

# ESOL FOR WORK

## Reading E3

Practice SET 1 (Issued September 2008)

|                             |  |  |  |  |  |  |  |
|-----------------------------|--|--|--|--|--|--|--|
| <b>Candidate's Name:</b>    |  |  |  |  |  |  |  |
| <b>Registration Number:</b> |  |  |  |  |  |  |  |

THE FOLLOWING SECTIONS TO BE COMPLETED BY THE ASSESSOR

|                       |                         |
|-----------------------|-------------------------|
| <b>Centre Name:</b>   | <b>Assessor's Name:</b> |
| <b>Centre Number:</b> | <b>Signature:</b>       |
|                       | <b>Date test taken:</b> |

THE FOLLOWING DETAILS CONFIRM THAT THE ASSESSOR HAS IN NO WAY INFLUENCED THE OUTCOME OF THE ASSESSMENT.

|  |
|--|
| IF THIS CANDIDATE HAS HAD ANY ASSISTANCE DURING THIS TEST PLEASE STATE THE NATURE OF THE ASSISTANCE AND WHO PROVIDED IT. |
|  |

|   |
|---|
| IF THERE ARE ANY SPECIAL CIRCUMSTANCES THAT MAY HAVE HAD A NEGATIVE EFFECT ON THE CANDIDATE'S PERFORMANCE IN THIS TEST PLEASE GIVE DETAILS. |
|   |

|                                  |
|----------------------------------|
| <b>Internal Verifier's Name:</b> |
| <b>Signature:</b>                |
| <b>Date verified:</b>            |

| TASK                               | MARKS AVAILABLE | MARKS GIVEN | INTERNAL VERIFIER USE ONLY | EXTERNAL VERIFIER USE ONLY |
|------------------------------------|-----------------|-------------|----------------------------|----------------------------|
| A                                  | 4               |             |                            |                            |
| B                                  | 5               |             |                            |                            |
| C                                  | 5               |             |                            |                            |
| D                                  | 4               |             |                            |                            |
| <b>TOTAL</b>                       | <b>18</b>       |             |                            |                            |
| %                                  | 100%            |             |                            |                            |
| Delete pass or fail as appropriate |                 | PASS - FAIL | PASS - FAIL                | PASS - FAIL                |

Specific requirements for this paper:  
Dictionaries are required

4 marks - 1 for each correct answer.

Read the information below and then study the job advertisements before you answer questions 1 - 4.

Ayesha has three children and the youngest has just started school. She has no qualifications and has not had a job since she had the first child, who is now 10. She is looking for a job so that she can earn some extra money to help the family buy a car but she is not sure that she wants a permanent job. She will not be able to work in the school holidays and can only work when the children are at school.

Natasha finished a college course last year and gained a Diploma in Child-care. She is looking for a part-time job that will help her gain experience with young children. She worked as a clerk in an accountant's office before she went to college, has good IT skills and at present is helping her husband set up a small business, which keeps her busy with secretarial duties between 9.00 am and 1.00pm.

Ali is a new graduate. He has just finished an English and History degree course and is hoping to train as a teacher. He is looking for a job for one year so that he can get some experience of working with 11 - 16 year olds, before he goes back to University to complete his teaching qualifications. He is able to work between July 30th 2008 and October 2nd 2009.

**JOB A. JOB CODE: 765SS**

**School secretary wanted**

Doverbank Primary School has a vacancy for a school secretary.

The successful candidate should have previous clerical experience and be confident in using Word, Excel and Access software. The duties will include data management, telephone reception and secretarial support for the Headmistress.

**Hours: 30 hours per week 8.30 am - 3.30 pm**

**Salary: £13,015.00**

**Term time only (permanent)**

Apply on standard application form.

**JOB B. JOB CODE: 765TA**

**TEACHING ASSISTANT REQUIRED**

Doverbank Comprehensive School has a vacancy for a graduate teaching assistant to work with older children who are experiencing difficulties with reading and writing. The post is available for one school year only from September 2008 to July 2009 - term time only to cover maternity leave.

**Wage: £11.50 per hour**

**Hours: 6 hours daily**

**Work pattern: 8.30 am - 12.00 midday 1.00pm - 3.30pm.**

Apply on standard application form.

**JOB C. JOB CODE: 765SCA**

**After School Club Assistant**

We are looking for a permanent part-time assistant to work with primary school children in the Doverbank after school club. You will need a Diploma in Childcare, heaps of enthusiasm and energy and the ability to record attendance, accidents, illness and daily activity on the school club database.

**Hours: 3.00-6.30pm**

**Mon-Fri term time only**

**Salary: £8,292-£8618 per annum**

Apply on standard application form.

**JOB D. JOB CODE: 765SMA**

**Kitchen Support and School Meals Supervisor (temporary)**

Doverbank Primary School requires a temporary schools meal supervisor for the autumn term. The applicant should have some experience of dealing sympathetically with young children and be available for work between 11.00 am and 2.30pm on weekdays in term time only.

Wage: £8.00 per hour

Training in Food Safety and Health and Safety will be provided.

Please write a letter of application to: Mrs Chevesky. Kitchen Manager.

Doverbank Primary School, White Cliff Road, Dover DO76 9RT

**For further details of vacancies at the Doverbank Schools please call Mrs Sheriden, Clerk to the Governors on 01772 344235. If you just wish to request an application form please leave your name and address and identify the job code and job title on the vacancy answer-phone 01772 344234.**

Please answer the following questions (the first one has been done for you).

For which job would you need to be confident in the use of Word, Excel and Access software?

1. Classroom Assistant
2. **School Secretary**
3. After Schools Club Assistant
4. School Meals Assistant

1 Which job would be most suitable for Ayesha?

Tick () the correct box.

- 1 School Secretary
- 2 After School Club Assistant
- 3 Classroom Assistant
- 4 Schools Meals Assistant

2 Ali gets the job of teaching assistant at Doverbank Comprehensive School. When will he start work?

Tick () the correct box.

- 1 July 2009
- 2 August 2009
- 3 September 2008
- 4 October 2008

3 Natasha is interested in the job as After School Club Assistant. She is going to leave a request for an application form on Mrs Sheriden's answer-phone. Which job code should she use?

Tick () the correct box.

- 1 765SS
- 2 765SCA
- 3 765TA
- 4 765SMA

4 The post of school secretary is vacant. Which person has the right sort of experience to apply for the post?

Tick () the correct box.

- 1 Ayesha
- 2 Natasha
- 3 Ali

5 marks - 1 for each correct answer.

Natasha gets the job of After School Club Assistant at Doverbank. The school sends her a contract of employment. She has to read the contract and sign it before she starts work. Read the contract of employment carefully before you answer questions 5 - 9.

### **CONTRACT OF EMPLOYMENT FOR DOVERBANK SCHOOLS**

**POST TITLE:** After School Club Assistant

**Contract commencement:** This contract relates to the period of employment, which starts **10 September 2008**.

**Probationary period:** 3 months (During this period if the employee proves to be unsuitable for the post, employment can be terminated with one week of notice).

**Appraisals:** An employee appraisal is carried out every six months and employees are expected to take advantage of additional training and staff development, which may be offered in appraisal situations.

**Salary:** Your starting salary is £8,400.00 and this is subject to annual review. Salary will be paid directly into your bank account on the 5th day of each month.

**Hours of Work:** Your regular working hours are 3.00pm - 6.30 pm on weekdays. You may be asked occasionally to work additional hours on weekdays or weekends. Overtime payments will be made for additional hours worked.

**Annual Leave:** As the post is a term time only post, annual leave must be taken in school holiday periods. Your entitlement of 25 days is calculated within your salary.

**Sickness:** If you are sick and unable to come to work you should contact the school secretary before midday. A doctor's certificate should be produced for periods of illness, which exceed 7 consecutive days.

**Notice of Termination:** The school requires one months notice of termination during your first year and two month's notice in the second and subsequent years.

Please sign and date your acceptance and return one copy to the school secretary.

**I accept the contract** \_\_\_\_\_

**Date of acceptance** \_\_\_\_\_

Choose a word or phrase from the list to complete the sentences below.

twice a year,  
once a week,  
once a year,  
7 days,  
once a month,  
twice a week,  
25 days,

**Example:** Your holiday entitlement is 25 days

- 5 Your starting salary will be reviewed \_\_\_\_\_
- 6 You will have an employee appraisal \_\_\_\_\_
- 7 Your salary will be paid into your bank account \_\_\_\_\_

Add one word from the passage to make the sentence correct.

**Example:** Training and staff development may be offered in appraisal situations

- 8 The school requires \_\_\_\_\_ months' notice of termination in second and subsequent years.
- 9 You should produce a doctor's \_\_\_\_\_ if you are sick for more than 7 consecutive days.



5 marks - 1 for each correct answer.

Ayesha applies for the job of School Meals Assistant. Her letter goes to Mrs Chevesky the Kitchen Manager.

Read the letter carefully before you answer questions 10 - 14.

Ayesha Begum (1)  
Cliff Terrace (2)  
Seaview Road (3)  
Dover (4)

Mrs Chevesky (5)  
Kitchen Manger (6)  
Doverbank Primary school (7)  
White Cliff Road (8)  
Dover (9)  
DO76 9RT (10)

Dear Mrs Chevesky (11)

I would like to apply for the post of School \_\_\_\_\_ Assistant that was (12) advertised last week in the local Freepost Paper. I don't have any (13) experience of \_\_\_\_\_ in a British school but when I was much younger I (14) used to work with my father in \_\_\_\_\_ restaurant, so I am used to (15) serving and handling food and I have \_\_\_\_\_ in a busy and noisy place on (16) many occasions. (17)

I am the mother of 3 small children and \_\_\_\_\_ from a big family. (18)  
I was always working with little ones and often clearing up a lot of mess. (19)

I hope you \_\_\_\_\_ consider me for the job. I will work hard and will (20) learn everything very quickly. (21)

Yours sincerely

Ayesha Begum

Please answer the following questions (the first one has been done for you).

Circle the correct word to fill the gap on line 15.

him - its - hers - **his**

10 Circle the correct word to fill the gap on line 12.  
meal - meals - Meals - meals

11 Circle the correct word to fill the gap on line 14.  
working - work - worked - worker

12 Circle the correct word to fill the gap on line 16.  
working - work - worked - worker

13 Circle the correct word or phrase to fill the gap on line 17.  
comes - come - am coming - is coming

14 Circle the correct word to fill the gap on line 20.  
are - will - have - is

4 marks - 1 for each correct answer.

Read the following passage and then answer questions 15 - 18.

There are some things that you should find out about before you start looking for a job in Britain. If you are not from the UK or the European Union you will usually need permission to take a job. When you have a work permit you can find a job by going to a Jobcentre, an employment agency or by looking for vacancies in the newspaper. Did you know that all workers in England over the age of 22 are entitled to a minimum hourly wage of £5.35.

The United Kingdom also has strict laws on discrimination and it's illegal to discriminate against someone because of their gender, sexual orientation, disability, race, colour, ethnic background or religion.

From October 2006 it will be illegal to discriminate because of someone's age. There are also strict regulations about working hours, sickness benefits and holiday entitlements.

**Example question:** One of the words in the passage has a missing apostrophe. Make a circle and put in the apostrophe where you think it is missing.

- 15 Circle the word in the passage that should have a capital letter.
- 16 One of the sentences in the passage needs a question mark. Make a circle and write in the question mark where you think it is missing.
- 17 One of the sentences has a missing full stop. Make a circle and write in the full stop where you think it is missing.
- 18 There is a comma missing in the last sentence. Make a circle and write in the missing comma where you think it is missing.

This is the end of the test