

Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK A

Set 2

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Read Text A1 and answer questions 1 to 4.

Text A1

A new superstore is opening. This advert is in the local paper.



Mason's Superstore - Jobs Open Day



Do you enjoy working with people?

Then why not come and work at our store?

Benefits of working for us include:

- good rates of pay
- working hours to suit you
- staff discount.

We need office staff and warehouse staff right now!

After we open on 1st December we will also need sales staff, canteen staff and cleaners.

Come to our Jobs Open Day if you want to find out more. This will be on Friday 9th November at the town hall from 10 am until 5 pm.

You'll be able to meet the staff team and find out more about the jobs on offer.

Interviews will take place at a later date.

Text A1 questions

1 Put a tick ☒ in the correct box.

When is the superstore opening?

A	1 st November	
B	9 th November	
C	1 st December	
D	10 th December	

(Total for Question 1 = 1 mark)

2 Put a tick ☒ in the correct box.

Which of these things will you be able to do at the Jobs Open Day?

A	Have an interview	
B	Meet the staff team	
C	Get a staff discount	
D	Start work	

(Total for Question 2 = 1 mark)

3 Put a tick ☒ in the correct box.

According to Text A1, who does the superstore need right away?

A	Sales staff	
B	Canteen staff	
C	Office staff	
D	Cleaning staff	

(Total for Question 3 = 1 mark)

4 Write your answers on the lines below.

According to Text A1, list **two** good things about working for Mason's Superstore.

1

2

(Total for Question 4 = 2 marks)

TEXT A2 BEGINS ON THE NEXT PAGE

Read Text A2 and answer questions 5 to 9.

Text A2

Sarah applies for a job at the superstore. She completes this form.

Mason's Superstore Application Form

Job applied for: Part-time sales assistant

Your Details

Name: Sarah Morris

Date of Birth: 05.05.1994

Phone: 07911 47853

Email: sarah.morris@mailbox.com

Work experience

..... Worked at Smith's Shoe Shop (June-August 2011)

Reason for leaving:

..... Summer job only

Qualifications

..... 5 GCSEs and NVQ Level 2 in Customer Service

Why do you want to work for Mason's Superstore?

..... I enjoy helping people and working as part of a team. I hope to have a
career in retail.

Hours you can work

..... I am at college during the week, but could work weekends and some evenings.

Please note that we will contact you by email if you are chosen for interview.

Text A2 questions

5 Put a tick ☒ in the correct box.

Which section of the form gives information on the work that Sarah has done before?

A	Work experience	<input type="checkbox"/>
B	Qualifications	<input type="checkbox"/>
C	Hours you can work	<input type="checkbox"/>
D	Your details	<input type="checkbox"/>

(Total for Question 5 = 1 mark)

6 Put a tick ☒ in the correct box.

When is Sarah able to work?

A	Every day	<input type="checkbox"/>
B	Weekday mornings	<input type="checkbox"/>
C	Weekday afternoons	<input type="checkbox"/>
D	Weekends	<input type="checkbox"/>

(Total for Question 6 = 1 mark)

7 Write your answer on the line below.

According to Text A2, why did Sarah stop working at Smith's Shoe Shop?

.....

(Total for Question 7 = 1 mark)

8 Write your answer on the line below.

How will Mason's Superstore let Sarah know if she has been chosen for interview?

.....

(Total for Question 8 = 1 mark)

9 Write your answer on the lines below.

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

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(Total for Question 9 = 1 mark)