

## **Edexcel Functional Skills – Entry 3**

# **English**

### **Entry 3 Reading TASK B**

#### **Set 2**

Controlled Assessment Material

**Valid from September 2011 to August 2012**

*Turn over ►*

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**Read Text B1 and answer questions 1 to 5.**

## **Text B1**

Sarah has a job interview. She reads this leaflet.



### **Interview tips**

So you've got a job interview? Read on for advice on how to do well.

#### **Before the day**

Do some research on the company. This will show how keen you are on the job and will also help you to answer questions.

#### **On the day**

It's always a good idea to dress well for a job interview. Make sure that your clothes are clean and ironed.

Read your application form again in case you are asked questions on this.

#### **Getting there**

Leave plenty of time for the journey. If you get there early then go for a coffee to calm your nerves!

#### **During the interview**

Try and make eye contact with the people asking you questions. You can take notes in to help you with your answers.

## Text B1 questions

### 1 Write your answer on the lines below.

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

.....

.....

.....

.....

(Total for Question 1 = 1 mark)

### 2 Put a tick ☒ in the correct box.

According to Text B1, which of these is something you should do before the day of a job interview?

<b>A</b>	Buy new clothes	
<b>B</b>	Go for a coffee	
<b>C</b>	Read your application form	
<b>D</b>	Research the company	

(Total for Question 2 = 1 mark)

**3** Put a tick ☒ in the correct box.

Which section of the leaflet gives you advice on what you should wear?

<b>A</b>	Before the day	
<b>B</b>	On the day	
<b>C</b>	Getting there	
<b>D</b>	During the interview	

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

**4** Write your answer on the line below.

According to Text B1, what could you do if you arrive for your interview very early?

.....

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

**5** Write your answer on the line below.

According to Text B1, what can you take into the interview to help you answer questions?

.....

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

**TEXT B2 BEGINS ON THE NEXT PAGE**

**Read Text B2 and answer questions 6 to 9.**

**Text B2**

Sarah gets the job. She reads this notice on her first day.

**Mason's Superstore  
Work Rules**

We have these rules to make sure our staff and our customers stay safe at all times.

- All staff must wear their ID badge when at work. Shop floor staff must also wear their uniform. Safety gear must also be worn when needed, e.g. a hat when handling food.
- All health and safety issues such as accidents, spills and broken machines must be reported to your team leader.
- If you are sick and can't come to work the first thing you must do is ring the office on 01221 565646 to let us know. We will need a doctor's note if you are ill for more than 7 days.
- Visit the company website  
**[www.masons-superstore.com](http://www.masons-superstore.com)**  
for more details on any of the above.

## Text B2 questions

### 6 Write your answer on the line below.

According to Text B2, why does Mason's Superstore have these rules?

.....

(Total for Question 6 = 1 mark)

### 7 Put a tick ☒ in the correct box.

What must all staff wear at all times?

<b>A</b>	An ID badge	
<b>B</b>	A uniform	
<b>C</b>	A hat	
<b>D</b>	Safety gear	

(Total for Question 7 = 1 mark)

### 8 Write your answers on the lines below.

According to Text B2, list **two** health and safety issues that should be reported to your team leader.

1 .....

2 .....

(Total for Question 8 = 1 mark)

9 Put a tick ☒ in the correct box.

According to Text B2, what is the first thing you should do if you are ill and cannot go to work?

<b>A</b>	Tell your team leader	
<b>B</b>	Go to the doctor	
<b>C</b>	Ring the office	
<b>D</b>	Visit the company website	

**(Total for Question 9 = 1 mark)**