

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

# **English**

### **Entry 3 Reading TASK F**

#### **Set 1**

Controlled Assessment Material

**Valid from September 2011 to August 2012**

*Turn over ►*

**W41188A**

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**Read Text F1 and answer questions 1 to 5.****Text F1**

A friend has a new job in an office and shows you the timetable for the first two days.

<b>Training Day 1</b>		
<b>Time</b>	<b>Room</b>	<b>Event</b>
9.00 – 10.00	Training Room 2	Meeting with line manager Procedure for signing in and giving out of ID cards
10.00 – 11.00	Training Room 2	Where to find canteen, sick room, toilets, post room
11.00 – 11.15	Canteen	Break
11.15 – 13.00	Training Room 1	Training in using the photocopier
13.00 – 14.00	Canteen	Lunch
14.00 – 15.00	Training Room 1	Instructions on using the fax machine
15.00 – 17.30	Training Room 2	Training in using computers and software
<b>Training Day 2</b>		
9.00 – 11.00	Training Room 2	Health and Safety talk including fire drill
11.00 – 11.15	Canteen	Break
11.15 – 13.00	Training Room 1	Training in using the telephones
13.00 – 14.00	Canteen	Lunch
14.00 – 17.00	Main Office	Work at workstation alongside a supervisor
17.00 – 17.30	Training Room 1	Meeting with line manager

## Text F1 questions

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

According to Text F1 where will the first meeting take place?

.....

(Total for Question 1 = 1 mark)

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

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

.....

.....

.....

.....

(Total for Question 2 = 1 mark)

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

The Health and Safety talk will finish at:

<b>A</b>	10.00	
<b>B</b>	11.00	
<b>C</b>	13.00	
<b>D</b>	15.00	

(Total for Question 3 = 1 mark)

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

What time will there be training on how to use a fax machine?

.....

.....

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

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

On the second day there will be training in using the:

<b>A</b>	telephones	<input type="checkbox"/>
<b>B</b>	computers	<input type="checkbox"/>
<b>C</b>	photocopier	<input type="checkbox"/>
<b>D</b>	fax machine	<input type="checkbox"/>

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

**TEXT F2 BEGINS ON THE NEXT PAGE**

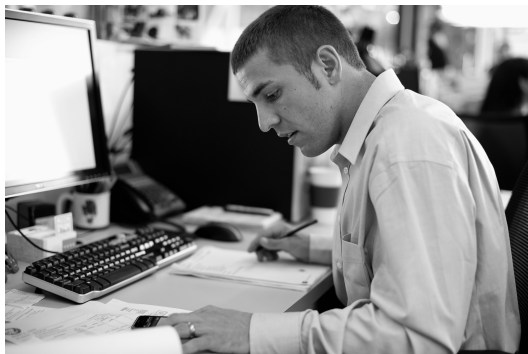
**Read Text F2 and answer questions 6 to 9.**

## **Text F2**

You see this notice on the office notice board.

### **Workstations**

You are responsible for keeping your workstation clean and tidy. You must make sure that clutter does not build up on or around your workstation.



© Yellow Dog Productions/Getty images

If there is a problem or fault with any of the equipment on your workstation report this at once to the IT helpdesk.

Report any faults with chairs or desks to your line manager.

Each day at the end of your work session you must make sure you leave your workstation clear.

You must:

- turn off your computer and all other equipment
- wash and put away any crockery
- clear away any personal items
- place all paperwork in your filing cabinet
- lock your filing cabinet.

Help keep the office clean, tidy and safe!

## Text F2 questions

6 Put a tick ☒ in the correct box.

According to Text F2 which one of these statements is true?

<b>A</b>	The workstation must be cleared at the end of the week.	
<b>B</b>	The line manager should keep workstations tidy.	
<b>C</b>	The workstation must be cleared at the end of each day.	
<b>D</b>	Cleaners should keep workstations tidy.	

(Total for Question 6 = 1 mark)

7 Write your answer on the lines below.

According to Text F2 what should you do if there is a problem with your computer?

.....

.....

(Total for Question 7 = 1 mark)

8 Put a tick ☒ in the correct box.

According to Text F2 at the end of the day you should:

<b>A</b>	leave the equipment turned on	<input type="checkbox"/>
<b>B</b>	unlock the cabinet	<input type="checkbox"/>
<b>C</b>	leave the paperwork on your desk	<input type="checkbox"/>
<b>D</b>	switch off the computer	<input type="checkbox"/>

(Total for Question 8 = 1 mark)

9 Write your answers on the lines below.

According to Text F2 list **two** things that you should put away at the end of the working day.

1 .....

2 .....

(Total for Question 9 = 2 marks)