

Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK F

Set 3

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

W39920A

©2010 Edexcel Limited.

6/5

edexcel 
advancing learning, changing lives

Read Text F1 and answer questions 1 to 4.

Text F1

Ella sees this job advert.

Feltam's Restaurant
Assistant Chef and Waiting staff needed

About us

Our restaurant has been serving excellent food for over 20 years. We are a very busy restaurant and need to recruit new members of staff to help us carry on giving good service to all our customers.

We are looking for people who work well as part of a team. For the Trainee Chef job you will need some experience of working in a restaurant.

Benefits

We offer paid holidays, staff discount and all uniforms are provided.

Pay

We offer good rates of pay.

How to apply

Please send a CV and covering letter to:

Laura Shields
Manager
Feltam's Restaurant
Forest Road
Oakville
OK2 6DF

Text F1 questions

1 Put a tick ☒ in the correct box.

According to Text F1, the restaurant needs to recruit new staff because:

A	the restaurant is 20 years old	
B	people are complaining about the service	
C	they want to continue offering good service	
D	they need to cover staff holidays	

(Total for Question 1 = 1 mark)

2 Put a tick ☒ in the correct box.

Which section of the advert tells you what to do if you are interested in the job?

A	About us	
B	Benefits	
C	Pay	
D	How to apply	

(Total for Question 2 = 1 mark)

3 Write your answer on the line below.

Which job requires some experience?

.....

(Total for Question 3 = 1 mark)

4 Write your answer on the lines below.

According to Text F1, identify **two** good things about working for Feltam's Restaurant.

1

2

(Total for Question 4 = 2 marks)

TEXT F2 BEGINS ON THE NEXT PAGE

Read Text F2 and answer questions 5 to 8.

Text F2

Ella gets the job as trainee chef. She receives this letter.

Feltam's Restaurant
Forest Road
Oakville
OK2 6DF
Telephone: 01222 566787

October 27th 2010

Dear Ella,

I am very happy that you are joining our team. Your employment will commence on November 3rd.

On the day, please come to reception at 9 am and ask for me. Please contact me before this date and let me know your clothes size so that I can order your uniform.

You will work 40 hours a week and your rate of pay will be £6.90 an hour.

Please bring the following documents with you:

- the attached bank details form
- proof of your address
- your passport

Yours sincerely,
Laura Shields
Manager

Text F2 questions

5 Put a tick ☒ in the correct box.

What date will Ella start work?

A	October 3rd	
B	October 27th	
C	November 3rd	
D	November 9th	

(Total for Question 5 = 1 mark)

6 Put a tick ☒ in the correct box.

Why does Ella need to contact the manager before her first day?

A	To confirm her bank details	
B	To confirm her clothes size	
C	To find out when she will be working	
D	To confirm her national insurance number	

(Total for Question 6 = 1 mark)

7 Write your answer on the lines below.

Name **two** documents that Ella should bring on her first day.

1

2

(Total for Question 7 = 2 marks)

8 Write your answer on the lines below.

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

(Total for Question 8 = 1 mark)