed
- Check that your paper is the correct level and the correct subject
- All papers **MUST** be handed in at the end of the assessment
- You **MUST NOT** take assessment papers outside the assessment room
- You will need a blue or black pen
- You will need a dictionary
- You should try to answer all questions on this assessment paper
- Allow time to check your answers before the assessment ends
- Work through the paper steadily dividing your time between questions

Paper Information:

- There are **10** questions to answer
- Maximum marks available are **16**
- You have a total of **45 minutes** to complete all questions on the assessment paper

For Marker's Use	
Questions	Mark
1-5 (6)	
6-8 (3)	
9-12 (8)	
Total (17)	

Fire Action



Anyone who finds a fire should:

- **Sound the alarm**
- Try to **put the fire out**, using the **correct tools** (e.g. hose, fire blanket)
- Leave the building if it seems unsafe

Anyone who sees smoke should:

- **Report it** straightaway
- **Find out where the smoke is coming from** if it seems safe
- Leave the building if it seems unsafe

Anyone who hears the alarm should:

- Leave the building by the safest route
- **Follow the signs** or **directions from staff**
- **Not use lifts.** Always **use the stairs**
- Go to the agreed **Assembly Point** outside of the building. This is the **safe place to meet** in case of a fire

Question 1

(1 mark)

What should you do if you **find a fire**?

.....

.....

Question 2

(1 mark)

Name one **tool** you could use to **fight the fire** from the text.

.....

.....

Question 3

(1 mark)

What is the **Assembly Point**?

.....

.....

Question 4

(1 mark)

What should you **not use** when you hear the **fire alarm**?

.....

.....

Question 5

(2 marks)

Give **two** things you should do when you hear the fire alarm.

1)

2)

Task 2

Closed due to a water leak

Dear customers,

We are closed today due to a water leak.

We are waiting for the plumber to come and fix it.

We will need to check for any problems once the leak has been fixed but hope to re-open by midday tomorrow.

We look forward to seeing you back soon.

Sorry!

Question 6

(1 mark)

Why is the shop **closed**?

.....

.....

Question 7

(1 mark)

Who does the note say is going to **fix the leak**?

.....

.....

Question 8

(1 mark)

Give one thing that will **happen after** the **leak is fixed**.

.....

.....

Task 3

Cycle safety



Cycling is an **easy and fun** way to **get around** the local area.

It is **good** for your **health**, but there are some **risks**. It is important **to stay safe**.

Before you cycle

- **Dress to be seen** easily
 - You should **wear bright clothes** to cycle
 - You should have **lights** on your bike
- Always **wear a helmet**. Check **that it fits**. It should be **comfortable**, cover your forehead and the sides and back of your head, and **not move** around

Check your bike

- Make sure that your **tyres** are **pumped up**. They should **not** appear worn
- Check everything is **working** properly. You can cycle a short distance to **check the brakes**

During your cycle

- Ride in the **correct place**. Cycle carefully **at the side of the road**
- **Follow the road rules**
- Stay alert. **Do not** use earphones or headphones

After you cycle

- **Park your bike** carefully
- **Lock your bike**. Make sure it is safe. Leave it where it **can be seen**

Question 9

(2 marks)

List **two ways** to check your helmet **fits correctly**.

1)

2)

Question 10

(2 marks)

Give **two ways** you can make sure you are **seen easily**.

1)

2)

Question 11

(1 mark)

What does the text say you could **do to check your brakes are working** properly?

.....

.....

Question 12

(3 marks)

Put these into an **alphabetical checklist** to help you remember them when getting ready to cycle:

Helmet; Bright clothes; Brakes; Tyres; Lock.

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

End of assessment

For Marker's Use Only	Please tick
I confirm that the work/evidence submitted is the learner's own work	<input type="checkbox"/>
I understand that learner results may be invalidated if evidence is submitted that does not belong to them	<input type="checkbox"/>

Role	Name	Signature	Date
Marker			
IV (if sampled)			
EV (if sampled)			