

Write your name here

Surname

Other names

**Pearson Edexcel  
Functional Skills**

Centre Number

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Candidate Number

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**English**

**Level 1**

**Component 2: Reading**

13 – 17 June 2016

**Time: 45 minutes**

Paper Reference

**E102/01**

**You may use a dictionary.**

Total Marks

### 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.
- Answer **all** questions.
- Answer the questions in the spaces provided  
– *there may be more space than you need.*
- You do not need to write in sentences.

### Information

- The total mark for this paper is 20.
- The marks for **each** question are shown in brackets  
– *use this as a guide as to how much time to spend on each question.*

### Advice

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

Turn over ►

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**PEARSON**

## SECTION A

Read Text A and answer questions 1 – 7.

### Text A

You read the following leaflet.

### National Careers Service - helping you take the next step

Have you just finished college or university and are you considering what to do next? Are you returning to work after some time out? Perhaps you have been made redundant and are unsure of your next move. You might be unhappy in your current job and ready for a change, but you are not sure in which direction to go.

Whatever your situation, whatever is holding you back, the National Careers Service is here to help you overcome any difficulties and reach your potential.

The National Careers Service is available free of charge to people in England and has already helped millions improve their working lives. The service offers confidential and fair advice. It provides information, careers and skills advice that's right for you.

Our career advisers are professionally qualified. They can give advice to help you make the right choices about learning and work as well as funding to support your learning. They can also help you to open a Lifelong Learning Account.

#### What is a Lifelong Learning Account?

This is a free online service offering you help to find learning and training that are right for you. You will also find courses available to help you improve your reading, writing and maths as well as your interview skills. In your account, you can create, update and store your CV as well as track progress of any courses. Also, you will find out about funding to support your learning.

#### How can we help?

To take your next step, help is available online, over the phone, or face-to-face. The advice we offer is confidential and fair.

For more information search online for **National Careers Service** or call 0800 100 900 between 8 am – 10 pm, seven days a week.



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Answer questions 1 to 3 with a cross . If you change your mind about an answer, put a line through the box  and then mark your new answer with a cross .

1 The **main** purpose of Text A is to:

- A advertise job opportunities in the UK
- B prepare you for your first day in a job
- C inform you about how to get careers advice
- D help you to find English and maths courses

(Total for Question 1 = 1 mark)

2 According to Text A, the National Careers Service:

- A gives advice on funding
- B helps you improve IT skills
- C charges for its services
- D is closed at the weekend

(Total for Question 2 = 1 mark)

3 According to Text A, which of these statements about the National Careers Service is true?

- A It is only for people unhappy at work.
- B It is only for people currently in work.
- C It is only available to people in England.
- D It is only available to people at college.

(Total for Question 3 = 1 mark)



4 According to Text A, give **one** way you are able to contact the National Careers Service.  
You do **not** need to write in sentences.

.....  
.....

(Total for Question 4 = 1 mark)

5 Paragraphs are one of the features of Text A that help to present information. Name **two** other features of Text A that help to present information.  
You do **not** need to write in sentences.

1 .....

2 .....

(Total for Question 5 = 2 marks)

6 According to Text A, identify **two** skills that could be improved by using a Lifelong Learning Account.  
You do **not** need to write in sentences.

1 .....

2 .....

(Total for Question 6 = 2 marks)

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7 Your friend wants careers advice, but is not sure about using the National Careers Service.

Using Text A, give **two** reasons why she can trust the National Careers Service.

You do **not** need to write in sentences.

1 .....

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2 .....

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**(Total for Question 7 = 2 marks)**

**TOTAL FOR SECTION A = 10 MARKS**

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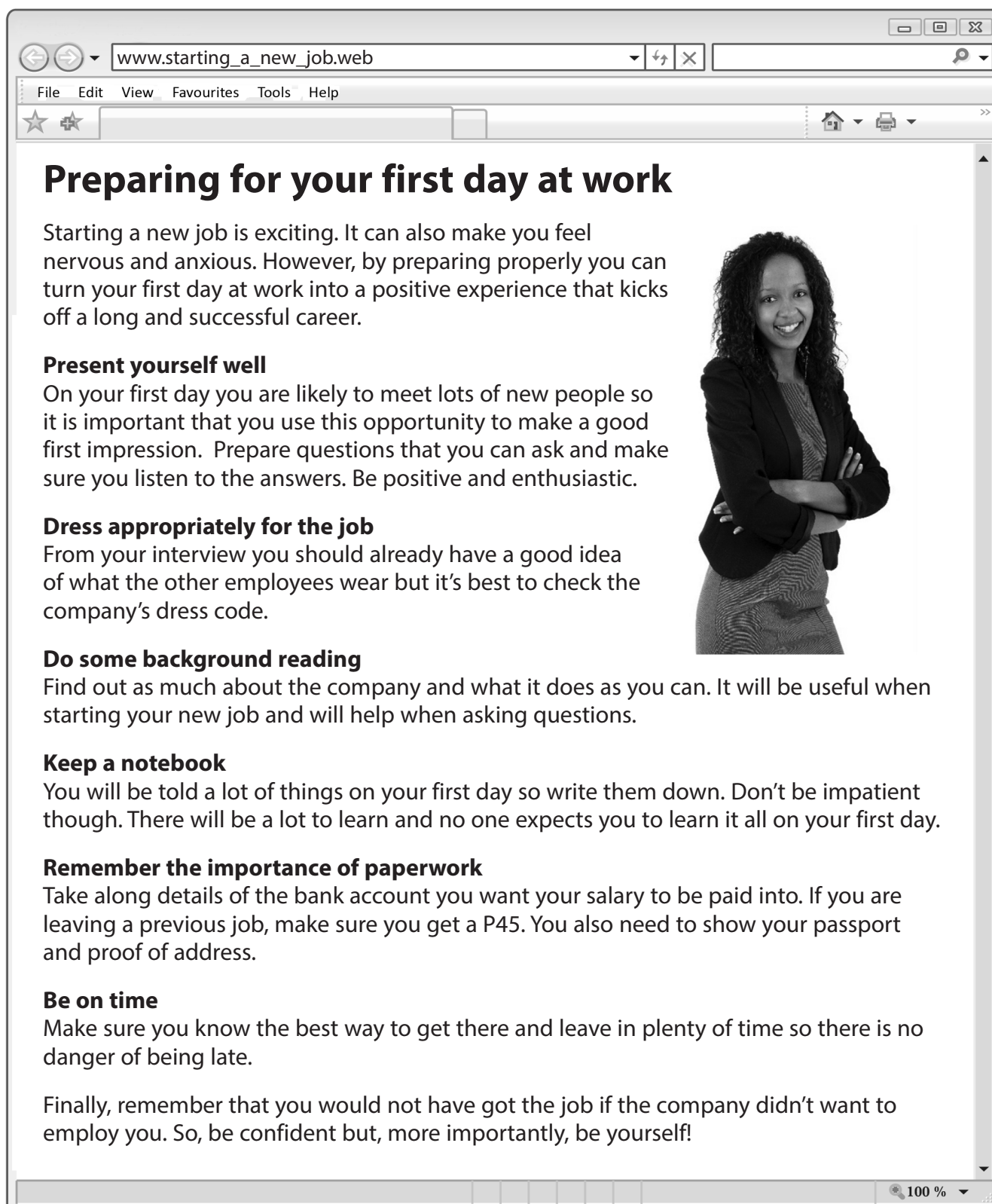


## SECTION B

Read Text B and answer questions 8 – 13.

### Text B

You read this article on the internet.



The screenshot shows a web browser window with the address bar containing 'www.starting\_a\_new\_job.web'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favourites', 'Tools', and 'Help'. The article content is as follows:

## Preparing for your first day at work

Starting a new job is exciting. It can also make you feel nervous and anxious. However, by preparing properly you can turn your first day at work into a positive experience that kicks off a long and successful career.

**Present yourself well**  
On your first day you are likely to meet lots of new people so it is important that you use this opportunity to make a good first impression. Prepare questions that you can ask and make sure you listen to the answers. Be positive and enthusiastic.

**Dress appropriately for the job**  
From your interview you should already have a good idea of what the other employees wear but it's best to check the company's dress code.


**Do some background reading**  
Find out as much about the company and what it does as you can. It will be useful when starting your new job and will help when asking questions.

**Keep a notebook**  
You will be told a lot of things on your first day so write them down. Don't be impatient though. There will be a lot to learn and no one expects you to learn it all on your first day.

**Remember the importance of paperwork**  
Take along details of the bank account you want your salary to be paid into. If you are leaving a previous job, make sure you get a P45. You also need to show your passport and proof of address.

**Be on time**  
Make sure you know the best way to get there and leave in plenty of time so there is no danger of being late.

Finally, remember that you would not have got the job if the company didn't want to employ you. So, be confident but, more importantly, be yourself!



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Answer question 8 with a cross . If you change your mind about an answer, put a line through the box  and then mark your new answer with a cross .

- 8 What is the **main** purpose of Text B?
- A To explain about opening a bank account for a new job.
  - B To inform the reader about how to travel to work.
  - C To tell the reader what they should buy for a new job.
  - D To give advice about preparing for your first day at work.

(Total for Question 8 = 1 mark)

Answer question 9 with a cross in the two boxes you think are correct . If you change your mind about an answer, put a line through the box  and then mark your new answer with a cross .

- 9 According to Text B, identify **two** things you can do to make sure you are on time on your first day.
- A Allow enough time to get there.
  - B Write important things in your notebook.
  - C Let people know if you will be late.
  - D Do some background reading.
  - E Know the best way to get there.
  - F Take all your paperwork.

(Total for Question 9 = 2 marks)



**10** According to Text B, give **two** examples of how people might feel on their first day at work.

You do **not** need to write in sentences.

1 .....

2 .....

**(Total for Question 10 = 2 marks)**

**11** Using Text B, what **two** items of paperwork should you bring on your first day in a new job?

You do **not** need to write in sentences.

1 .....

2 .....

**(Total for Question 11 = 2 marks)**

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**12** According to Text B, why should you read about the company before your first day at work?

You do **not** need to write in sentences.

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**(Total for Question 12 = 1 mark)**

**13** Your friend needs advice on how to make a good impression on his first day.

Using the information from Text B, what **two** pieces of advice would you give your friend on how to make a good first impression?

You do **not** need to write in sentences.

1 .....

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2 .....

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**(Total for Question 13 = 2 marks)**

**TOTAL FOR SECTION B = 10 MARKS**  
**TOTAL FOR PAPER = 20 MARKS**





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