

Name _____ Date _____

Formal letter

Text A.

Read this text and then answer the questions.

Dear Jackie

Thank you for your application. Please come for an interview at 12.30 on Wednesday 14th January at our office in Bond Street.

The Bond Street office is about 250 metres from the Cross Keys pub in Plank Street.

Walk along the street to the school and then turn right into Grange Road.

Bond Street is the second turning on the left. (It is just after the church.)

Our office is on the right hand side next to the entrance to the hospital.

Yours sincerely

Janet Wright

Manager
Good Job Employment Agency

Functional English E2 reading practice



Name _____ Date _____

You get one mark per correct answer.

Q1-4. Circle the correct answer.

1. The letter is

- a) asking Jackie for a job
- b) offering Jackie a job
- c) inviting Jackie to an interview

2. Jackie has been asked to visit on

- a) June 13th
- b) January 14th
- c) January 12th

3. When Jackie has passed the church she should

- a) turn left
- b) go straight on
- c) turn right

4. Where is the hospital?

- a) Plank Street
- b) Grange Road
- c) Bond Street

5. How far must Jackie walk from the pub to the office?

.....

6. What time has Jackie been asked to arrive?

.....

7. What is Janet Wright's job at Good Job Employment Agency?

.....

8. There are 3 roads in the letter. Write them out in alphabetical order.

.....

.....

.....

Advertisement

Text B

Read this text and then answer the questions.

Dorrison's Supermarket

Cleaners wanted

Morning or evening shifts

No previous experience needed

Uniform provided

We will pay a good wage + paid holidays

For more details, telephone 079734 626364 or write to
The Manager, Dorrison's Supermarket
Shaft Road, Eastport, EJ8 4HV

Functional English E2 reading practice



Name _____ Date _____

You get one mark per correct question unless otherwise stated.

9. What type of job is being advertised?

.....

10. Tick all the answers that are true.

- a) You will get paid holidays
- b) You need to buy your own uniform
- c) You must have done this kind of job before

3 marks

11. What number do you need to phone to find out more about this job?

.....

12. Write out the name and address as you would need to write it on an envelope to get more details about this job.

.....
.....
.....
.....
.....

2 marks

13. You want to work part-time in the afternoons.

Would the job be suitable? Yes No (Tick correct answer)
Give a reason for your answer.

.....
.....

2 marks

14. Look up the word **experience** in a dictionary. Write down what it means.

.....
.....

Total marks

Max 18 Pass Mark 14

Functional Skills English mapping

Coverage and range statements provide an indication of the type of content candidates is expected to apply in functional contexts. Relevant content can also be drawn from equivalent (school) National Curriculum levels and the Adult Literacy standards. *Highlighting indicates the main coverage and range skills that are (or can be) covered in this resource. However, these will vary with the student group and how the resource is used by the teacher. Reference: Ofqual (2009), Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2. <http://www.ofqual.gov.uk/>*

READING Coverage and Range statements



Skillsworkshop tips ✓ = tip that works particularly well with this resource

Entry Level 2 Skill Standard

Read and understand straightforward texts that explain, inform or recount information

Entry Level 2

Read and understand straightforward texts that explain, inform or recount information

a) Understand the main events in chronological texts

Q4 Q5 Q6 Q10c Q11 Q12

b) Read and understand simple instructions and directions

Q3 Q11

c) Read and understand high frequency words and words with common spelling patterns

Q1 Q2 Q7 Q10a Q10b Q13

d) Use knowledge of alphabetical order to locate information

Q8 Q14

Note: some questions cover more than one C&R statement.

a) In pairs, students read a text together and then summarise its purpose and contents (in their own words) to the rest of the group.

Encourage learners to look at the layout and format of a text before they begin to read it.

This gives them clues to its content. E.g. text A is obviously a letter. Headings / titles are also good for getting an overview. E.g. "Dorrison's supermarket".

Practice reading lots of job ads from a local paper (Note: "local" is important as the towns and other place names will be familiar). ✓

b) Point out that in instructions and directions the key (instruction/imperative) word is often at the start of the sentence. Get learners to highlight such key words first and check they understand them.

Check also that learners are familiar with all common exam instructions such as "Tick the correct answer", "Circle the correct answer", "Explain..." etc. ✓

c) Encourage learners to highlight and discuss any words they cannot read or do not understand. They can then use the context for clues

d) Use local (printed) street maps to practice scanning and alphabetical order work. Learners to look for their own street in the index. ✓

Encourage learners to look up unfamiliar words in a printed (not online) dictionary and create their own glossaries.

** This resource also covers many **adult literacy curriculum** <http://www.excellencegateway.org.uk/sflcurriculum> E2 elements.