

Edexcel Functional Skills – Entry 2

English

Entry 2 Reading TASK E

Set 3

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

Kanji reads an advert for an Administration Assistant.

Administration Assistant

Estrick Football Club has a vacancy for an Administration Assistant.

Applicants need to:

- have good IT skills
- have good maths skills
- be adaptable

Training will be given in reception duties and accounts.

Interviews will take place on 16 November 2012.

For more details and an application form, telephone Ian Pavia on 09675 48343, by 2 November 2012.

Text E1 questions

- 1 Put a tick ☒ in the correct box.

When will interviews take place?

A	2 November	
B	16 November	
C	26 November	

(Total for Question 1 = 1 mark)

- 2 Write your answer on the line below.

Who should Kanji contact for further details?

.....

(Total for Question 2 = 1 mark)

- 3 Put a tick ☒ in the correct box.

Applicants will receive training in:

A	reception duties and accounts	
B	reception duties and maths	
C	reception duties and ICT	

(Total for Question 3 = 1 mark)

4 Write your answers on the lines below.

According to Text E1 list **two** skills that applicants need?

1

2

(Total for Question 4 = 2 marks)

TEXT E2 BEGINS ON THE NEXT PAGE

Read Text E2 and answer questions 5 to 9.

Text E2

Kanji receives a letter from the football club.

Estrick Football Club
Court Road
Estrick
EK4 2KJ
19 November 2012

Dear Mr Rapada

I am writing to offer you the post of Administration Assistant with Estrick Football Club.

I would like you to start on Monday 3 December at 10 am.

Please ask at reception for Mr Smith, our Health and Safety Officer.

Please bring your certificates with you.

I look forward to welcoming you to our football club.

Yours sincerely

Lesley Abbas
Staff Manager

Text E2 questions

5 Put a tick ☒ in the correct box.

According to Text E2 who is Mr Smith?

A	Administration Assistant	
B	Health and Safety Officer	
C	Staff Manager	

(Total for Question 5 = 1 mark)

6 Write your answer on the line below.

According to Text E2 when was the letter written?

.....

(Total for Question 6 = 1 mark)

7 Put a tick ☒ in the correct box.

Which of these statements is correct?

A	Kanji should arrive at 9.30 am.	
B	Kanji should ask for Mr Abbas.	
C	Kanji should bring his certificates.	

(Total for Question 7 = 1 mark)

8 Write your answer on the line below.

According to Text E2 what road is Estrick Football Club on?

.....

(Total for Question 8 = 1 mark)

9 Write your answer on the lines below.

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

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.....

(Total for Question 9 = 1 mark)