

**ENTRY LEVEL 2  
FUNCTIONAL SKILLS  
ENGLISH: READING**



**QUESTION PAPER  
SAMPLE ASSESSMENT MATERIAL**

Learner name:	<i>Auto-filled by XAMS</i>
Learner number:	<i>Auto-filled by XAMS</i>
Your Signature:	
Today's date:	<i>Auto-filled by XAMS</i>

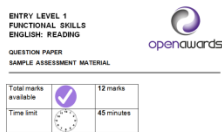


Total marks **16** marks available:



Time limit: **45** minutes

**You need:**



This **question and answer paper**



A **pen** with black or blue ink



A **dictionary**



## You cannot use:



The **Internet**



## Instructions

1. Check your name is correct on Page 1.  
Write your **signature** if it is.
2. **Read** each text and question carefully
3. **Write** your answers in the spaces provided
4. Answer **all** the questions
5. **Check** your work at the end
6. Ask your teacher for more **paper** if you need it.  
Write your name on any extra pieces of paper.
7. Your teacher will **collect** your paper at the end of the assessment



Answer:



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## **Task 1 (5 marks)**

### **Work Experience Evening**

**16.30 - 19.30**

**You can book an appointment on the phone to talk to a team leader. It will be busy, so book your appointment as soon as you can. If you do not book, you may have to wait up to an hour.**

**If you have to wait, you can look around the work place and perhaps interact with new people.**

**The canteen will also be open for everybody. There is a hot drinks machine and a selection of cold drinks and snacks.**

**If you have any questions, you can ask the receptionist at the front desk for help.**

**We look forward to seeing you!**

**Question 1**

**(1 mark)**

**For Markers  
Use Only**

What does it mean to **interact**? Look it up in the dictionary.

.....  
.....

**Question 2**

**(1 mark)**

Why should you book an appointment as soon as you can?

.....  
.....

**Question 3**

**(2 marks)**

Name **two** things you can do if you have to wait at the work place.

.....  
.....

**Question 4**

**(1 mark)**

Who can you go to if you have any questions?

.....  
.....

## Task 2 (6 marks)

### Keeping Our Canteen Tidy

You **must** follow these **important** rules.

#### DO

- ✓ Always wash and dry up cups
- ✓ If you break a cup sweep it up with care
- ✓ Leave the sink clean for the next person using it. (Germs can make you ill.)
- ✓ Make sure that the worktop is cleaned at least once a day

#### DON'T

- X Leave coffee, tea or sugar tins open on the worktop
- X Use wet teaspoons in the sugar or coffee tins
- X Be careless when using hot water. (You could burn your hand.)
- X Leave dirty cups on the worktop



**Question 5**

**(1 mark)**

What does it mean to be careless? Look it up in the dictionary.

.....  
.....

**Question 6**

**(1 mark)**

Where must you put canteen rubbish?

.....  
.....

**Question 7**

**(2 marks)**

What are **two** rules that must be followed when using cups in the canteen?

.....  
.....

**Question 8**

**(2 marks)**

Give **two** organisational markers used in the text that make it easier to understand

.....  
.....

## Task 3 (5 marks)

### Milbury Factory Newsletter

#### **My work experience by Asher**

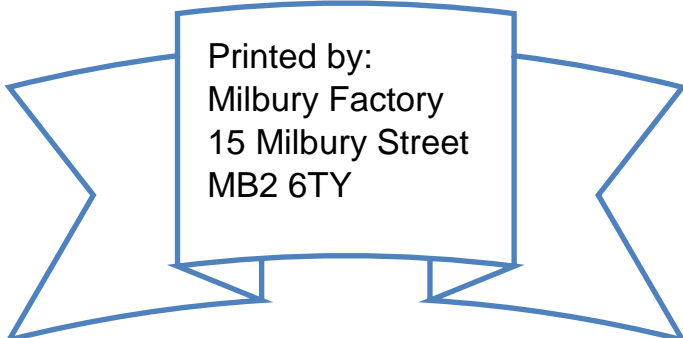
I had a great time on work experience at the Milbury factory. I learned new skills that will help me to find work and I made lots of new friends.

It was an experience I will never forget and was different from what I expected.

The team leader and the canteen chef were very helpful when I found work difficult and made it easy for me to remember what I learned.

I really enjoyed the work experience in the factory. I made cakes and soup to sell in the canteen.

It was time well spent and I would like to work there next year.



Printed by:  
Milbury Factory  
15 Milbury Street  
MB2 6TY



**Question 9**

**(1 mark)**

Who printed the Newsletter?

.....  
.....

**Question 10**

**(2 marks)**

Which **two** people helped Asher while on work experience?

.....  
.....

**Question 11**

**(2 marks)**

What **two** food items did Asher make to sell in the canteen?

.....  
.....

**[End of assessment]**

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**For Marker's Use Only**

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

Questions	Marks available	Learner mark
Task 1 (Q1-4)	5	
Task 2 (Q5-8)	6	
Task 3 (Q9-11)	5	
<b>Total</b>	<b>16</b>	

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

# Functional Skills Mark Scheme



## English – Reading

Entry Level 2

SAM

### General Marking Guidance

- Markers should apply the mark scheme consistently across all papers marked. Standardisation will take place at the beginning, middle and end of the marking window to ensure this takes place.
- Marks should be applied on the learners' assessment paper along with all associated feedback. It is recommended that marking is carried out using a different coloured pen to that of the learner.
- If a learner has crossed out a response to a question, the work should still be marked unless the learner has replaced it with an alternative answer.
- Markers should mark according to the mark scheme and should apply it positively awarding full marks where the answer meets the mark scheme.
- Where the answers do not meet the mark scheme, markers should be prepared to award zero marks.
- The mark scheme gives guidance as to how to allocate marks where an answer is graded according to learner performance. Where the response does not meet the requirements of the minimum mark, zero marks should be awarded.
- Where the mark scheme allows a mark for 'any (other) valid response', the marker should judge the response's merits based on the information provided in the assessment materials.
- Learners should not be penalised for spelling, punctuation and grammar errors providing the answer is comprehensible.
- Where the marker is unsure of how to apply the mark scheme, guidance from the team leader must be sought.
- Assessment papers and mark schemes must be kept secure at all times.
- Should any issues or irregular practice arise that may put at risk the security of assessment papers of mark schemes – these will be reported to Open Awards immediately.

**Pass Mark: 10**

Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
Task 1 Q1. College Information Evening	What does it mean to interact? Look it up in the dictionary.	The correct dictionary meaning in the context.	(1 mark)	SoS10
Q2	Why should you book an appointment as soon as you can?	If you have not booked, you may have to wait up to an hour to talk to a team leader.  Accept similar wording that includes being busy and/or having to wait.	(1 mark)	SoS8
Q3	Name <b>two</b> things you can do if you have to wait at the work place.	1 mark for each of: <ul style="list-style-type: none"> <li>• Look around the work place</li> <li>• Interact with new people</li> <li>• Use the canteen to buy/get a hot or cold drink and/or snack</li> <li>• Speak to the receptionist.</li> </ul> Accept similar wording	(2 marks)	SoS11

Q4	Who can you go to if you have any questions?	The receptionist	(1 mark)	SoS8
Task 2 Canteen Q5	What does it mean to be careless? Look it up in dictionary.	The correct dictionary meaning in the context.	(1 mark)	SoS10
Q6	Where must you put canteen rubbish?	Learner gives answer contained in image:  Place all canteen rubbish in bins provided  Accept similar wording	(1 mark)	SoS12
Q7	What are <b>two</b> rules that must be followed when using cups in the canteen?	1 mark up to two marks for each of:  <ul style="list-style-type: none"> <li>• Always wash cups</li> <li>• Always dry up cups</li> <li>• If you break a cup, sweep it up carefully</li> <li>• Don't leave dirty cups in the sink</li> </ul> Accept similar wording	(2 marks)	SoS8

Q8	Give <b>two</b> organisational markers used in the text that make it easier to understand.	1 mark for each of: <ul style="list-style-type: none"> <li>• Bold type</li> <li>• Bullet points</li> <li>• Underlined headings</li> <li>• Capital letters</li> <li>• Ticks</li> <li>• Crosses</li> <li>• Image</li> </ul>	(2 marks)	SoS9
Task 3 My work experience Q9	Who printed the Newsletter?	Learner gives answer contained in image:  Milbury Factory	(1 mark)	SoS12
Q10	Which <b>two</b> people helped Asher while on work experience?	1 mark for each of: <ul style="list-style-type: none"> <li>• Team leader.</li> <li>• Canteen cook or chef.</li> </ul> Accept similar wording	(2 marks)	SoS11
Q11	What <b>two</b> food items did Asher make to sell in the canteen?	1 mark for each of: <ul style="list-style-type: none"> <li>• Soup</li> <li>• Cakes</li> </ul>	(2 marks)	SoS11
<b>11 Questions</b>			<b>16 marks</b>	