

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 2

Component 2: Reading

11 – 15 January 2016

Time: 60 minutes

Paper Reference

E202/01

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.*

Information

- The total mark for this paper is 30.
- The marks for **each** question are shown in brackets.
– *use this as a guide as to how much time to spend on each question.*
- This question paper assesses your reading skills, not your writing skills.

Advice

- Read all three texts before you attempt to answer the questions.
- 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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Context

You are interested in how the way we work has changed. You read the following to find out more.

Instructions

Read Text A, Text B and Text C, then answer questions 1 – 13.

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Text A

Are our homes now our offices?

It's mealtime in a typical family house. The kids are annoyed because they have been ordered to put their gadgets away so that the family can spend some quality time together.

But then there's a loud beep and Dad is sneakily trying to hide his mobile phone under the table while he reads a work text. Mum suddenly remembers an important email and has a quick look at her tablet while the children watch in angry disbelief.

So when did our homes become extensions of our offices? Most people think that it is the mobile phone that chains us to our jobs. But these days it's not just phones, we're spoilt for choice on how we can connect from home to work. We also have PCs, laptops or tablets if we want to finish that essential report.

However, there is a concern that if people never switch off from their jobs, then the quality of their work will suffer, not to mention their relationship with loved ones. Companies are aware of this and some have put in place out-of-hours email bans and non-email days. It is thought that doing these things to please employees can boost profits as people talk face-to-face and share ideas.

Mind you, the linking of home and office works both ways. Most of us send a few personal emails or do online shopping while we're at work. Most companies accept this as part of what makes us enjoy work and helps to increase profits.

This kind of thing is all part of the buzz of modern office life. It seems that the noise that drives us mad at home can actually be helpful in the workplace. Research has shown that most of us can't perform well in a silent office and that we make more mistakes when there is no noise.

So, maybe we shouldn't complain about the non-stop beeping that follows us around? Perhaps we just have to accept that electronic communication won't go away and make the best of it. Please remember to put your phone on silent during mealtimes though!



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Text B

So you want to work from home?

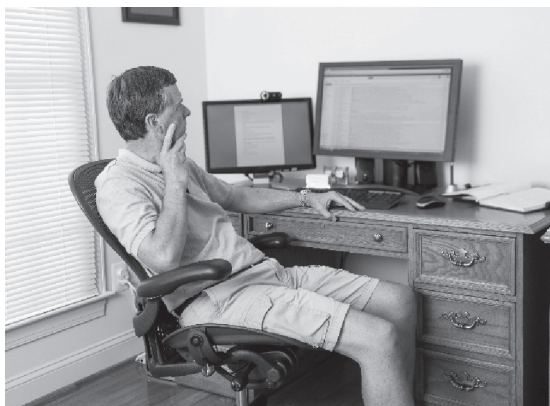
There are now more than 4 million people in the UK who regularly work from home. There are many reasons why you may be thinking of joining them. You can forget the awful commute to work and spend more time with your family. You can also pick working hours to suit you and maybe even earn more money.

And you don't have to be self-employed. Some companies now encourage employees to work at home as they know that happy workers should lead to more profit.

So if this sounds good then read on to see what you need to do.

Create an office space

It's very important to have a separate office space in your home. This will separate home and work and also let family members know when you are working, so you can get more done. You could even redecorate your office so it feels different from the rest of the house.



Organise yourself

There are some things that would be useful to buy. Wall planners are a good way of organising your day and an electronic calendar is useful for managing your time. You may have one on your phone.

Have everything to hand so you don't waste time looking for pens or other items.

Equipment

It's worth buying an up-to-date PC or laptop and paying for a good broadband connection. These will help you to work faster and save you money in the long run.

Networking

It's usual to miss the social aspects of working in an office when you start working from home. However, there are still plenty of ways to network and share ideas and it's important that you do this. You can use social media to connect with other people who work at home. It's also a good idea to get out of the house when you can, so check for business events in your area.

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Text C

Pop music in the office speeds up work

by **Ellie Zolfagharifard**

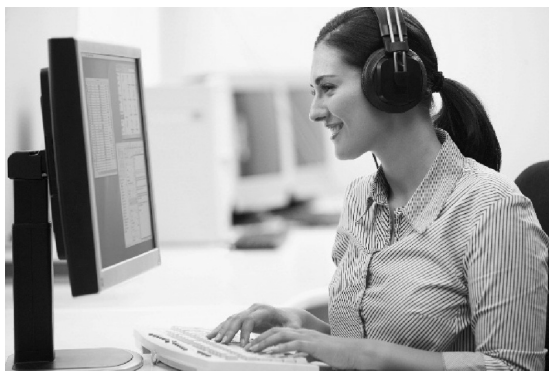
Whether it's Mozart or Miley, your choice of music could determine whether you'll perform well at your job.

A new study suggests that listening to music in the office improves the speed and accuracy of tasks such as data entry, proof-reading and problem-solving. In the study, 88% of participants were found to produce their most accurate work when listening to music.

And it matters what type of music you listen to. For instance, if you're doing your tax return, then classical music is the most effective as it improves maths skills. Listening to Jessie J or Justin Bieber could also improve your speed, with 58% of participants completing data entry tasks faster while listening to pop songs.

During proof-reading tasks, listening to dance music, such as David Guetta, had the biggest positive impact with participants increasing their speed by 20% compared to no music at all. Dance music also had a positive effect on spelling with a 75% spelling test pass rate compared to 68% when the test was done without music.

The study, undertaken by Brighton-based Mindlab International, suggests



that silent offices may be the least productive.

'The experiment revealed a positive relationship between music and productivity – overall it showed that, when listening to music, nine out of 10 people performed better,' said Dr David Lewis, chairman of Mindlab International.

'Music is an incredibly powerful management tool in increasing the efficiency of a workforce. It can have a positive influence over employee satisfaction, helping enhance output and even boosting a company's profits.'

The research also showed that when people sat in silence, they made the most mistakes with spelling and solving maths problems.

Adapted from: <http://www.dailymail.co.uk/sciencetech/article-2801904/justin-bieber-good-career-pop-music-speeds-work-study-claims.html>



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Answer question 1 with a cross in the box ☒. 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 writer of Text A believes that:
- A people find it easy to switch off from work
 - B electronic devices are bad for children
 - C electronic communication is here to stay
 - D people should not shop online at work

(Total for Question 1 = 1 mark)

- 2 In Text A, what do the following quotations suggest about the writer's view of mobile phones?

'sneakily trying to hide his mobile phone'

.....

..... (1)

'the mobile phone that chains us to our job'

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..... (1)

(Total for Question 2 = 2 marks)

- 3 What is the **main** purpose of Text A?

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(Total for Question 3 = 1 mark)

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4 Give **one** reason why Text B is the most suitable for people who want ideas on how to plan their time when working at home.

.....

.....

(Total for Question 4 = 1 mark)

Answer questions 5 and 6 with a cross in the box ☒. If you change your mind about an answer, put a line through the box ☒ and then mark your new answer with a cross ☒.

5 In Text B, the paragraph beginning 'It's usual to miss' implies that:

- A the social side of work is important for most people
- B people often waste time at work talking to colleagues
- C social media is not useful for people who work at home
- D people working from home can be easily distracted

(Total for Question 5 = 1 mark)

6 In Text B, 'You can forget the awful commute' is an example of:

- A a command
- B direct address
- C an exclamation
- D reported speech

(Total for Question 6 = 1 mark)



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9 Give **one** quotation from Text A and **one** quotation from Text C which suggest that people do not work well when it is quiet.

Quotation from Text A

.....
.....

(1)

Quotation from Text C

.....
.....

(1)

(Total for Question 9 = 2 marks)

10 Use Text A and Text B to answer this question.

Explain how these texts have different ideas about whether people should work from home.

Give examples from each text to support your answer.

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(Total for Question 10 = 5 marks)



11 You are preparing a presentation on how families use modern technology in the home.

Which text is the **most** useful when preparing your presentation?

Give **one** reason for your choice and **one** example to support your answer.

Text (1)

Reason (1)

Example (1)

(Total for Question 11 = 3 marks)

12 You want to know if companies make more money when their workers are happy.

Identify **one** piece of evidence from **each** of the three texts which suggest that companies do make more money when their workers are happy.

Text A (1)

Text B (1)

Text C (1)

(Total for Question 12 = 3 marks)

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Answer question 13 with a cross in the box ☒. If you change your mind about an answer, put a line through the box ☒ and then mark your new answer with a cross ☒.

13 Which statement below is an accurate summary of points made in the texts?

- A Texts A and B both argue against using mobile phones at home.
- B Texts A and B both stress the importance of sharing ideas.
- C Texts A and C both give examples of mistakes people make at work.
- D Texts B and C both explain the advantages of social media.

(Total for Question 13 = 1 mark)

TOTAL FOR PAPER = 30 MARKS



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