

Sample Assessment for Functional Skills English Reading Level 1

CV

Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

3748-010
Level 1 Functional Skills English
Reading
Sample Assessment 5

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, 10 minutes**.
- Answer **all 15** questions.
- The maximum marks for each question are shown.
- The maximum number of marks is **40**.

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 divulge to any person information about the questions.**

Scenario

You need to prepare a CV. You find the following documents:

- a newspaper article (**Document 1**)
- a web page (**Document 2**).

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

Questions 1-7 are about **Document 1**.

1 List **four** phrases the newspaper article uses to outline Jordan’s story. **4 marks**

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2 List **two** layout features that have been used in this newspaper article. **2 marks**

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3 What are **three** personal qualities that Jordan includes on his CV? **3 marks**

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4 Who saw the tweet and decided to help Jordan?

3 marks

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5 What are **three** good points about Jordan the employers picked out?

3 marks

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6 What **two** ways can the charity be helped?

2 marks

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7 Who would you contact if you wanted to offer Jordan a job?

1 mark

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Questions 8-15 are about **Document 2**.

- 8 What are the **four** short phrases used to summarise the detail that must be included in a CV? **4 marks**

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- 9 Give **two** ways the web page is presented to make the information clear. **2 marks**

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- 10 What are you told to avoid when writing a CV? Give **four** examples. **4 marks**

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11 Give **four** reasons why a covering letter is important.

4 marks

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12 If an employer glances at your CV, where are they most likely to look first?

1 mark

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13 List **three** skills you should include on your CV.

3 marks

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14 When sending out your finished CV, what **two** things can you do to improve your chances of being offered an interview? **2 marks**

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15 How should your CV be printed out? **2 marks**

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End of Assessment

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