Functional Skills English
Reading Level 1
Sample Paper 1

Technology in the Workplace
Question Paper
Level 1 Functional Skills English Reading
Sample Assessment
Technology in the Workplace

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.
• Answer all the questions.
• The maximum marks for each question are shown.
• The maximum number of marks is 30.

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 share any information about the questions.
Read the documents in the source booklet and answer the questions.

Questions 1 to 8 are about Document 1. Make sure you refer to Document 1 when answering these questions.

1. Which of the following best describes the views of the writer on technology in the workplace? (Tick one)
   - A. Positive.
   - B. Critical.
   - C. Neutral.
   - D. Angry.

2. Give three different organisational features that a reader could use to help them locate the writer's main points.

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   ..........................................................................................................................
   ..........................................................................................................................

3. According to the article, what is one reason why it can be better to discuss work issues in person?
4 Which of the following words could **best** replace ‘coupled’ in the last paragraph? (Tick **one**)  

A. related ☐  
B. fastened ☐  
C. attached ☐  
D. combined ☐  

5 Which of the ‘Related Articles’ would give readers the **opposite** point of view to Mary’s article? (Tick **one**)  

A. The Downside of Digital Communication ☐  
B. The Benefits of Technology at Work ☐  
C. The Challenges of Technology for Business ☐  
D. The Realities of Technology in the Workplace ☐  

6 Name **one** other publication that the writer of Document 1 has written for.  

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7 Where can the reader find out more information about the research referred to in the document?  

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8 Match the images below to the numbered paragraphs (1, 2 or 3) in the article. 3 marks

Number ____    Number ____    Number ____

Questions 9 to 18 are about Document 2. Make sure you refer to Document 2 when answering these questions.

9 In the first paragraph, which phrase is used to describe the dramatic impact of technological changes? 1 mark

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10 Which three areas of learning do the House of Lords consider to be essential? 1 mark

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11 Look at the section headed 'Basic Coding Skills'. Which phrase means ‘to make sure that something will not go out of date’?

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1 mark

12 ‘HTML5’ and ‘Android’ are examples of (Tick one)

A. persuasive language

B. emotive language

C. technical language

D. instructional language.

1 mark

13 What is the main purpose of the content in the box at the bottom of the text? (Tick one)

A. To say why digital skills are important.

B. To describe the Digital Literacy course.

C. To give contact details for Human Resources.

D. To promote a Digital Literacy course.

1 mark
14 Who has the newsletter been written for?  
(Tick one)  

A. Company employees.  
B. Online job seekers.  
C. The general public.  
D. Social media users.  

1 mark

15 Give two different ways the writer has emphasised certain words or phrases in the box at the bottom of the text.  

2 marks

16 How many terms has the writer listed in the first paragraph of the section, ‘Basic coding skills’?  

1 mark

17 The main reason the writer has used an image is to  
(Tick one)  

A. emphasise how important literacy is.  
B. suggest more needs to be spent on team building.  
C. help the reader to compare the figures.  
D. illustrate the main points in the article.  

1 mark
18. Give one fact and one opinion from Document 2.  

Fact: 

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Opinion: 

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Questions 19 and 20 are about both Document 1 and Document 2. Make sure you refer to both documents when answering these questions.

19. Tick the boxes below to show whether the following opinions are found in Document 1, Document 2 or both documents.  

<table>
<thead>
<tr>
<th></th>
<th>Document 1 only</th>
<th>Document 2 only</th>
<th>Both documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology is very important to business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgrading technology is expensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology can be a distraction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some employees will need to learn how to use new technology</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. Both documents discuss problems and challenges created in the workplace by the growth of technology. Compare the documents and identify which writer offers possible solutions to these problems and challenges. Give one example of a solution.

Writer: 

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Solution:

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Total 30 marks

End of assessment