# ESOL Skills for Life (4692)
# Entry 3 Sample Assignment

www.cityandguilds.com
March 2021
Version 1.1

## Our Environment

Candidate's Paper
Reading to obtain information

Candidate's name: _____

City & Guilds enrolment number: _____

Date of registration: _____

Date assessment started: _____

Date assessment completed: _____

**Summary of achievement:**

Reading _____

**Activity 1**
You have up to 30 minutes to do this activity.

Read the **two** documents and answer the questions.

**Document 1**

About us
Events
News
Partners
FAQs

recycle

What to do | Local recycling | **Reduce Waste** | Contact Us

# 5 EASY STEPS TO REDUCE WASTE

## 1 Stop unwanted mail

To stop receiving advertising mail, contact Royal Mail.

When you give your name and address, remember to say if you **don't** want your details to be passed to other companies.

## 2 Think before you shop

Before you shop, think about how you could reduce your waste. For example, you could buy things with less packaging or second-hand items.

You can buy rechargeable batteries. They are cheaper than ones you can throw away and can be used again and again. Use real plates, knives and forks for your parties, not plastic ones. This can make a real difference.

Don't use plastic bags, buy a shopping bag made of cloth. Keep a bag in the car or put a bag in your pocket so you always have it with you.

Share a little...

## 3 Your rubbish is another person's treasure!

Contact your local furniture recycling centre – they give furniture and household goods to those in need. You can also advertise your old furniture in your local paper or on websites such as Freecycle or Freegle.

Are you having a clear out? Give your good quality clothing, books and unwanted gifts to charity shops. You can also use the clothing banks at your local recycling centre.

## 4 Avoid wasting food

Every year in the UK we throw away more than £12 billion worth of good food, which costs the average family about £60 a month.

To find useful tips on the storage of food, recipes and advice on portions and meal planning, visit Love Food Hate Waste.

## 5 Don't waste paint

Give left-over paint to your local charity. To find your nearest centre visit Community Repaint.

**Document 2**

# Welcome to MSC Forums

**Money Saving Community is home to a fantastic group of *Money Savers***

**Charmaine**

Top post

## Charity shop, recycle, or bin?

9th Sep at 12:46 PM

Charity shops spend about £4.5 million sorting, recycling and storing items that people give. Oxfam spends £500,000 each year. As a result, they've started a new idea called '**Sorted**' which aims to cut costs by asking the public to think about if charity shops will be able to sell items they give, or if they should be recycled or thrown away. If you're not sure about an item, ask any Oxfam shop or call 0845 3000311. For more information, visit http://www.oxfam.org.uk.

**Jason**

9th Sep, 12:51 PM

Thanks for this.
I've been wondering what to do with some of my old clothes. I hate the idea of throwing them away as I'm sure there are places that recycle the material. There's a bin at our recycling centre for clothes - I'll have to ask, but I'm sure this is where to put them.

**Omar**

9th Sep, 1:08 PM

I always sort through what I'm going to give away before I take it in. If something is broken, missing a piece or isn't worth much money, I bin it straight away! I used to keep everything and I've spent nearly 5 years clearing out stuff I don't use or want anymore. If I can't sell it online, I take it to a charity shop, usually Marie Curie or the British Heart Foundation.

**Jess**

9th Sep, 4:14 PM

Our local black box recycling takes clothes and shoes.
I believe these are sold to companies for rags.
This is what I do with items when they are too old for anything else.

**Answer the questions below using documents 1 and 2.**

1. What is the purpose of document 1?
Tick (✓) the correct answer.

- ☐ To give details of shopping activities.
- ☐ To help people reduce their waste.
- ☐ To explain the benefits of recycling.
- ☐ To give advice on posting letters.

2. Which link do you click to stop getting post you don't want?

_____

3. Name **three** ways to reduce waste when out shopping.

1. _____

2. _____

3. _____

4. Name **one** website where you can sell second-hand furniture.

_____

5. Give **two** reasons to visit the website in step 4.

1. _____

2. _____

6. What is document 2?
Tick (✓) the correct answer.

- ☐ A magazine article.
- ☐ A discussion group.
- ☐ A shop advertisement.
- ☐ A charity shop staff list.

7. Give **two** charities mentioned in the text.

_____ and _____

8. What **best** describes the language used in document 2?
Tick (✓) the correct answer.

- ☐ Official.
- ☐ Informal.
- ☐ Academic.
- ☐ Humorous.

9. Who has spent a lot of time sorting through their unwanted items?
Tick (✓) the correct answer.

☐

☐

☐

☐

10. Which of the following features have been used in **both** documents 1 and 2?
Tick (✓) the correct answer.

- ☐ Social media icons and web links.
- ☐ Headings and block capitals.
- ☐ Photos and text boxes.
- ☐ Columns and bold text.

11. Put these words from documents 1 and 2 into alphabetical order.

| | | |
|---|---|---|
| | item | clothes |
| charity | | |
| AVERAGE | | BIN |
| | community | |
| | waste | recycled |

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

12. Look up the meaning of the word **cloth** and write the meaning here.

_____

## Activity 2

You have up to 30 minutes to do this activity.

**Read the completed form. Insert the missing words into the correct space.**

| | | | |
|---|---|---|---|
| **Date of birth** | **Postcode** | **Email** | **Details** |
| **number** | **First name** | **Title** | **Information** |

giftaid it

My Gift Aid Declaration

Personal _____

_____: Ms  Surname: Coleman  _____: Charmaine

Address: 142 Charity Avenue, Marple

_____: MP2 1BB  Telephone _____: 0242 362 7623

_____: ccoleman@goodmail.com  _____: 21st April 1998

Marketing _____

**How would you like to hear from us?** We would love to send you information about our fundraising, events and volunteering opportunities.

Please tick to tell us how you want to hear from us:

Post: ☑  Email: ☐  Phone: ☐  Text: ☐

Signature: Charmaine Coleman  Date: 15th December

**Answer the questions about the form.**

1. How does Charmaine want to be contacted?

_____

2. When did Charmaine complete the form?

_____

**Activity 3**
You have up to 30 minutes to do this activity.

**Read the document and answer the questions.**

April edition

Fresh Food Weekly

# How your shopping list could save the planet

**Do you make a shopping list before going to the shops? You'd be surprised how many of us don't.**

It pays to be organised with your food shopping. This will save you time and you won't arrive home to find you already have the same things in your cupboard.

To begin, create a list. You can use a pad and pen or set up a list on your smartphone. During the week, when you've eaten the last of a particular food, you can add it to your list. It only takes a second.

Use these tips to save money and the environment:

1. Before you go to the shops, spend a minute thinking about what meals you'd like to cook.

2. Think about buying foods that can be used for several different dishes, like vegetables, cans of tomatoes, salads – this means you can make different meals and use all your fresh food.

3. When you're at the supermarket or your local shops, look for food with the longest use-by-date and fresh foods that can be frozen – this helps if you don't get to eat them in time.

4. Have a quick look through your fridge, freezer and cupboards once a week – add anything to your list that's finished or almost empty.

5. On the day of your shopping trip, take a photo of the food in your fridge before you leave home. Then you know what's already in there.

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1. What is the document?
Tick (✓) the correct answer.

- ☐ An email.
- ☐ A leaflet.
- ☐ An article.
- ☐ A webpage.

2. Which month was the document published?

_____

3. Give **one** way you can make a shopping list.

_____

4. Which phrase is used to describe food that must be eaten before a certain time?

_____

5. The photograph in the second column represents Tip number _____

6. Which word in the document means the same as **more than one**?

_____

7. What does the word 'environment' mean in the context of the document?
Tick (✓) the correct answer.

- ☐ World.
- ☐ Location.
- ☐ Background.
- ☐ Atmosphere.

8. What **best** describes the purpose of the document?
Tick (✓) the correct answer.

- ☐ To offer cooking advice.
- ☐ To advertise supermarkets.
- ☐ To give information about food.
- ☐ To explain why lists are a good idea.

**Remember to check all your work.** (You have up to 15 minutes to do this.)

**Give all your work to your tutor.**

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