Functional Skills English Entry Level 3

Mock Test 1

Total marks: 47

Pass mark: 28 out of 47

Time allowed: 1 hour 30 minutes

Reading 19 marks | SPaG 8 marks | Writing 20 marks (in printed booklet). You may use a dictionary for the Reading section only.

You will need: pen, pencil, ruler, rubber. Dictionary allowed for Reading section.

Name: _____ Date: _____

Text 1: Community Centre Newsletter

Community Centre Newsletter — Summer Activities

The Riverside Community Centre is pleased to announce its summer programme for young people aged 16-24. All activities are free of charge and open to anyone living in the local area.

CV Writing Workshop — Every Monday, 10am-12pm. Learn how to write a CV that gets noticed. Bring a pen and paper. No appointment needed.

Cooking on a Budget — Wednesdays, 2pm-4pm. Healthy meals for under £5. All ingredients provided. Book your place by calling 0161 555 3421.

Digital Skills Drop-in — Thursdays, 10am-3pm. Help with computers, email, online forms, job searching. No experience needed.

Football and Fitness — Fridays, 1pm-3pm at Riverside Park. All abilities welcome. Wear trainers.

Centre open Mon-Fri 9am-5pm. Wheelchair access. Free parking. Tel: 0161 555 3400. Closed Bank Holiday Monday 26th August.

Text 2: Email about a job interview

Email about a job interview
From: j.harrison@workstart.co.uk | Subject: Your interview — Wednesday 14th June

Dear Marcus, Thank you for applying for the Warehouse Assistant position at PackRight Ltd. Interview: Wednesday 14th June at 2:30pm. Unit 7, Riverside Business Park, Chester Road, Manchester. Report to reception.

Bring: Photo ID (passport/driving licence), proof of address (utility bill/bank statement), any relevant certificates. Interview: approx 30 mins, includes short practical test. Wear smart casual.

If unable to attend: reply to email or call 0161 555 7890.

Section A — Reading

Read both texts then answer the questions

Question 1 (1 mark)

What age group is the summer programme for?

- A) Under 16
- B) 16-24
- C) 18-30
- D) All ages

Question 2 (1 mark)

How much do the activities cost?

- A) £5
- B) Free
- C) £10/month
- D) Doesn't say

Question 3 (1 mark)

Which activity must you book in advance?

- A) CV Writing
- B) Digital Skills
- C) Cooking on a Budget
- D) Football

Question 4 (1 mark)

What day is Digital Skills Drop-in?

- A) Monday
- B) Wednesday
- C) Thursday
- D) Friday

Question 5 (2 marks)

Give TWO things you can get help with at Digital Skills.

- A) Computers and online forms
- B) CV and cooking
- C) Football and email
- D) Parking and access

Question 6 (1 mark)

What should you bring to CV Writing?

- A) Laptop
- B) Pen and paper
- C) Old CV
- D) Nothing

Question 7 (1 mark)

When is the centre closed?

- A) Saturdays
- B) Bank Holiday Mon 26 Aug
- C) All August
- D) Sundays

Question 8 (2 marks)

What does 'All abilities welcome' mean?

- A) Must be good at football
- B) Everyone can join regardless of skill
- C) Only disabled people
- D) Need fitness test

Question 9 (1 mark)

What job is Marcus being interviewed for?

- A) Recruitment Coordinator
- B) Warehouse Assistant
- C) Office Manager
- D) Driver

Question 10 (1 mark)

What time is the interview?

- A) 2:00pm
- B) 2:30pm
- C) 3:00pm
- D) Doesn't say

Question 11 (2 marks)

Name TWO forms of ID Marcus needs to bring.

- A) Photo ID + proof of address
- B) Birth cert + NI card
- C) Bus pass + library card
- D) CV + cover letter

Question 12 (1 mark)

How long will the interview last?

- A) 15 mins
- B) 30 mins
- C) 1 hour
- D) 2 hours

Question 13 (2 marks)

What should Marcus do if he can't attend?

- A) Reply to email or call 0161 555 7890
- B) Not turn up
- C) Send someone else

■ D) Write a letter

Question 14 (2 marks)

Why would a warehouse job have a practical test?

- A) To check physical tasks like lifting/packing
- B) Maths test
- C) Typing test
- D) Driving test

Section B — Spelling, Punctuation & Grammar

4 questions • 8 marks

Question 15 (2 marks)

Which sentence uses capital letters and full stops correctly?

- A) my brother lives in manchester. he works at the hospital.
- B) My brother lives in Manchester. He works at the hospital.
- C) My Brother lives in manchester. he works at the Hospital.
- D) my Brother lives in Manchester He works at The hospital

Question 16 (2 marks)

'I have an _____ at the doctors tomorrow.' Choose the correctly-spelled word.

- A) appoitment
- B) appointment
- C) apointment
- D) appointmant

Question 17 (2 marks)

Which uses commas correctly?

- A) I bought milk bread and eggs.
- B) I bought milk, bread, and eggs.
- C) I bought, milk bread, and eggs.
- D) I bought milk bread, and, eggs

Question 18 (2 marks)

'The team played _____ best game.' Choose the correct word.

- A) there
- B) their
- C) they're
- D) theyre