



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
	EL3	EL3
Total:		
%		

Reading

- 1) Put the words in alphabetical order.

Write **one** word on each line, crossing them out as you go

Complete the table.

skiing	snooker	swimming	surfing	skating
skating				

- 2) Read this letter. Some words are missing. Write one word from the box in each space. The first one has been done for you. You do not need to use all the words. Do not use any word more than once.

anything within arrange ~~confirm~~ vacancy
details therefore possible but
need positive client arranged discuss

Wildfire Recruitment

**25 Hills Terrace
Wyndham**

21st June

Dear Tasleen,

I am pleased to confirm that I have _____ an interview
for you. The _____ are as follows:

Date: Monday 28th June Time: 10.30am

Company Name: Petrus

Address: 13b Park Road, Wyndham

This _____ is for a trainee sales assistant; _____
you should make every effort to present yourself in a _____
way.

After the interview is over, please contact me as soon as
_____. I need to _____ the interview with you
before I speak to our _____. If you are successful, you
should hear _____ a week.

If you _____ more advice or assistance, please call me.

Yours sincerely

Eleonor Wronska

Eleonor Wronska

3) Read the following document.

Waldringham Borough Council		Special Services
Library Services		Mobile libraries visit parts of the borough which are not near a library.
Library Opening Hours		We deliver books and talking books to those who cannot leave their homes.
		Please phone the Special Services Section on 0345 37788 for further information.
Monday	CLOSED	Story Telling
Tuesday	9.00-1.00 2.00-6.30	This is a new service for young children at Foxhall Library. Come and join us on Tuesdays from 2.00-3.00!
Wednesday	9.00-1.00 2.00-6.30	Learning Centre
Thursday	9.00-1.00 2.00-6.30	It costs £10 to enrol in the learning centre for one year (£3 if you are claiming benefit).
Friday	9.00-1.00 2.00-8.00	This gives you unlimited use of video, audio and computer training materials. Some of the materials can be borrowed with your library card, on payment of a small deposit.
Saturday	10.00-5.00*	Meeting Room
* Except Wardall Branch Library, open 11.00-5.00 on Saturday.		The main library in Waldringham has a meeting room which can be hired for special events.
		Phone 0345 67005 for details and bookings.
Waldringham Borough Council Library Services Department		
Tel: 0345 77777 Fax: 0345 89893		

Answer the following questions

- a) Ali gets to the library at 8 o'clock in the evening. It has just closed.
What day is it? Tick **one** box.
- Tuesday ☐ Saturday ☐ Friday ☐ Wednesday ☐
- b) Frank wants to phone the Library Services Department.
Which number should he ring? Tick **one** box.
- 0345 77777 ☐ 0345 89893 ☐ 0345 37788 ☐ 0345 67005 ☐
- c) Carl wants to use the training materials. He claims benefit.
How much will it cost for one year? Tick **one** box.
- £1 ☐ £3 ☐ £8 ☐ £10 ☐
- d) Mary wants to go to the library at 1.30pm. Which day can she go? Tick **one** box.
- Monday ☐ Friday ☐ Tuesday ☐ Saturday ☐

☐☐☐☐

4)

Choose the correct word or words for each space.

Tick **one** box.

Example:

I _____ action adventure films.

likes ☐

has liked ☐

like ☒

was liking ☐

I _____ it was green, but it isn't.

think ☐

painted ☐

paint ☐

thought ☐

She _____ always a bit strange.

has been ☐

will be ☐

was ☐

wants ☐

☐
☐

5) For each question, one line is wrong.

A full stop, capital letter, exclamation mark or question mark is missing or in the wrong place.

Tick the box of the line where there is a mistake.

you are not allowed to go in there.

☐

The message says to wait for her.

☐

I can tell you if you want.

☐

These are all the wrong size.

☐

We must all do our best.

☐

Can you look after it for me?

☐

I would never do a thing like that.

☐

Why do you speak so loudly!

☐

Please mind the gap.

☐

This is an Excellent game.

☐

I eat a lot of fruit and vegetables.

☐

When do you want to leave?

☐
☐
☐
☐

6) **Writing Task** – Write an email to Charlotte Birch, the operations manager at Eagles Consultancy Ltd (charlotte@eaglesconsultancy.co.uk) persuading her to offer you a place on the course you are interested in.

REMEMBER to include some information about yourself, why you think you are a suitable applicant and what you will do to make sure you succeed in this course. REMEMBER to write in sentences and be mindful of SPAG (Spelling, Punctuation and Grammar).

To:

Subject:

From:

Send

Attach



7) Identify **two** presentational features that show you the above document is an email?

1.

2.

