

Entry Level 3 Functional English
Practice reading paper

Name _____ Date _____



Entry Level 3 English

Practice Reading Paper

Time: 45 minutes

Learner name:

Learner signature:

Date:

Read Text A and answer questions 1 to 7.

Text A

NEWTOWN LIBRARY
High Street, Newtown, NE1 7RZ

Volunteer wanted

We have a vacancy for a Home Library Service volunteer.

Newtown Library delivers books to people in the community who are unable to visit the library. We need a volunteer who can make regular deliveries to our customers.

Volunteers must have:

1. knowledge of the local area
2. own transport and driving licence
3. excellent communication skills.

We need a reliable person who is available one morning every month. In return you will receive expenses and gain experience. You will also be providing a valuable service. We appreciate your interest.

For further information and to apply please call into the library and speak to staff.

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Write your answer on the lines below.

1) Give two examples of what volunteers must have.

1 _____

2 _____

(2 marks)

Put a tick (☑) in the correct box.

2) The purpose of the text is to:

| | | |
|---|--|---|
| | | ✓ |
| A | give information to library staff | |
| B | tell you how to join the library | |
| C | tell you about the role of a library volunteer | |
| D | give information to library customers | |

(1 mark)

3) Which one of these statements is true?

| | | |
|---|---|---|
| | | ✓ |
| A | Volunteers will work one morning a month. | |
| B | Volunteers need to have experience. | |
| C | The library will provide transport. | |
| D | You need a CV to apply. | |

(1 mark)

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4) You may use a dictionary to answer this question.

'You will also be providing a valuable service.'

What does **valuable** mean?

| | | |
|---|------------|---|
| | | ✓ |
| A | thoughtful | |
| B | useful | |
| C | busy | |
| D | expensive | |

(1 mark)

5) Who do Newtown library deliver books to?

(1 mark)

6) State one thing that volunteers get in return.

(1 mark)

7) How do you apply for the position?

| | | |
|---|----------------------|---|
| | | ✓ |
| A | go to the job centre | |
| B | phone the library | |
| C | email the manager | |
| D | speak to staff | |

(1 mark)

Read Text B and answer Questions 8 to 12.

Text B

How your local library can help you find a job

Your local library may not be the first place you think of if you find yourself unemployed or looking for a job. You may be surprised by what we can offer. Here are just some of the ways we can help.

Books

The library has a wide range of books to help you. You can find out about interview skills, writing a CV or how to search for vacancies. Can't find a particular book? Ask staff if it is available to borrow from another library.

Computers

The library has computers and free internet access for members. You can set up an email account and search for jobs online. Printing facilities are available for a small charge.

Education

We have a range of resources to help you back into education. There is a well-stocked reference section and information on local college courses.

Job club

We hold a regular job club every Thursday. This is especially for people who have been unemployed for over six months. Please ask the Job Centre if you qualify.

It is free to join the library. Our staff will help you as much as possible so don't hesitate to ask for help.

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8) This text tells you about:

| | | |
|---|---|---|
| | | ✓ |
| A | how the library can help you find a job | |
| B | working at the library | |
| C | joining a computer course | |
| D | library opening hours | |

(1 mark)

9) List **two** things you can find out about from library books.

1 _____

2 _____

(2 marks)

10) Who can get free internet access?

| | | |
|---|----------|---|
| | | ✓ |
| A | children | |
| B | staff | |
| C | everyone | |
| D | members | |

(1 mark)

11) List **three** things you can use the computers for.

1 _____

2 _____

3 _____

(3 marks)

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12) You may use a dictionary to answer this question.

‘Our staff will help you as much as possible so don’t **hesitate** to ask for help.’

What does **hesitate** mean?

| | | |
|---|-----------|---|
| | | ✓ |
| A | hurry | |
| B | shout | |
| C | wait | |
| D | pay money | |

(1 mark)

Read Text C and answer Questions 13-17.

Text C

Researching local history at Newtown Library

Many people are becoming more interested in finding out about local history. There has been an increase in enquiries about how to research the history of the local area.

Our community history room is located upstairs, opposite the meeting room. We have access to online history sites which library members can use for free. We also hold local records, newspaper articles, maps and photographs to help get you started.

Follow these simple tips to get started with your research.

1. Look on the web. There is a lot of information on the internet. Start with some simple search terms like your town name and the words 'local history.' This will usually find some useful sites. You may also find some local groups on social media where people share ideas, memories and photographs.
2. Visit your local museum. Museums hold lots of interesting items and staff will normally be happy to help although you may need to book an appointment.
3. Join an Adult Education course. Some colleges run local history courses. You can learn with other people who share your interest and have help from an experienced tutor.
4. Consult the experts. We have a community history librarian at Newtown library who can help you make a start.

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13) The main purpose of this text is to tell you about:

| | | |
|---|-------------------------------|---|
| | | ✓ |
| A | how to find old newspapers | |
| B | how to research local history | |
| C | how to use the internet | |
| D | how to join a course | |

(1 mark)

14) Give **three** examples of resources held in the community history room.

- 1 _____
- 2 _____
- 3 _____

(3 marks)

15) Name **two** things people may share in social media.

- 1 _____
- 2 _____

(2 marks)

16) What should you do to get help from museum staff?

(1 mark)

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17) You may use a dictionary to answer this question.

‘Consult the experts.’

What does **consult** mean?

| | | |
|---|-----------|---|
| | | ✓ |
| A | pay | |
| B | ask | |
| C | telephone | |
| D | look for | |

(1 mark)

(TOTAL FOR PAPER = 24 MARKS)