

Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK D

Set 1

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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Read Text D1 and answer questions 1 to 5.

Text D1

You see this advert in your local shop.



Sales Assistant Required

Previous experience not essential as training will be given.

You will need to work some weekends and evenings.

You must be a good communicator and team player.

You will:

- serve customers
- answer customer queries
- replenish stock
- keep stock tidy
- check items have the right price

You will not be expected to use the cash till and credit machine or to deal with customer complaints until you have completed your full training.

Uniforms will be provided which must be worn at all times when on duty.

For further details and an application form
please telephone 01932 38475

Text D1 questions

1 Put a tick ☒ in the correct box.

Which one of these statements is true?

| | | |
|----------|---|--|
| A | you will not need to work weekends | |
| B | you need experience of working as a sales assistant | |
| C | you will not be given training | |
| D | you will need to work some evenings | |

(Total for Question 1 = 1 mark)

2 Put a tick ☒ in the correct box.

According to Text D1 which one of these duties will a new sales assistant do?

| | | |
|----------|----------------------------------|--|
| A | deal with customer complaints | |
| B | use the cash till | |
| C | check items have the right price | |
| D | use the credit machine | |

(Total for Question 2 = 1 mark)

3 Write your answer on the line below.

According to Text D1 what must you wear all the time when you are at work?

.....
.....
(Total for Question 3 = 1 mark)

4 Write your answer on the lines below.

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

.....
.....
.....
.....
.....
(Total for Question 4 = 1 mark)

5 Write your answer on the line below.

According to Text D1 how do you find out about the job?

.....
.....
(Total for Question 5 = 1 mark)

TEXT D2 BEGINS ON THE NEXT PAGE

Read Text D2 and answer questions 6 to 9.

Text D2

Your friend wants to know about apprenticeships. You find this leaflet.



Apprenticeships

Do you know the job you want to do?



Then an apprenticeship is an excellent way to start.

There are many advantages to taking an apprenticeship as you will:

- learn on the job
- gain practical skills
- gain qualifications
- earn as you learn

There are apprenticeships available across the country for many different types of jobs.

How to study as an apprentice:

- you need to be employed in the industry so you need to find your own work placement
- you will attend your placement for four days a week
- you will attend college for one day a week
- you will be paid by your employer

Text D2 questions

6 Put a tick ☒ in the correct box.

An apprenticeship will be a good start if you:

| | | |
|---|------------------------------------|--------------------------|
| A | want to try different jobs | <input type="checkbox"/> |
| B | know what job you want to do | <input type="checkbox"/> |
| C | want to study full time | <input type="checkbox"/> |
| D | know the college you want to go to | <input type="checkbox"/> |

(Total for Question 6 = 1 mark)

7 Write your answers on the lines below.

According to Text D2 list **two** advantages for taking up an apprenticeship.

1

2

(Total for Question 7 = 2 marks)

8 Put a tick ☒ in the correct box.

Which one of these statements is true?

| | | |
|----------|---|--------------------------|
| A | you will be paid by the college | <input type="checkbox"/> |
| B | you will attend college for four days a week | <input type="checkbox"/> |
| C | you will be paid by your employer | <input type="checkbox"/> |
| D | you will attend your placement for one day a week | <input type="checkbox"/> |

(Total for Question 8 = 1 mark)

9 Write your answer on the line below.

According to Text D2 what must you find for yourself if you want to take up an apprenticeship?

.....

(Total for Question 9 = 1 mark)