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September 2016 Version 1.3

Sample Assessment for Functional Skills English Reading Level 2

Noisy Office

Question Paper

Note:

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

3748-013 Sample Assessment
Level 2 Functional Skills English
Reading

Noisy Office

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** the 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

Noise in your office has become an issue. You do some research to see if anything can be done and find the following documents:

- a magazine article **(Document 1)**
- a blog **(Document 2)**
- a brochure **(Document 3)**.

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

Questions 1 and 2 are about **Document 1**.

1 What is meant by 'nit-picking'? **1 mark**

2 Identify **two** language techniques that make the article more effective and provide an example of each from the text. **4 marks**

Questions 3 to 5 are about **Document 2**.

3 Give **two** layout features which enable Document 2 to be read easily. **2 marks**

4 What does the author of Document 2 mean by the following phrase? **1 mark**

Hear a pin drop

5 Identify specific language techniques used in the following quotes: **4 marks**

"It's sort of like reality TV stars - how can they really be themselves when there's a camera in their faces?"

"Whispering can create a climate of solitude, secrecy and suspicion, even fuelling paranoia, but a noisier office means that you can chat without having to whisper."

Question 6 is about **Document 3**.

6 Identify **six** biased phrases OfficeCalm Consultants use to persuade potential customers. **6 marks**

Questions 7 to 12 are about one, some or all of **Documents 1 – 3**.

7 Contrast the opinions in Documents 1 and 2 about the impact of noise on creativity. **4 marks**

8 Which **four** sources of office noise are repeated in Documents 1 and 3? **4 marks**

9 Summarise **four** possible solutions to noise from conversations in Documents 1 and 2. **4 marks**

10 According to the online blog, how does an office which is too quiet affect privacy? Give **three** examples. **3 marks**

11 Using Documents 1 and 3, what **four** specific external noises do you have no control over? **4 marks**

12 According to the specialist consultancy, which **three** cost-free ways are available to reduce unwanted noise at work? **3 marks**

End of Assessment

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