



Eagles Consultancy Ltd

Functional Skills Initial Assessment

English Entry Level

Name:

Organisation:

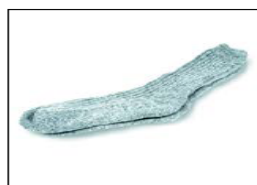
**Please ensure throughout this test you are
reading the questions carefully and
answering correctly.**

	Reading				Writing			
	EL1	EL2	EL3	OVERALL	EL1	EL2	EL3	OVERALL
Total:								
%								

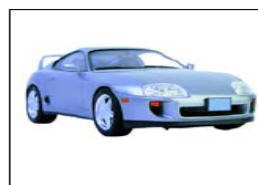
Reading

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.	<input type="checkbox"/>
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Reading

17) 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				
<hr/>				
<hr/>				
<hr/>				
<hr/>				
<hr/>				

☐

- 18) 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

Eleanor Wronska

Eleanor Wronska

19) 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 ☐

20) 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 ☐

☐☐

21) 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?

☐☐☐☐

22) **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



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

1.

2.

