

So you think you want to be a functional skillionaire?

Texts for Level 2 Functional English revision

Name _____ Date _____



Text 1

Insurance 1st

A Smith
42 Victoria Road
Paddington
London
W2 7XZ

Issued by: Insurance 1st
Lanark Road
Bristol
BS2 5AB

Telephone: 0888 881 1234

Our ref. IN SUR 122334

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Dear Customer

Welcome to Insurance 1st and thank you for insuring your car with us.

You need to visit our website, **Insurance1st.co.uk** and click on the 'Policy details' section for your policy document. This describes your contract of private car insurance and tells you all you need to know about your policy. It's very important that you read it carefully and save it in a safe place.

We have enclosed your Certificate of Motor Insurance. Please keep this document safe as a charge will be made for a replacement.

Please let us know if there are any changes that might affect your policy.

If you wish to cancel your policy, you must return your current Certificate of Motor Insurance to us. Please note an administration charge of £45.00 is due if your policy is cancelled before the end of its term. If you cancel within the 14 day cooling-off period, we reserve the right to charge you £22.50 to cover the costs involved in setting up your policy.

Yours sincerely,

Laura Brown
General Manager

Insurance documents enclosed	What to do with your documents
Motor Proposal Confirmation	Please check the details carefully and phone us immediately if any of the details are incorrect
Policy Schedule	Read and keep safe
Certificate of Motor Insurance	Keep safe as you'll need this to tax your car
Accident Report Form	Keep for use if making a claim

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Text 2

By **John Bingham** 8:00AM GMT 26 Dec 2009

Motorists back 'etiquette' section for driving test

The driving test should be overhauled to include a new "etiquette" section to nip road rage, middle lane hogging and selfish parking in the bud, a poll has found.

Four out of five motorists would back the idea if it helped curb "sins" such as overtaking on the inside or bad parking, the study found.

There was also strong support for making all drivers retake their tests periodically to iron out bad habits.



Overall 82 per cent supported the idea of adding a motoring etiquette section to driving tests, according to the poll carried out for Intune, the car insurer.

Those who take up more than one space in the car park or cut other motorists up on the road caused most annoyance, each cited by 80 per cent of respondents asked to identify the most irritating traits in other motorists.

Road rage and hogging the middle lane of the motorway were also near the top of the list of bad habits, singled out by 77 per cent and 75 per cent of respondents respectively.

Meanwhile two thirds said they would back a change in the law to force all motorists to retake their test periodically while four out of five said those over 70 should be made to do so.

"Statistically older drivers have more accidents but they are more likely to be minor accidents," said Mark Gettinby, director of financial services at Intune.

"Taking the time to be courteous towards other road users will also help make the roads safer for everyone."

GfK NOP polled just under 1,000 drivers for the survey.

* **etiquette = good manners / politeness**

Source:

<http://www.telegraph.co.uk/motoring/news/6868484/Motorists-back-etiquette-section-for-driving-test.html>

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Text 3



Satellite navigation (satnav)

Here are some frequently asked questions and answers about satnav.

I need to change my destination location, what should I do?

You must always exercise proper control of the vehicle. The Highway Code (Rule 150) warns drivers not to be distracted by in-vehicle systems. You should enter information into your satnav only when you have found a safe place to stop.

Should I always trust and follow the satnav directions?

As a driver you are responsible for the route you take; do not blindly follow directions from any satnav. You must take into account road conditions, road works and obey statutory road signs.

Where should my satnav be fitted?

Fix items where they are legal and don't interfere with safety. It is an offence to drive without proper control of the vehicle and full view of the road and traffic ahead. A vehicle could fail its MOT if a device is installed where driver vision is affected.

Items should be fixed in a safe position away from airbag covers and areas where they might cause injury in the event of a crash. Always read the instructions for the satnav device and follow any manufacturer installation instructions. Vehicle manufacturers may also have advice on how best to install devices.

Adapted from: <http://think.direct.gov.uk/index.html>