Functional Skills English Level 1

Mock Test 3 — Answer Key & Mark Scheme

Q1 (1 mark)

Answer: A — At least 26 weeks (continuously employed)

Clause 1: continuous employment of at least 26 weeks.

Q2 (2 marks)

Answer: A — The change requested, the proposed start date, how it could affect the business (and suggestions for managing impact)

Clause 2 lists what the request must include.

Q3 (2 marks)

Answer: A — The written decision must explain the business reason for refusal and inform the employee of their right to appeal within 14 days

Clauses 4 and 5 cover written reasons and the appeal route.

Q4 (2 marks)

Answer: A — Employer: can assess whether the arrangement works for the business before committing permanently. Employee: gets to try the new arrangement without losing their right to return to original terms if it doesn't work.

Clause 6 — trial periods allow both parties to test before committing.

Q5 (2 marks)

Answer: A — It protects employees from being punished, overlooked for promotion, or treated differently for exercising their legal right. Without it, employees might fear negative consequences and not request flexible working.

Clause 7 — protection from detriment encourages employees to exercise the right.

Q6 (1 mark)

Answer: A — Over 200 families

Stated in the second paragraph of Text 2.

Q7 (2 marks)

Answer: A — A personal testimonial — it puts a real human face on the issue, making readers feel emotionally connected and more likely to support the cause than statistics alone would achieve

Personal testimonial creates emotional connection that statistics alone don't.

Q8 (2 marks)

Answer: A — It makes donating feel tangible and achievable — readers can see exactly what their money does, which motivates them to give. It converts an abstract donation into a concrete outcome.

Turning £1 into a concrete outcome (3 meals) makes giving feel impactful.

Q9 (1 mark)

Answer: A — Donating means giving physical items (tinned goods, toiletries, etc.) or money. Volunteering means giving your time to sort donations, pack parcels, and welcome visitors.

Donating = items/money. Volunteering = time.

Q10 (3 marks)

Answer: A — Text 1 is a workplace policy using formal, procedural language with numbered sections, legal references, and specific timeframes to set clear rules. Text 2 is a charity leaflet using emotive, persuasive language with personal stories, statistics, and direct appeals to inspire donations and support.

Text 1: formal procedural. Text 2: emotive persuasive.

Total: 54 marks | Pass mark: 33/54