

Functional Skills English

Entry 1 Reading

Sample Assessment



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Version 2.0

Candidate's paper

Passports

Length of assessment: 30 minutes

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature _____ Date _____

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Candidate's instructions

You have **30 minutes** to complete this assessment.

- Read the text and answer the questions carefully
- The maximum marks for each question are shown
- Answer **all** questions
- You **may** use a dictionary

You need the following:

- a pen with black or blue ink.

Read the text.

Getting a UK passport

You need a passport if you want to leave the UK for work or for a holiday.

To get a passport you need to fill in a passport form. You can get a form:

- at The Post Office
- online
- by calling this number: 0300 222 000.

You need plenty of time to get your passport. It can take up to six weeks to come.

Answer the questions about the text.

1. What is this text about?

1 mark

Tick **one** answer only.

- Holidays
- Numbers
- Passports
- Post offices

2. Give **two** reasons for getting a passport.

2 marks

.....

.....

3. Give **two** ways you can get a passport form.

2 marks

.....

.....

4. How long does it take to get a passport?

1 mark

.....

Read the note.

This note is on the end of a passport form..

Please check you have:

- filled in all the boxes
- signed the form
- put in a photo
- put in the fee.

Do not send cash. You can send a cheque or postal order.

You can save time and money by checking your form.

Answer the questions about the card.

5. List **three** things you need to check. **3 marks**

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6. Name **one** thing you can save by checking the form. **1 mark**

.....

End of assessment

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