

Functional Skills English Reading Level 1 Sample Paper 1

Technology in the Workplace Question Paper



FUNCTIONAL SKILLS ONLINE COURSES

- ✓ Your answers are analysed to determine your Current Level
- ✓ Suggested courses for you to enrol on based on your calculated level
- ✓ Always know the level you are currently working at
- ✓ Determine when you are ready to sit your exam

Functional Skills English Initial Assessment
English
13 Questions | No Time Limit
Start Initial Assessment

Functional Skills Maths Initial Assessment
Maths
25 Questions | Mixed Calculator | No Time Limit
Start Initial Assessment

Recommendations
Based on your results from this initial assessment, we estimate you are currently at **Level 1.5**.
From this diagnostic, we think one of the following courses would be suitable:

Functional Skills Maths Level 2
35 Topic Count | 105 Tests
43 Mock Exams
Enrol Now

Pick my own

- ✓ Explainer videos on every topic
- ✓ Quick-fire style multiple choice questions
- ✓ Test your knowledge with exam-style questions
- ✓ Written solutions for all questions

Why do we write...

Practice Question 1 of 5
Calculation
 $76 + 113 = 189$

Question 2 of 5
Select the correct answer from the list below:
129
183
189
194

Written Solution
 $76 + 113 = 189$

Course Completion %
View the completion percentage for the course.
6.44%

Using Numbers
16 TOPICS
27.08% Complete
Start Learning

Previous Results for Addition and Subtraction (including

ATTEMPT DATE	DIFFICULTY	RESULT
25/04/2022 15:39	Easy	80%
18/01/2022 14:01	Medium	20%

- ✓ See your progress through as you progress through each topic area
- ✓ Get your average scores for practice questions, topic tests and mock exams
- ✓ View all practice question, topic test and mock exam attempts over time
- ✓ View historical attempts to analyse your progress over time

Or visit
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Level 1 Functional Skills English Reading

Sample Assessment

Technology in the Workplace

Candidate Name (First, Middle, Last)

Candidate enrolment
number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date
(DDMMYYYY)

Centre number

General information

- The duration of this paper is **1 hour**.
- Answer **all** the questions.
- The maximum marks for each question are shown.
- The maximum number of marks is **30**.

General instructions

- Read each question carefully.
- You do not need to write in complete sentences.
- You will not be assessed on spelling, punctuation and grammar.
- Dictionaries **are** allowed.

***I declare that I have no prior knowledge of the questions in this assessment and that I will not share any information about the questions.**

Read the documents in the source booklet and answer the questions.

Questions 1 to 8 are about **Document 1**. Make sure you refer to **Document 1** when answering these questions.

1 Which of the following **best** describes the views of the writer on technology in the workplace? (Tick **one**)

1 mark

- A. Positive.
- B. Critical.
- C. Neutral.
- D. Angry.

2 Give **three** different organisational features that a reader could use to help them locate the writer's **main points**.

3 marks

Title

.....

Numbers

.....

Box

.....

3 According to the article, what is **one** reason why it can be better to discuss work issues in person?

1 mark

It reduces the need for multiple text messages, phone calls or emails.

.....

.....

4 Which of the following words could **best** replace 'coupled' in the last paragraph? (Tick **one**)

1 mark

- A. related
- B. fastened
- C. attached
- D. combined

5 Which of the 'Related Articles' would give readers the **opposite** point of view to Mary's article? (Tick **one**)

1 mark

- A. The Downside of Digital Communication
- B. The Benefits of Technology at Work
- C. The Challenges of Technology for Business
- D. The Realities of Technology in the Workplace

6 Name **one** other publication that the writer of Document 1 has written for.

1 mark

.....Training Magazine.....
.....

7 Where can the reader find out more information about the research referred to in the document?

1 mark

.....Steven Kohler's article.....
.....

8 Match the images below to the numbered paragraphs (1, 2 or 3) in the article. **3 marks**



Number 3



Number 1



Number 2

Questions 9 to 18 are about **Document 2**. Make sure you refer to **Document 2** when answering these questions.

9 In the first paragraph, which phrase is used to describe the dramatic impact of technological changes? **1 mark**

Digital revolution

10 Which **three** areas of learning do the House of Lords consider to be essential? **1 mark**

Digital Skills

Numeracy

Literacy

- 11 Look at the section headed 'Basic Coding Skills'. Which phrase means 'to make sure that something will **not** go out of date'? **1 mark**

Future proof

.....

.....

- 12 'HTML5' and 'Android' are examples of (Tick **one**) **1 mark**

- A. persuasive language
- B. emotive language
- C. technical language
- D. instructional language.

- 13 What is the **main** purpose of the content in the box at the bottom of the text? (Tick **one**) **1 mark**

- A. To say why digital skills are important.
- B. To describe the Digital Literacy course.
- C. To give contact details for Human Resources.
- D. To promote a Digital Literacy course.

- 14 Who has the newsletter been written for?
(Tick **one**) **1 mark**
- A. Company employees.
- B. Online job seekers.
- C. The general public.
- D. Social media users.
- 15 Give **two** different ways the writer has emphasised certain words or phrases in the box at the bottom of the text. **2 marks**
-
Capital letters
.....
-
Exclamation marks
.....
- 16 How many terms has the writer listed in the first paragraph of the section, 'Basic coding skills'? **1 mark**
-
4
.....
- 17 The **main** reason the writer has used an image is to
(Tick **one**) **1 mark**
- A. emphasise how important literacy is.
- B. suggest more needs to be spent on team building.
- C. help the reader to compare the figures.
- D. illustrate the main points in the article.

18 Give **one** fact and **one** opinion from Document 2.

2 marks

Fact:

.....The digital literacy course is free of charge.....

Opinion:

.....'it actually doesn't require a huge level of technical understanding to learn...

.....how to do the basics.'.....

Questions 19 and 20 are about both **Document 1** and **Document 2**. Make sure you refer to **both** documents when answering these questions.

19 Tick the boxes below to show whether the following opinions are found in **Document 1**, **Document 2** or **both documents**.

4 marks

	Document 1 only	Document 2 only	Both documents
Technology is very important to business	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Upgrading technology is expensive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology can be a distraction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Some employees will need to learn how to use new technology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

20 Both documents discuss problems and challenges created in the workplace by the growth of technology. Compare the documents and identify which writer offers possible solutions to these problems and challenges. Give **one** example of a solution.

2 marks

Writer:

.....Grace Pulley.....

.....

Solution:

Free Digital Literacy courses offered to staff

.....

Total 30 marks

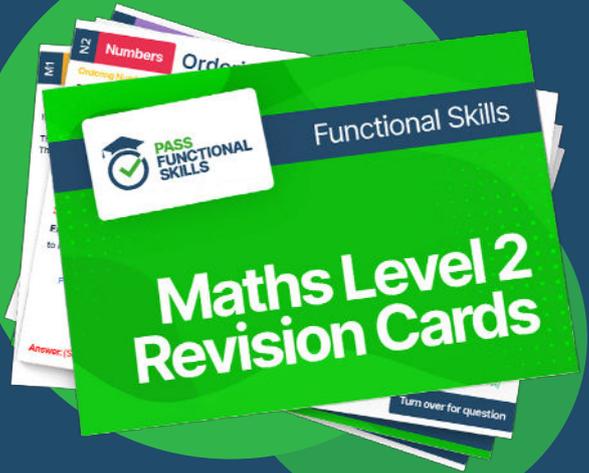
End of assessment



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