

Edexcel Functional Skills – Entry 3

English

Entry 3 Reading TASK E Set 1

Controlled Assessment Material

Valid from September 2012 to August 2013

Learner name

Learner signature and date

Turn over ►

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PEARSON

Read Text E1 and answer questions 1 to 4.

Text E1

You look at an example of a CV.

CV

Name: Elaine Harrison

Address: 21 King Street, Fenworth, FWT KP43

Telephone number: 079988435

Email address: elaine89@mailbox.com

Personal profile

I am a very caring person with two years of experience working with the elderly and I also have experience of working with young people. I am hardworking, reliable and I get on well with people.

Work history

Oakfield Care Home: October 2009 to 2011

Fenworth Summer Scheme: July 2009 to August 2009

Education and training

Fenworth College: September 2007 – June 2009

Fenworth High School: 2002 – 2007

Interests and hobbies

Swimming, music and cooking

References

Ms Leigh – Care Manager, Oakfield Care Home

Mrs Armstrong – Head of Health and Social Care, Fenworth College

Text E1 questions

1 Put a tick in the correct box.

Which information does Elaine give last on her CV?

A	References	
B	Personal profile	
C	Interests and hobbies	
D	Work history	

(Total for Question 1 = 1 mark)

2 Put a tick in the correct box.

According to Text E1 Elaine attended Fenworth College from:

A	2002	
B	2007	
C	2009	
D	2011	

(Total for Question 2 = 1 mark)

3 Write your answers on the lines below.

According to Text E1, list **two** qualities that Elaine describes herself as having.

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	Elaine's main interest is dancing.	<input type="checkbox"/>
B	Ms Leigh works at Fenworth College.	<input type="checkbox"/>
C	Elaine has worked with young people.	<input type="checkbox"/>
D	Mrs Armstrong is Care Manager at Oakfield.	<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

You read this article.

Make a Good Impression!

When you meet someone new for the first time it only takes them a few seconds to form an opinion about you. First impressions matter especially at an interview.

Interview tips

- 1 Dress right – you don't need new clothes but make sure you are clean and tidy.
- 2 Be on time – the interviewer will not want to know why you are late.
- 3 Be confident when you walk into the room and introduce yourself. Don't sit down until you are invited to.
- 4 Be polite and friendly and speak clearly. Don't mumble.
- 5 Answer the questions as fully as you can, don't give just one word answers.
- 6 Be positive about yourself and your good points. Don't draw attention to your weaknesses.
- 7 If you feel nervous take a few deep breaths. It will help you to relax.

Text E2 questions

5 Write your answer on the lines below.

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

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(Total for Question 5 = 1 mark)

6 Put a tick in the correct box.

According to Text E2, to make a good impression you should:

A	sit down as soon as you go into the room	<input type="checkbox"/>
B	answer questions with one word answers	<input type="checkbox"/>
C	mumble your answers	<input type="checkbox"/>
D	introduce yourself when you walk in	<input type="checkbox"/>

(Total for Question 6 = 1 mark)

7 Write your answer on the line below.

According to Text E2, what can you do if you are feeling very nervous?

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(Total for Question 7 = 1 mark)

8 Put a tick in the correct box.

According to Text E2, which one of these statements is true?

A	It is necessary to buy new clothes for an interview.	<input type="checkbox"/>
B	You should be positive about yourself at an interview.	<input type="checkbox"/>
C	It takes a long time to form an opinion about someone.	<input type="checkbox"/>
D	You should tell the interviewer about your weaknesses.	<input type="checkbox"/>

(Total for Question 8 = 1 mark)

9 Write your answer on the lines below.

According to Text E2, name **one** thing that you should **not** do when speaking at an interview.

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(Total for Question 9 = 1 mark)