



Eagles Consultancy Ltd

Functional Skills Initial Assessment English Entry Level

Name:

Organisation:

**Please ensure throughout this test you are
reading the questions carefully and
answering correctly.**

	Reading			Writing		
	EL1	EL2	OVERALL	EL1	EL2	OVERALL
Total:						
%						

Reading

Sam is a young man. He works in a shoe shop. He sells socks as well. Sam starts work at nine o'clock in the morning. He gets the bus to work. Sam likes watching TV at night. He plays football on Sundays.

1) What else does Sam sell?

☐☐☐☐☐

2) How does Sam get to work?

☐☐☐☐☐

3) What does Sam like to do at night?

☐☐☐☐☐

- 4) Look at these words. Write the words in the correct order to make a sentence. The first one has been done for you.

~~on~~ ~~He~~ ~~Monday~~ ~~went~~

He _____ went _____ on _____ Monday _____

- a) coffee hot is ~~My~~

My _____

☐

- b) not ~~It~~ big was

It _____

☐

- 5) Write the alphabet using both a capital letter and the lower-case letter. The first three have been done for you.

A	B	C							
a	b	c							

☐

Writing

6) Your local book shop is selling a children's book that you want to buy. To buy a copy **you need to fill in the order form** for the book 'My Lucky Teddy Bear'.

Check your spelling.

Fill in the order form.

<u>Order Form</u>
Full name:.....
Address:.....
Postcode:.....
Date of birth:.....
On the line below write the title of the book you wish to order.



7) Your local book shop wants to know what sort of books or magazines people enjoy. In the space below write about the sort of books or magazines you enjoy.

Write **two or three** sentences.

Use full stops where they are needed. **Check your spelling.**



Reading

- 8) Put these words in alphabetical order.
Write **one** word on each line, crossing them out as you go.
The first word in each set has been done for you.

knife	fork	spoon	glass	mug
fork				

☐

- 9) Put a number by these sentences to show the correct order for doing the task.

Planting seeds	
After that, pat the soil over the seeds.	<input type="checkbox"/>
Next, put the seeds in the hole.	<input type="checkbox"/>
Finally, water the seeds well.	<input type="checkbox"/>
First make a hole in the soil.	<input type="checkbox"/>

☐

- 10) Choose the best word for each space.

Tick **one** box.

Example:

In case of _____ break glass.

pain ☐

fire ☐

water ☐

shock ☐

_____ in a cool dry place.

Read ☐

Watch ☐

Know ☐

Store ☐

☐

- 11) Read this and then answer the questions.



Jaz Lives her Dream

Bubbly Jaz always wanted to be a TV star. She used to love soap operas. She never dreamed that one day she would act in one!

'I have always loved *Beach Road*,' she laughs. 'But I never thought I would be in the cast!'

When Jaz was young, she lived in a small town. She left school when she was sixteen and worked in a sweetshop. Then she moved to Hull. One day she answered an advert for actresses in the paper. Now she lives in central London. She plays the part of Julie in the popular soap.

What part does Jaz play in the soap opera? Tick **one** box.

Susie ☐

Katie ☐

Kirsty ☐

Julie ☐

How old was Jaz when she left school? Tick **one** box.

16 ☐

17 ☐

18 ☐

19 ☐

What did Jaz always want to do? Tick **one** box.

become an actress ☐

work in a sweetshop ☐

write for a newspaper ☐

sing in a teen band ☐

Writing

- 12) Tick the correct spellings for the words below.

adres ☐

addres ☐

address ☐

ad ☐

adde ☐

add ☐

likd ☐

licd ☐

liked ☐

- 13) Which word should you use so the sentence is correct?

I can dance _____ !

to ☐

too ☐

two ☐

Could they be in _____?

they're ☐ there ☐ their ☐

☐

14) Where would you find these texts? From the choices given, write the answers in the boxes below each.

Newspaper Advert

Recipe

TV Guide

"For Sale" Sign

Windowworld
 The Best Personal Service
 Call Pete Boyd
 Complete Range Windows &
 Conservatories In Wood &
 PVCu
 In Any Size
 19 Years Experience
 Unconditional
 10 Year Guarantee
01235 877005

You will need:

- 2 onions
- 2 red peppers
- 1 can of chopped tomatoes
- 1 can of kidney beans
- Chilli powder

Chop the onions and peppers and fry them in a wok for five minutes.
 Add the tomatoes, kidney beans and chilli powder and simmer for ten minutes.

STRAIGHT GANGSTER
 Action thriller starring
 Kurt Pearson and Juliet
 Burley. When a detective
 stumbles across corruption
 in his department, he must
 change his attitude to save
 his life. (***, 1992, dir. Jack
 Lothian)

**Hi-fi system,
 CD and double tape
 deck, tuner, 30W.
 Unwanted gift,
 brand new boxed.
£300 O.N.O.**

☐

15)

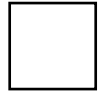
You are on holiday. Write a postcard to a friend and tell them:

- Where you are
- What 3 things you like about the country

Make sure that you include:

- Capital Letters and Full Stops
- Correct Spellings
- Conjunctions – and, as, then, but, or

The postcard is below.



Dear _____



Mr Joe Bloggs
1 Cannon Street
Ribchester
England
RK1 6HG

16) Write in each box, the correct definition for the punctuation marks listed from the list given.

Full Stop

Question Mark

Capital Letter

Used at the beginning
of a sentence

Used to show the end of
a sentence

Used to show a
question.