

# ESOL Skills for Life

## Entry 3 – Reading

### Sample Paper 3

Time allowed: 60 minutes

- ▶ Write your name, candidate number, centre number and exam date on your answer sheet.
- ▶ You must not open this exam paper until instructed to do so.
- ▶ This exam paper has **three** tasks. Answer **all** questions.
- ▶ You may highlight parts of the texts or questions with a highlighter pen.
- ▶ Use only blue or black pen for your answers.
- ▶ Circle your answers **on the separate answer sheet.**

1. What is this text about?

- A books
- B television
- C cinemas



| Question | Answer   |
|----------|--|
| 1.       | A <input checked="" type="radio"/> B <input type="radio"/> C |
| 2.       | A <input type="radio"/> B <input type="radio"/> C            |
| 3.       | A <input type="radio"/> B <input type="radio"/> C            |

- ▶ You must not use pencil, erasable pen or correction fluid.
- ▶ You must not use a dictionary in this exam.
- ▶ You must not take this exam paper out of the exam room.

**Task 1**

Read the text and answer questions 1-9.

### **Top tips for managing your time**

#### **Paragraph one**

We never seem to have enough time nowadays. Even though we live in a world full of time-saving **appliances**, we still struggle to get everything we need done. We have microwaves which cook our ready-meals in minutes, dishwashers which we fill with our dirty dishes, and so many other things. Some people believe that this is because our lives are busier. I do not agree. Life now is much easier than before.

#### **Paragraph two**

**C (Example)**. We could have every single time-saving invention and you would still find people arriving late for **appointments** or missing deadlines. What people need to do is just follow a few simple time management tips.

#### **Paragraph three**

**1.** Look at what you need to do, decide what is most important and do that first. I write a 'to-do' list and then number each thing I need to do based on how important it is. I write up to ten things I need to do and if I do not get the last one or two done, it is not too much of an issue.

#### **Paragraph four**

**2.** I usually get everything done and that is because I use my time much more effectively. For example, instead of checking my emails every time I get a notification, I now check them at set times. I have switched off the sounds on my phone and computer which tell me when I have a new email.

#### **Paragraph five**

**3.** I would get emails every day asking me if I could do something. Sure, I want to help but I cannot do everything and other people just have to **accept** that.

**Questions 1-3**

Four sentences are missing from the text on page 2. Choose the best sentence for each gap. There is one sentence you don't need and one example.

- A We just do not have enough time nowadays.
- B However, these days that is rarely the case.
- C (Example) ~~The problem is we just do not manage our time properly.~~
- D I have also learnt to say no.
- E Probably the most important one is to learn to prioritise.

**Questions 4-6**

Choose the word with the same meaning as the word **in bold**.

**4. appliances** (paragraph one)

- A ready-meals
- B electrical items
- C ways of working

**5. appointments** (paragraph two)

- A meetings
- B positions
- C flights

**6. accept** (paragraph five)

- A understand
- B choose
- C decide

**Questions 7-9**

Choose the correct answer.

- 7. According to paragraph one, the writer thinks
  - A people find it easy to get their work done
  - B our lives are busier now than before
  - C life is easier now than before
- 8. According to paragraph three,
  - A she numbers her list so she knows what order to do things
  - B it is a problem if she doesn't complete everything on her list
  - C her list always has the ten most important things she needs to do
- 9. According to paragraph four,
  - A she has more time for checking emails because she has less to do
  - B she finds that she is using her time much better
  - C she always completes all her work on time

**Turn over page**

**Task 2**

Texts A to E are all about working in Barndene Department Store. Read the five texts and answer questions 10-18.

**Text A**

| Barndene Department Store<br>Telephone Directory |                  |                     |
|--|------------------|---------------------|
| Department                                       | Manager          | Telephone extension |
| Head Office                                      | Jane Sullivan    | 132                 |
| Finance  | Carmin Donkin    | 103                 |
| Crèche   | Paul Sheffield   | 309                 |
| Fashion  | Francisco Garcia | 204                 |
| Furniture  | Antonio Parejo   | 316                 |

**Text B**

**From:** Antonio Parejo (Furniture Department)  
**To:** Mrs Sullivan (Head Office)

Dear Mrs Sullivan,

I am worried about the train strike on Monday. I think a lot of my colleagues will be late for our regular staff meeting at 8.30am. Can I move the meeting to a later time and make it shorter?

Antonio

**Text C**

**Staff Meeting – Furniture Department**

I have changed the staff meeting on Monday to 11am. This is because of the train strike which will delay most of the staff. The meeting will only be ten minutes long with coffee, tea and possibly biscuits!

**Text D**

**Stationery Request Form**

Send this form to the Stationery Department, 3rd Floor, Barndene Department Store.

Department:

Name (**please print**):

Position (**delete as applicable**):

Manager/Sales Assistant

Items requested:

Signature:

Date:

Please note: It might take up to a week to receive your stationery order. If your order is urgent, telephone the Stationery Manager at Head Office.

**Text E**

| Barndene Department Store<br>Security Checks (for Crèche staff only)             |  |
|--|--|
| Please complete this form and give it to your manager.                           |  |
| Name:  |  |
| <b>Previous Name(s)</b> (if applicable):   |  |
| Date of Birth:   |  |
| Current Address:   |  |
| Have you lived at this address for over 5 years? Yes/No (if No, please continue) |  |
| Previous addresses in the last 5 years:  |  |

**Questions 10-12**

Match the correct text (A-E) to the descriptions below. There is one text you don't need and one example.

*Example: to help staff contact colleagues*

..... **A** .....

**10.** to ask to change the time of a meeting

.....

**11.** to give personal details to your employer

.....

**12.** to inform staff about changes to a meeting

.....

**Questions 13-18**

Choose the correct answer.

**13.** Text D says '**please print**'. This means you should

A send an email

B use capital letters

C write your signature

**14.** Text D asks you to '**delete as applicable**'. This means you should

A draw around the word

B underline the word

C cross out the word

**15.** Text E asks for '**Previous Name(s)**'. This means

A your name in full

B your partner's name

C any names you have had before

**16.** Who is the manager of the Finance Department?

A Carmin Donkin

B Antonio Parejo

C Francisco Garcia

**17.** The staff meeting is usually at

A 8.30am

B 10am

C 11am

**18.** Your department needs paper urgently. You should

A complete a form

B go to Head Office

C contact the Stationery Manager

**Turn over page**

**Task 3**

Read the text and answer questions 19-27.

## MAYFIELD COLLEGE MAGAZINE

Update on the college canteen

By Amelia Azario, Head Chef

**Paragraph A**

Canteen staff are working hard to improve the service we offer students. In this report I want to update you on our progress.

**Paragraph B**

In May, the catering staff became very worried. The number of students using the canteen was decreasing fast. We asked some students to help us find out why the canteen was so unpopular.

**Paragraph C**

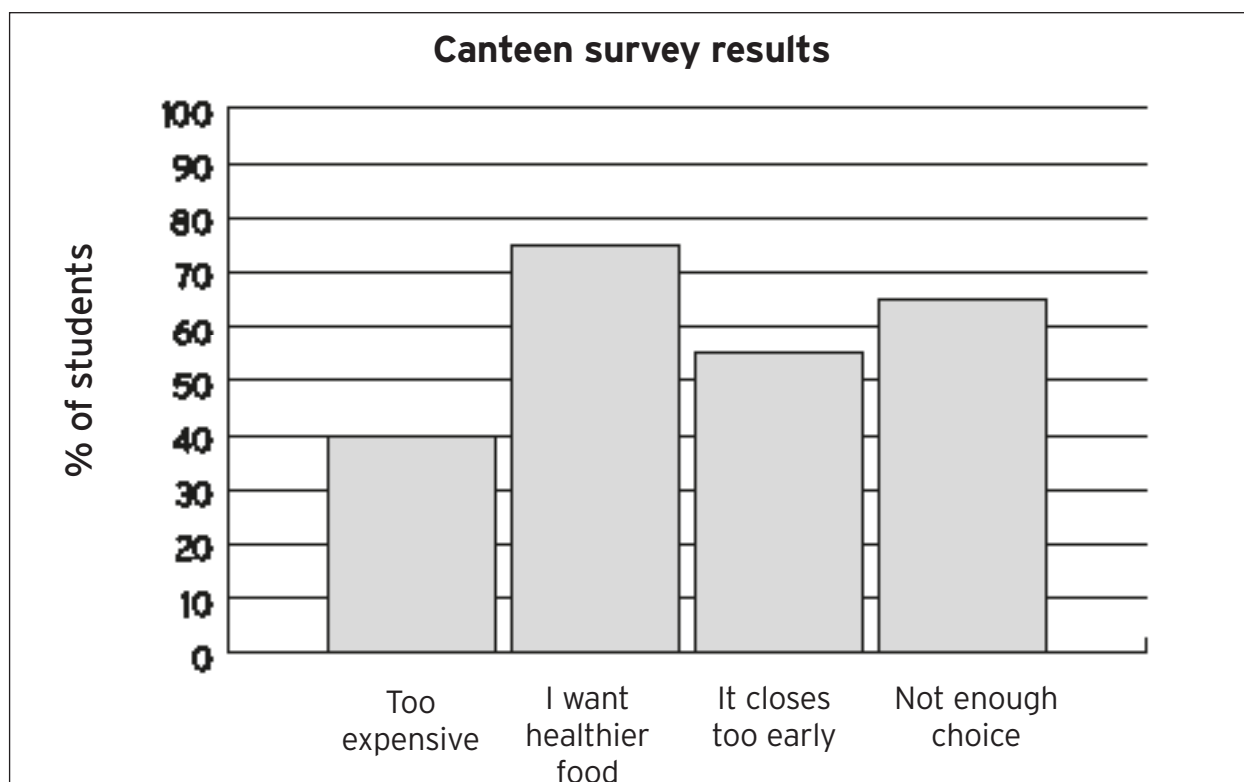
The students did a survey and the results surprised us. The survey shows that a large majority of students think the meals are unhealthy. We were cooking lots of chips but you all want more salads and fruit!

**Paragraph D**

As a result we are working on a new menu. We are also going to extend our opening hours. More than 50 per cent of you think we close too early. We understand that lots of you study late and get hungry!

**Paragraph E**

Thank you for your patience. I look forward to welcoming many new people to our canteen in the near future.



**Questions 19-21**

The text on page 6 has five paragraphs. Match the correct paragraph (A-E) to the descriptions below. There is one paragraph you don't need and one example.

Example: *to introduce the report*

A

19. to say what action the catering staff are going to take

.....

20. to explain why the students did a survey

.....

21. to give the main result of the survey

.....

**Questions 22-24**

Choose the correct answer.

22. How many students think the food is unhealthy?

- A 50 per cent
- B 75 per cent
- C 40 per cent

23. How many students want longer opening hours?

- A 55 per cent
- B 65 per cent
- C 50 percent

24. Students want the canteen to stay open later because they

- A don't like the menu
- B are always hungry
- C study long hours

**Questions 25-27**

Look at the list of words. Choose the correct answer.

25. Which word comes first in the list, before **banana**?

- A apple
- B crisps
- C butter

26. Where does **pizza** come in the list?

- A between burger and chocolate
- B between chocolate and pasta
- C between pasta and rice

27. Which word comes last in the list, after **salad**?

- A tomato
- B chips
- C egg

| Foods     |
|-----------|
| .....     |
| banana    |
| burger    |
| .....     |
| chocolate |
| .....     |
| pasta     |
| .....     |
| rice      |
| salad     |
| .....     |

**Remember to circle your answers on the answer sheet.**

1. What is this text about?

A books

B television

C cinemas



| Question | Answer |
|----------|--------|
| 1.       | A B C  |
| 2.       | A B C  |
| 3.       | A B C  |

**End of exam**