

Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK E

Set 1

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Read Text E1 and answer questions 1 to 4.

Text E1

You see this advert in the local newspaper.



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Jobs and Careers Fair
at the
Town Hall

Thursday 12th April
10 am – 4 pm
Admission free

Employment and training opportunities for people of all ages!

Whatever job or training you are interested in there will be people on hand to chat to you and offer advice. There will be employers from a wide range of local businesses and staff from many different organisations.

Come along for information and advice on a variety of jobs and courses in your area or maybe find out about the many apprenticeship schemes which are available.

This year there are over 40 stalls including:

- local businesses
- colleges
- apprenticeship service
- jobcentre plus
- community work
- training providers

Text E1 questions

- 1 Put a tick ☒ in the correct box.

The Jobs and Careers Fair is on:

A	Thursday 4th April	
B	Thursday 10th April	
C	Thursday 12th April	
D	Thursday 24th April	

(Total for Question 1 = 1 mark)

- 2 Write your answer on the lines below.

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

.....

.....

.....

.....

(Total for Question 2 = 1 mark)

3 Write your answers on the lines below.

According to Text E1 list **two** things that you will be able to get advice on at the fair.

1

2

(Total for Question 3 = 2 marks)

4 Put a tick ☒ in the correct box.

According to Text E1 which **one** of these statements is true?

A	There will be over 50 stalls at the Jobs Fair.	<input type="checkbox"/>
B	You will have to pay to go into the Jobs Fair.	<input type="checkbox"/>
C	Only young people can go to the Jobs Fair.	<input type="checkbox"/>
D	Local employers will be at the Jobs Fair.	<input type="checkbox"/>

(Total for Question 4 = 1 mark)

TEXT E2 BEGINS ON THE NEXT PAGE

Read Text E2 and answer questions 5 to 9.

Text E2

A friend shows you this letter.

Bankfield & Co Ltd
Spring Road
WL7 4JP
Telephone: 0146079252
Email: bankfield&co@bank.com

12 October 2011

Dear Chris,

Thank you for your letter and for your interest in our company. I should like to meet with you on Wednesday 19th October at 11 am. We will discuss the possibility of a four week placement starting on 7th November. We will talk about the areas of work you are most interested in and then I will show you around the work place. You will be able to meet your supervisor and some of the staff you will be working with.

I am enclosing a map of where to find us. When you arrive please enter though the gates on West Street, do not use the Spring Road entrance, and report to reception.

If you are not able to attend please telephone the office to arrange another date.

Yours sincerely,

Ria Munroe

Manager

Text E2 questions

5 Put a tick ☒ in the correct box.

Chris is invited to come to Bankfield & Co Ltd on:

A	12th October	
B	19th October	
C	7th November	
D	19th November	

(Total for Question 5 = 1 mark)

6 Put a tick ☒ in the correct box.

According to Text E2 Chris will:

A	look around the work place with the manager	
B	first of all meet with some of the staff	
C	discuss his placement with the supervisor	
D	talk about the start date with the staff	

(Total for Question 6 = 1 mark)

7 Write your answer on the line below.

What has Miss Munroe sent with the letter?

.....
(Total for Question 7 = 1 mark)

8 Write your answer on the line below.

Which entrance should Chris use when he arrives?

.....
(Total for Question 8 = 1 mark)

9 Write your answer on the lines below.

What should Chris do if he cannot go to the meeting?

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