

English Level 1 Guidance to Centres

Year 2019 - 2020

Functional Skills L1 & L2

The Reading Test

Level 1 Content Standards

The 10 Content Standards on which the candidates will be tested are:

Content Standards

- 9 Identify and understand the main points, ideas and details in texts
- 10 Compare information, ideas and opinions in different texts
- 11 Identify meanings in texts and distinguish between fact and opinion
- 12 Recognise that language and other textual features can be varied to suit different audiences and purposes
- 13 Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words
- 14 Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts
- 15 Infer from images meanings not explicit in the accompanying text
- 16 Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)
- 17 Read and understand a range of specialist words in context
- 18 Use knowledge of punctuation to aid understanding of straightforward texts

Text purposes and their definitions:

The Test will include a range of three straightforward texts on a range of topics and of varying lengths that instruct, describe, explain or persuade.

- **Instruct** - to tell the reader how to do something, for example acquire a new skill
- **Describe** - to give details to the reader about an event (often in chronological order), person, place or object
- **Explain** - to make something clear to the reader by giving relevant information in logical detail
- **Persuade** - to attempt to change the reader's opinion or behaviour

Straightforward texts describe subjects and materials that candidates often meet in their work, studies or other activities. Content within texts is put across in a direct way with the main points easily identifiable; usually the sentence structures of such texts consist of more than one subject or more than one independent clause (i.e. compound sentences), and students will be familiar with the vocabulary. Straightforward texts are more demanding than simple texts containing simple sentence structure. The vocabulary of straightforward texts will typically consist of a range of familiar and common words together with some specialist words.

The Reading Test

The Reformed Reading Test differs in many ways from the Legacy specification.

The Test will take **60** minutes.

The Test will be marked out of **30**.

There will be 3 texts and 15 questions.

All the questions will be based on the 10 DfE Content Standards.

Questions 1 to 3 will be based on Text A = 5 marks

Questions 4 to 9 will be based on Text B = 12 marks

Questions 10 to 14 will be based on Text C = 10 marks

Question 15 will be based on Text B and Text C = 3 marks

All texts in the test will be linked by a common topic / theme.

Texts will cover topics such as:

- Accommodation
- Apprenticeships
- Consumer issues
- Health and safety
- Healthy living
- Improvements to college/workplace
- Interests
- Issues/opinions
- Job search
- Leisure activities
- Personal finance
- Technology
- Transport and travel

Possible formats of the texts:

- Adverts
- Articles
- Blogs
- Emails
- Internet discussions
- Leaflets
- Letters
- Reports
- Reviews
- Webpages
- Web forums

Text Length

Text A will contain between 80 – 100 words.

Text B will contain between 300 – 320 words.

Text C will contain between 200 – 220 words.

The Test

The pages that follow illustrate the Sample Assessment Materials with texts, questions, marked examples and annotations.

Each question provides the relevant Content Standard, the SAMs question, the mark scheme answers and (in italics) any relevant notes.

The Test is based on these three texts.

Pearson Edexcel Functional Skills – Level 1	
Sample Assessment Material for first teaching September 2019	
Time: 60 minutes	Paper Reference SAMR1/01
English Component 2: Reading Text Booklet	
Do not return this Text Booklet with the question paper.	

Instructions

- You should write your answers in the Question and Answer Booklet.
- You must **not** write any responses to questions in this Text Booklet.

Information

- This Text Booklet contains the three texts required for the Level 1 Component 2: Reading exam.
- This Text Booklet must be securely destroyed by the centre immediately after the exam has been completed.

Advice

- Read each text before you answer the questions.

Turn over ►

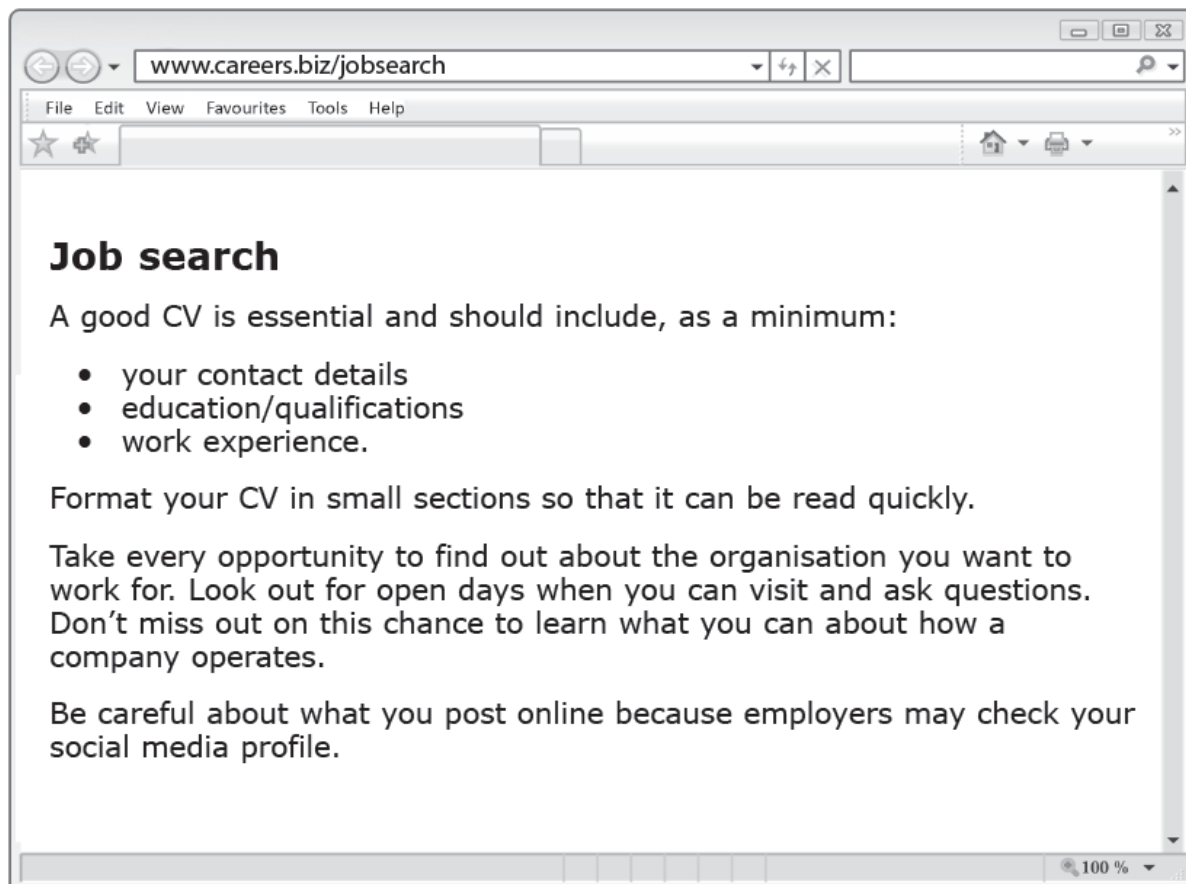
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Pearson
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Text A

A webpage on a careers website



Text B

An advert for an open day

ASSAM DESIGN OPEN DAY

Assam Design makes fashionable clothes for young people. We would like to invite you to our Open Day on Saturday 18th May. The day will start at 10 am and finish at 5 pm.

Why hold an Open Day?

We have opened a new factory in the local area and we are interested in meeting people who might want to work for us. This is your chance to learn more about our company. We have rewarding full-time, part-time, permanent and temporary work vacancies across all departments.

Learn about our company

The Open Day will start with a presentation given by our Managing Director. You'll learn about how the company developed and our exciting plans for the future. You can find out more about what we offer, including flexible hours, holidays and pensions. We will explain how our staff-friendly policies work and how we try to look after the environment. Examples include our very popular car-share scheme and secure bicycle storage for those who enjoy cycling to work.



© Hongqi Zhang/Alamy

Get a grand tour

You will be taken on a tour of our buildings: the factory floor, offices and staff areas. All our staff facilities are of a high standard, including a new cafeteria and well-equipped gym with shower facilities. We have many open and comfortable spaces for people to relax in.

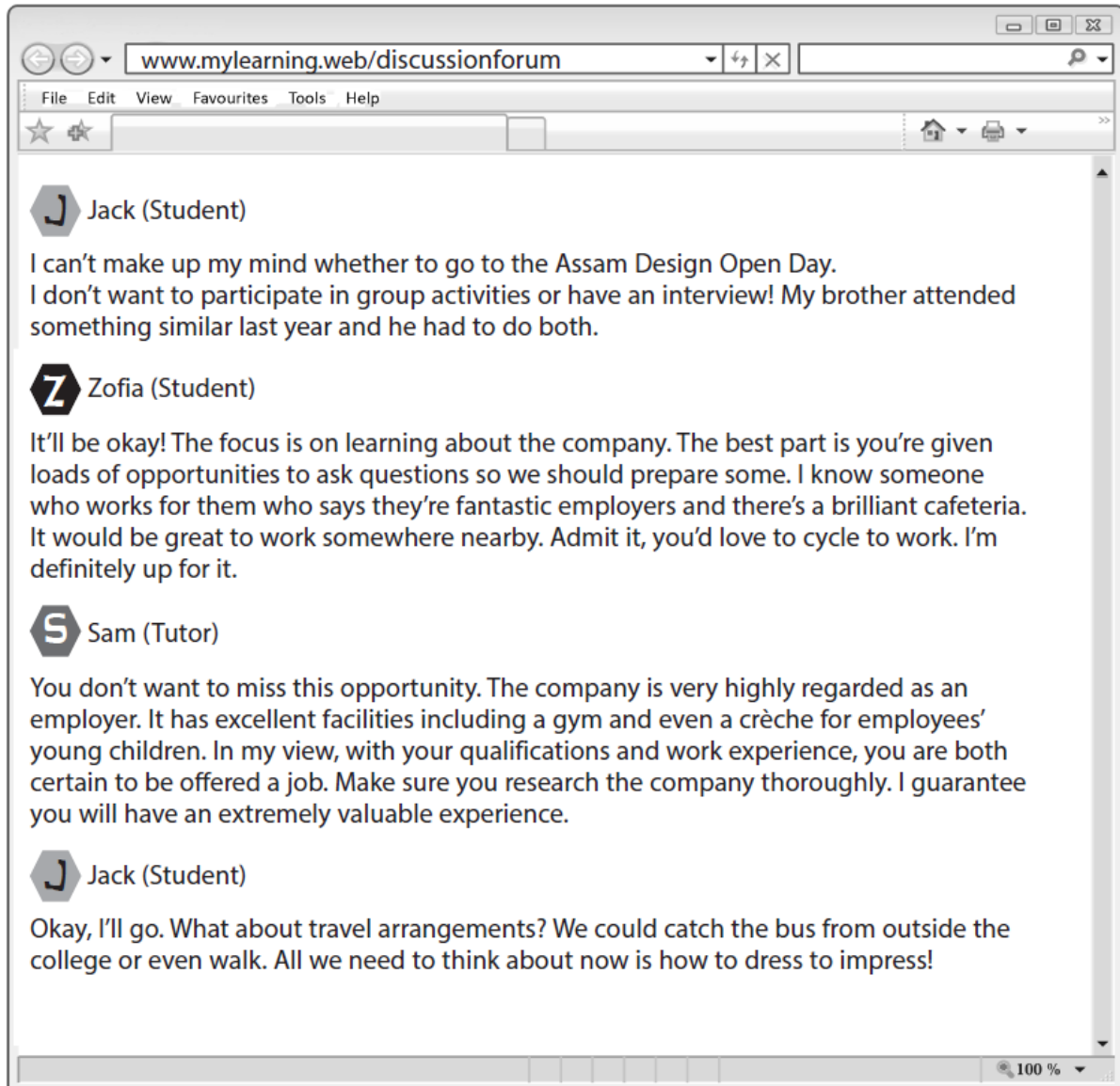
The most valuable part of the tour, and of the day, is the chance to observe and talk to employees as they work on current projects. This is the perfect time to listen to employees' opinions about working for the company.

What's next?

There will then be a question and answer session. Before you leave, make sure you pick up an information pack to read at home. The Human Resources department will be available if you need to ask anything further.

Text C

An online internet discussion



www.mylearning.web/discussionforum

File Edit View Favourites Tools Help

★ ★

J Jack (Student)

I can't make up my mind whether to go to the Assam Design Open Day. I don't want to participate in group activities or have an interview! My brother attended something similar last year and he had to do both.

Z Zofia (Student)

It'll be okay! The focus is on learning about the company. The best part is you're given loads of opportunities to ask questions so we should prepare some. I know someone who works for them who says they're fantastic employers and there's a brilliant cafeteria. It would be great to work somewhere nearby. Admit it, you'd love to cycle to work. I'm definitely up for it.

S Sam (Tutor)

You don't want to miss this opportunity. The company is very highly regarded as an employer. It has excellent facilities including a gym and even a crèche for employees' young children. In my view, with your qualifications and work experience, you are both certain to be offered a job. Make sure you research the company thoroughly. I guarantee you will have an extremely valuable experience.

J Jack (Student)

Okay, I'll go. What about travel arrangements? We could catch the bus from outside the college or even walk. All we need to think about now is how to dress to impress!

100 %

Please check the examination details below before entering your candidate information

Candidate surname		Other names	
Pearson Edexcel Functional Skills		Centre Number	Candidate Number
Sample Assessment Material for first teaching September 2019			
Time: 60 minutes		Paper Reference SAMR1/01	
English Component 2: Reading Level 1			
Use the correct Text Booklet provided. You may use a dictionary.			Total Marks

My signature confirms that I will not discuss the content of the exam with anyone.

Signature: _____

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- **Sign the declaration.**
- Answer the questions in the spaces provided
– *there may be more space than you need.*

Information

- The total mark for this paper is **30** marks.
- There are a total of 15 questions:
 - Questions 1 to 3 are based on Text A
 - Questions 4 to 9 are based on Text B
 - Questions 10 to 14 are based on Text C
 - Question 15 is based on Text B and Text C.
- The marks for **each** question are shown in brackets.
- This question paper assesses your reading skills, not your writing skills.
- You do not need to write in sentences.

Advice

- Read each question carefully before you start to answer it.
- Check your answers if you have time at the end.

Turn over ►

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Answer ALL questions. Write your answers in the spaces provided.

SECTION A

Read Text A and answer Questions 1 and 2.

- 1 (a) Using Text A, give **one** piece of information you should put in your CV.

..... (1)

- (b) Which organisational feature helped you find this piece of information?

..... (1)

(Total for Question 1 = 2 marks)

- 2 You may use a dictionary to answer this question.

- (a) 'A good CV is essential'

Give **one** word or phrase to replace 'essential' that keeps the meaning of the quotation the same.

.....

- (b) 'Format your CV in small sections'

Give **one** word or phrase to replace 'sections' that keeps the meaning of the quotation the same.

.....

(Total for Question 2 = 2 marks)

The Examiner explains

Content Standard 14

Understand organizational and structural features and use them to locate relevant information (e.g. **index, menus, subheadings, paragraphs**) in a range of straightforward texts.

The Examiner explains

Text A will include one of the following visual/organisational features:

- bullet points
- text box
- speech bubble / call out / balloon
- numbering
- bold
- webpage menu.

The Examiner explains

Content Standard 13

Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words.

Answer Question 3 with a cross in a box ☒. If you change your mind about an answer, put a line through the box ☒ and then mark your new answer with a cross ☒.

3 What is the **main** purpose of Text A?

- ☐ A to inform you how companies operate
- ☐ B to tell you how to stay safe online
- ☐ C to give advice about how to find a job
- ☐ D to advertise a CV writing service

(Total for Question 3 = 1 mark)

TOTAL FOR SECTION A = 5 MARKS

**The Examiner
explains**

Content Standard 11

Identify meanings in texts.

SECTION B

Read Text B and answer Questions 4 to 9.

- 4 Your friend wants to know whether people can ask questions during the Open Day.

Using Text B, identify **three** opportunities for people to ask questions.

1 (1)

2 (1)

3 (1)

The Examiner explains

Content Standard 9

Identify and understand the main points, ideas and details in texts.

(Total for Question 4 = 3 marks)

Answer Question 5 with a cross in a box ☐. If you change your mind about an answer, put a line through the box ☐ and then mark your new answer with a cross ☐.

- 5 'This is the perfect time to listen to employees' opinions about working for the company.'

What does the apostrophe show in this quotation?

- ☐ A You will be given more information about the Open Day.
- ☐ B You will hear the opinion of more than one employee.
- ☐ C You will receive information about starting a new job.
- ☐ D You will hear the opinions of one company employee.

(Total for Question 5 = 1 mark)

The Examiner explains

Content Standard 18.

Use knowledge of punctuation to aid understanding of straightforward texts.

Answer Questions 6 and 7 with a cross in two boxes ☒. If you change your mind about an answer, put a line through the box ☒ and then mark your new answer with a cross ☒.

6 What **two** things does the photograph in Text B tell you about the company?

- ☐ A It makes a range of products.
- ☐ B It expects staff to wear uniforms.
- ☐ C It operates over three floors.
- ☐ D It has employees who seem happy.
- ☐ E It encourages staff to take breaks.

The Examiner explains

Content Standard 15

Infer from images meanings **not** explicit in the accompanying text.

(Total for Question 6 = 2 marks)

7 Text B uses language features to encourage people to attend the Open Day.

Which **two** of these language features are used?

- ☐ A direct address
- ☐ B exclamation
- ☐ C rule of three
- ☐ D statistics
- ☐ E quotation

The Examiner explains

Content Standard 12

Recognise that language and other textual features can be varied to suit different audiences and purposes.

(Total for Question 7 = 2 marks)

8 Explain what each of these quotations from Text B means.

(a) 'flexible hours'

..... (1)

(b) 'temporary work vacancies'

..... (1)

The Examiner explains

Content Standard 17

Read and understand a range of specialist words in context.

The Examiner explains

Content Standard 14

Understand organisational and structural features and use them to locate relevant information in a range of straightforward texts.

9 Text B uses subheadings.

(a) Give the subheading of the section that tells you that there will be a formal talk about the company.

..... (1)

(b) Give the subheading of the section that tells you about what you can do after the Open Day.

..... (1)

(Total for Question 9 = 2 marks)

TOTAL FOR SECTION B = 12 MARKS

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The Examiner explains

Content Standard 9

Identify and understand the main points, ideas and details in texts.

SECTION C

Read Text C and answer Questions 10 to 14.

10 Using Text C, identify **one** reason Jack does not want to go to the Open Day.

.....

.....

(Total for Question 10 = 1 mark)

11 Using Text C, identify **three** ways the students can prepare for the Open Day.

1 (1)

2 (1)

3 (1)

(Total for Question 11 = 3 marks)

Answer Questions 12 and 13 with a cross in two boxes ☒. If you change your mind about an answer, put a line through the box ☒ and then mark your new answer with a cross ☒.

12 Text C includes both facts and opinions.

Which **two** of these statements are opinions?

- ☐ **A** Assam Design is a fantastic employer.
- ☐ **B** Assam Design is on a nearby local bus route.
- ☐ **C** Assam Design has a crèche for employees' children.
- ☐ **D** Attending the Open Day will get you a job.
- ☐ **E** Jack's brother attended an open day last year.

The Examiner explains

Content Standard 11

Distinguish between fact and opinion. Please note that this question will also ask candidates to identify facts from opinions in the future.

(Total for Question 12 = 2 marks)

The Examiner explains

Content Standard 11

A fact can be verified based on observation or research. It is based on objective reality and is universal. It does not differ from person to person and is not debatable.

An opinion is a judgment or belief about something. It is subjective and based on a personal view or assumption. It differs from person to person and is debatable.

13 Which **two** of these quotations from Text C are examples of formal language?

- ☐ **A** It'll be okay!
- ☐ **B** participate in group activities
- ☐ **C** loads of opportunities
- ☐ **D** highly regarded as an employer
- ☐ **E** I'm definitely up for it

The Examiner explains

Content Standard 16

Recognise vocabulary typically associated with specific types and purposes of texts (i.e. formal and informal) Please note that this question will sometimes ask candidates to identify examples of informal language.

14 Identify **two** quotations from Text C about the benefits of working at Assam Design.

1 (1)

2 (1)

Read and understand a range of specialist words in context.
The answers should always be quotations from the text which use specialist language from a specialist field identified in the question.

14 = 2 marks)

TOTAL FOR SECTION C = 10 MARKS

The Examiner explains

Content Standard 10

Compare information, ideas and opinions in different texts.

SECTION D

Compare Text B **and** Text C to answer Question 15.

15 Compare Text B and Text C to find ideas that are the same.

(a) Give **one** idea that is the same in Text B **and** Text C.

..... (1)

(b) Give **one** quotation from Text B and **one** quotation from Text C which supports your idea from part (a).

Quotation from Text B (1)

Quotation from Text C (1)

(Total for Question 15 = 3 marks)

TOTAL FOR SECTION D = 3 MARKS
TOTAL FOR PAPER = 30 MARKS

Breakdown of L1 Reading sample assessment paper by question

Question	Annotation
Text A Q1	Content Standard 14 Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts. Q: (a) Using Text A, give one piece of information you should put in your CV. 1 mark MS: • contact details • education/qualifications • work experience Q: (b) Which organisational feature helped you find this piece of information? 1 mark MS: bullet point (s) <i>Text A will include one of the following visual/organisational features:</i> • <i>bullet points</i> • <i>text box</i> • <i>speech bubble / call out / balloon</i> • <i>numbering</i> • <i>bold</i> • <i>webpage menu.</i> <i>Markers will accept any other appropriate wording.</i>

	<i>This has been designed to be a very straightforward question to help candidates feel a level of confidence at the start of the Test. It will always test learners' ability to find specific information in the text and to name the relevant organisational feature.</i>
Q2	Content Standard 13 Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words. Q: (a) 'A good CV is essential' Give one word or phrase to replace 'essential' that keeps the meaning of this quotation the same. 1 mark MS: • necessary • needed • crucial • vital • important to have Q: (b) 'Format your CV in small sections' Give one word or phrase to replace 'sections' that keeps the meaning of this quotation the same. 1 mark MS: • parts • bits • amounts • chunks • pieces You may use a dictionary to answer this question.

	<i>Learners must have a dictionary during the test to help with this question. Test writers will use both Google and a standard student dictionary to identify potential answers. Markers will accept any other appropriate wording.</i>
Q3	Content Standard 11 Identify meanings in texts and distinguish between fact and opinion. Q: What is the main purpose of Text A? A to inform you how companies operate B to tell you how to stay safe online C to give advice about how to find a job D to advertise a CV writing service 1 mark MS: C – to give advice about how to find a job <i>This question will be familiar to centres teaching Level 1 Legacy Functional Skills.</i>
Text B Q4	Content Standard 9 Identify and understand the main points, ideas and details in texts. Q: Your friend wants to know whether people can ask questions during the Open Day. Using Text B, identify three opportunities for people to ask questions. 3 marks MS: • tour/talk to employees (1) • question and answer session (1) • Human Resources/before you leave/at the end (1)

	<i>This is a straightforward information retrieval question although it asks for one more detail than the Level 1 Legacy Test.</i> <i>Markers will accept any other appropriate wording.</i>
Q5	Content Standard 18 Use knowledge of punctuation to aid understanding of straightforward texts. Q: 'This is the perfect time to listen to employees' opinions about working for the company.' What does the apostrophe show in this quotation? A You will be given more information about the Open Day. B You will hear the opinions of more than one employee. C You will receive information about starting a new job. D You will hear the opinions of one company employee. 1 mark MS: B – You will hear the opinions of more than one employee. <i>The list of possible punctuation usages to be tested are:</i> <i>comma - to separate parts of a sentence or items in a list</i> <i>apostrophe – to indicate omission or possession</i> <i>brackets – to give additional information</i> <i>capital letters – for proper nouns, for emphasis (whole words capitalised) or for abbreviations</i> <i>A possible variant of this question is:</i> <i>'Other popular rides include the Great River Splash (don't forget your waterproof coat)'</i> <i>Why is '(don't forget your waterproof coat)' in brackets?</i> A to show that it is an exclamation B to join different parts of the sentence C to show it is additional information D to mark the beginning and end of speech

Q6	Content Standard 15 Infer from images meanings not explicit in the accompanying text. Q: What two things does the photograph in Text B tell you about the company? A It makes a range of products. B It expects staff to wear uniforms. C It operates over three floors. D It has employees who seem happy. E It encourages staff to take breaks. 2 marks MS: B – It expects staff to wear uniforms. D – It has employees who seem happy. <i>This question will use one or two photographs.</i>
Q7	Content Standard 12 Recognise that language and other textual features can be varied to suit different audiences and purposes. Q: Text B uses language features to encourage people to attend the Open Day. Which two of these language features are used? A direct address B exclamation C rule of three D statistics E quotation 2 marks MS: A – direct address C – rule of three

	<i>Language features to be recognised will include:</i> <i>Command</i> <i>Direct address</i> <i>Exclamation</i> <i>First person</i> <i>Question</i> <i>Quotation</i> <i>Repetition</i> <i>Rule of three</i> <i>Statistics</i>
Q8	Content Standard 17 Read and understand a range of specialist words in context. Q: Explain what each of these quotations from Text B means. (a) 'flexible hours' 1 mark MS: • adaptable working • choose own times • work around other commitments • family friendly working times (b) 'temporary work vacancies' 1 mark MS: • jobs that are not permanent • employment for a limited time • short – term jobs • seasonal roles <i>The two phrases will be from the same specialist field, e.g. 'nutritious food' and 'ready meals'; 'weekly household income' and 'budgeting app'.</i> <i>Markers will accept any other appropriate wording.</i>

Q9	Content Standard 14 Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts. Q: Text B uses subheadings. (a) Give the subheading of the section that tells you that there will be a formal talk about the company. 1 mark MS: Learn about our company (b) Give the subheading of the section that tells you about what you can do after the Open Day. 1 mark MS: What's Next? <i>This question will give two pieces of information and ask learners to identify the two subheadings where the information can be found .</i>
Text C Q10	Content Standard 9 Identify and understand the main points, ideas and details in texts. Q: Using Text C, identify one reason Jack does not want to go to the Open Day. 1 mark MS: • group activities • interview <i>Again, at the start of questions on the first part of the first text and on the second text, this is a straightforward task of information retrieval.</i> <i>Markers will accept any other appropriate wording.</i>

Q11	Content Standard 9 Identify and understand the main points, ideas and details in texts. Q: Using Text C, identify three ways the students can prepare for the Open Day. 3 marks MS: • prepare some questions (1) • research the company (1) • travel arrangements (1) • what to wear/how to dress to impress/how to dress (1) <i>Like Question 4, this is a straightforward question of information retrieval.</i> <i>Markers will accept any other appropriate wording.</i>
Q12	Content Standard 11 Identify meanings in texts and distinguish between fact and opinion. Q: Text C includes both facts and opinions. Which two of these statements are opinions? A Assam Design is a fantastic employer. B Assam Design is on a nearby local bus route. C Assam Design has a crèche for employees' children. D Attending the Open Day will get you a job. E Jack's brother attended an open day last year. 2 marks MS: A – Assam Design is a fantastic employer. D – Attending the Open Day will get you a job.

	<i>Definition of a fact:</i> A fact can be verified based on observation or research. It is based on objective reality and is universal. It does not differ from person to person and is not debatable. <i>Definition of an opinion:</i> An opinion is a judgement or belief about something. It is subjective and based on a personal view or assumption. It differs from person to person and is debatable. <i>This is a new type of question and learners will need to practise distinguishing between fact and opinion.</i> <i>Centres are advised not to try to predict the format of this question and Question 13. If a question asks for two opinions or two examples of formal language this does not mean that the next Test will ask for two facts or two examples of informal language.</i>
Q13	Content Standard 16 Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive). Q: Which two of these quotations from Text C are examples of formal language? A It'll be okay! B participate in group activities C loads of opportunities D highly regarded as an employer E I'm definitely up for it 2 marks MS: B – participate in group activities D – highly regarded as an employer <i>This is a new type of question and learners will need to practise distinguishing between formal and informal language.</i>

Q14	Content Standard 17 Read and understand a range of specialist words in context. Q: Identify two quotations from Text C about the benefits of working at Assam Design. 2 marks MS: • cafeteria (1) • work somewhere near/cycle to work (1) • gym (1) • crèche (1) <i>Candidates should try to use quotations from the text which use specialist language from a specialist field identified in the question, e.g. Identify two quotations from Text C that tell you about the college's sports facilities –</i> • <i>There are large changing rooms</i> • <i>We have a state-of-the-art basketball court</i> <i>Markers will accept any other appropriate wording.</i>
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Texts B & C Q15	Content Standard 10 Compare information, ideas and opinions in different texts. Q: Compare Text B and Text C to find ideas that are the same. (a) Give one idea that is the same in Text B and Text C. Award 1 mark for identifying a relevant similarity between Text B and Text C. Relevant similarities may include: • open day • local factory / place of work • learn about the company / what they have to offer / benefits of working there / facilities • meet people who already work there/ ask questions (b) Give one quotation from Text B and one quotation from Text C which supports your idea from part (a). 1 mark for a relevant linked quotation from each text supporting the similarity identified, up to a maximum of 2 marks. <i>An alternative wording of this question will be:</i> Q: Use Text B and Text C to answer Question 15. <i>Compare information / ideas / opinions from Text B and Text C about [xxxxxx] to find information / ideas / opinions that is / are the same.</i> <i>In your answer you should:</i> • <i>give one piece of information / idea / opinion about [xxxxx] that is the same in Text B and Text C.</i> • <i>give one quotation from Text B and one quotation from Text C which supports this idea.</i> <i>Information / Idea / Opinion</i> <i>Quotation from Text B</i> <i>Quotation from Text C</i>
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