Functional Skills English Level 1

Mock Test 1

Total marks: 63

Pass mark: 38 out of 63

Time allowed: 2 hours

Reading 27 marks | Writing 36 marks | Time: 2 hours. Spend roughly 45 minutes on reading and 75 minutes on writing.

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

Name: _____ Date: _____

Text 1: Article from a local newspaper

New Apprenticeship Scheme Launches in County Durham

A new apprenticeship programme aimed at 16-24 year olds who are not currently in education, employment or training (NEET) has been launched by Durham County Council in partnership with local businesses.

The scheme, called 'Pathways to Work', offers 12-month paid apprenticeships in sectors including construction, digital technology, healthcare, and hospitality. Apprentices will earn at least the National Minimum Wage and gain an industry-recognised qualification.

'Too many young people in our area feel there's nothing available for them,' said Councillor Sarah Mitchell, Cabinet Member for Employment. 'This scheme gives them real workplace experience, a proper wage, and a qualification that employers actually value.'

The programme will initially offer 150 places, with applications opening on 1st September. Applicants do not need any previous qualifications, though basic literacy and numeracy skills are expected. Support with Functional Skills qualifications will be provided for those who need it.

Local employer James Thornton, owner of Thornton's Electrical Services, said: 'We've struggled to recruit young people in recent years. This scheme connects us with motivated young people who want to learn. We'll be offering 8 apprenticeship places across our branches.'

To apply, visit www.durham.gov.uk/pathways or call 0300 555 1234. An information event will be held at County Hall on 15th August, 10am-4pm.

Text 2: Terms and Conditions — Mobile Phone Contract

1. This contract is for a minimum period of 24 months from the date of activation.

2. Monthly charges are due on the same date each month. Late payment will incur a fee of £5 per day, up to a maximum of £50.

3. You may cancel this contract within 14 days of signing without penalty ('cooling-off period'). After this period, early termination will require payment of all remaining monthly charges.

4. Data usage exceeding your monthly allowance will be charged at £2.50 per GB.

5. The phone remains the property of TalkPlus Ltd until all payments have been made in full.

6. Lost or stolen phones must be reported within 24 hours. TalkPlus Ltd is not responsible for unauthorised usage before the phone is blocked.

7. This contract may be transferred to another person with written agreement from both parties and TalkPlus Ltd.

Section A — Reading

14 questions • 27 marks

Question 1 (1 mark)

What does NEET stand for?

- A) Not Earning Enough Today
- B) Not in Education, Employment or Training
- C) New Education and Employment Track
- D) National Employment Entry Test

Question 2 (2 marks)

Name TWO sectors where apprenticeships are available.

- A) Construction and digital technology
- B) Teaching and law
- C) Farming and fishing
- D) Banking and insurance

Question 3 (2 marks)

According to Councillor Mitchell, what THREE things does the scheme give young people?

- A) Workplace experience, a wage, and a qualification
- B) A free laptop, travel pass, and uniform
- C) Housing, food vouchers, and a mentor
- D) A degree, a car, and a job guarantee

Question 4 (1 mark)

How many apprenticeship places will be available initially?

- A) 50
- B) 100
- C) 150
- D) 200

Question 5 (2 marks)

The article says applicants 'do not need any previous qualifications.' Why is this important for the target audience?

- A) NEET young people may not have GCSEs, so this removes a barrier
- B) Qualifications are not important in any job
- C) The scheme is only for university graduates
- D) Employers don't care about qualifications

Question 6 (2 marks)

What is the purpose of including James Thornton's quote in the article?

- A) To show employers support the scheme and will offer real places
- B) To advertise his electrical company
- C) To criticise young people for not working
- D) To show the scheme is only for electricians

Question 7 (2 marks)

Give TWO ways someone can find out more about the scheme.

- A) Visit the website or call the phone number
- B) Write a letter or visit the school
- C) Send a text or visit the library
- D) Email the council or visit a Job Centre

Question 8 (3 marks)

The article uses persuasive language. Identify ONE example and explain why it appeals.

- A) 'Real workplace experience' — suggests genuine value, not a token placement
- B) 'Durham County Council' — makes it sound official
- C) '16-24 year olds' — specifies the age
- D) '1st September' — gives a date

Question 9 (1 mark)

How long is the minimum contract period?

- A) 12 months
- B) 18 months
- C) 24 months
- D) 36 months

Question 10 (2 marks)

What happens if you pay your bill late?

- A) £5 per day fee, up to a maximum of £50
- B) Your phone is immediately disconnected
- C) Nothing — there is a grace period
- D) £10 flat fee

Question 11 (2 marks)

What is the 'cooling-off period' and why might it be useful?

- A) 14 days to cancel without penalty — useful if you change your mind
- B) A period where the phone cools down after overheating
- C) 30 days of free calls
- D) A break from using your phone

Question 12 (2 marks)

According to clause 5, who owns the phone during the contract period?

- A) The customer
- B) TalkPlus Ltd — until all payments are made
- C) The phone manufacturer
- D) It's shared ownership

Question 13 (3 marks)

Sarah signed a 24-month contract at £35/month on 1st March. She wants to cancel on 1st June. How much would early termination cost her, and why?

- A) £735 — she must pay remaining 21 months × £35
- B) £50 cancellation fee

■ C) Nothing — she's within the cooling-off period
■ D) £840 — all 24 months × £35

Question 14 (2 marks)

Compare the language in Text 1 and Text 2. How are they different in tone and purpose?

■ A) Text 1 is persuasive/informative; Text 2 is formal/legal with precise language
■ B) Both texts use the same informal language
■ C) Text 1 is formal; Text 2 is informal and chatty
■ D) Both texts are advertisements

Section B — Writing

Complete both writing tasks.

Task 1 — Formal Letter of Application (21 marks)

You have seen the Pathways to Work apprenticeship scheme advertised (from Text 1). Write a letter of application expressing your interest in the programme.

In your letter you should: explain why you are interested; say which sector you would like to work in and why; describe any relevant skills or experience; explain what you hope to gain.

Write 150–200 words. Use formal language and correct letter format.

Marking: Content & purpose (7) | Organisation & format (7) | SPaG (7)

Task 2 — Email to a Friend (15 marks)

Write an email to a friend telling them about the apprenticeship scheme. Try to persuade them to apply.

In your email you should: explain what the scheme offers; give reasons why your friend should apply; include practical details (how to apply, deadlines).

Write 100–150 words. Use informal but appropriate language.

Marking: Content & purpose (5) | Organisation (5) | SPaG (5)