

ESOL Skills for Life (QCF)

Level 2 – Reading

Past paper 1



Time allowed: 60 minutes

Please answer **all** questions. Circle your answers in pen, **not** pencil, **on the separate answer sheet**. You may **not** use dictionaries. You may **not** use correction fluid.

Task 1

Questions 1-6 test your ability to read a text quickly for the general idea, and to scan it for key words and phrases. You are advised to read the questions **before** you read the text.

Questions 1-4

The text on page 3 has six paragraphs. Each paragraph has a purpose. Choose the letter of the paragraph which best matches the purposes below. Circle the letter **on your answer sheet**. You do not need to use all of the paragraphs.

Example: to introduce the topic of the text

.....A.....

1. to give some background information on the sculptor
2. to outline the symbolism of *Far Out to Sea*
3. to detail the layout of the artwork
4. to summarise the public's response to the artwork

.....

Questions 5-6

Choose the letter of the best answer and circle it **on your answer sheet**.

5. Scott Herman wants his artwork to represent
 - A the connection between humans and the earth
 - B the relationship between humans and art
 - C the importance of the sea
6. The purpose of this article is to
 - A persuade the reader to visit Farcombe Beach
 - B give information about the exhibition and artist
 - C question the value of the artwork

***Far Out to Sea* by Scott Herman**

Paragraph A

From a distance, the sight of 50 cast iron figures standing on a beach may be mistaken for a group of tourists gazing at the sand and splashing in the water. However, this huge collection of sculptures is the latest work from local sculptor Scott Herman. They can be found at Farcombe Beach in south-west Wales.

Paragraph B

The sculptures which each weigh 650kg are all identical, face the same way and stare out at the water. Some remain visible on the beach the whole time while others are swallowed up by the daily incoming tides. For a period during the day, all are visible again before the tides return. So what does this art mean?

Paragraph C

For Herman, *Far Out to Sea* represents the relationship between man and nature. Over time, the sculptures will be subjected to the dangers of the sea, the weather and darkness and light. Some may break or even be washed away. Herman believes that this is like life where people's decisions or actions are affected by many things.

Paragraph D

Herman often creates art about people, time and nature. *Far Out to Sea* is his first major exhibition. Amazingly, Herman originally trained as a mechanic, but decided to change occupations at the age of 40 so he is a late newcomer to sculpture.

Paragraph E

The local reaction so far has been encouraging, with Farcombe Beach reporting record visitor numbers. Although the statues appear a little disconcerting with their fixed stare, visitors have taken them to their hearts – some have even brought hats and scarves for them to wear!

Paragraph F

Will *Far Out to Sea* become a permanent fixture at Farcombe? Herman hopes so. As the sculptures start to physically change, he hopes that people will stop to consider how humans will always be weaker than the weather and nature.

Turn over page

Task 2**Questions 7-10**

Five sentences are missing from the text on page 5. Look at the following sentences and decide which one best fits each gap. Circle the letter of your answer **on your answer sheet**. There is an example (A). There is one sentence you do not need.

- A *(Example) This year Leicester University had the privilege of hosting the awards.*
- B His winning team developed an equation to predict the shape of ponytails.
- C 'Ignoble' usually means something that you should feel ashamed about.
- D Don't think you can self-nominate for an 'Ig', someone else has to do it.
- E Most of the ideas seem to deal with petty and irrelevant issues.
- F This year's ceremony is the 25th in the history of the award.

Questions 11-13

Choose the letter of the best answer and circle it **on your answer sheet**.

- 11. In paragraph one, why does the writer put 'Igs' in inverted commas?
 - A it is the name of an award
 - B it is the short form of a word
 - C the writer invented the word
- 12. According to paragraph one, the founders
 - A always thought that the Ignoble awards would be important
 - B believe the Ignobles are more important than the Nobel science prizes
 - C didn't know that the Ignoble awards would become quite so important
- 13. According to paragraph three
 - A there will be more publicity for statistical physics in the future
 - B the majority of people do not know about statistical physics
 - C statistical physics has started to become popular

Questions 14-16

Choose the letter of the answer which best matches the meaning of each word as it is used in the text. Circle the letter **on your answer sheet**.

- 14. **applications** (paragraph four)
 - A requests
 - B uses
 - C appliances
- 15. **laureates** (paragraph five) are people who
 - A have been given an important prize
 - B have organised prize giving ceremonies
 - C are going to receive an important prize
- 16. **momentum** (paragraph six)
 - A pace
 - B morale
 - C funds

The Nobel Prize which isn't

Paragraph one

Have you ever had a crazy idea? If you research and develop it further you could earn yourself an Ig Nobel. Affectionately known as the 'Igs', they started off as a bit of a joke on the more sober Nobel science prizes. Nowadays, not only are the Igs taken more seriously but they also have some prestige which the founders could never have anticipated at the outset.

Paragraph two

 A (Example) . Unsurprisingly, with their level of popularity every single seat was sold out months ago.

Paragraph three

 7. . However, most of the nominees started off tackling real problems and even get published in quite weighty journals. One example is Dr Waites, the lead researcher for 'The Ponytail Equation', who said he was thrilled to pick up his first ever Ig. "Lots of women (and men) tie up their hair at the back of their heads so it looks like a horse's tail and I just can't believe it has attracted so much attention," he said. "This is an unexpected side effect of an Ig because my field is statistical physics, which is not something that the general public will have heard of, and no one has ever thought of researching a ponytail!"

Paragraph four

 8. . They took into account a number of factors – the stiffness of the hair fibres, gravity and the presence of the random curliness in human hair. They used this information to predict how a ponytail is likely to behave and the shape the hair will take when drawn back and tied. Dr Waites added, "there is a lot of interest from shampoo producers but there are wider **applications** when you apply it to fabrics. It might also contribute to the whole area of computer animation. Hair is something that is very hard to make look natural in animated movies."

Paragraph five

 9. . Since the first year, the ceremony has always been attended by real Nobel **laureates**, who have the privilege of handing out the prizes. Recipients are allowed only 60 seconds to make an acceptance speech. If they run over, the etiquette is for the crowd to throw paper planes – which have to be made during the speech and not beforehand.

Paragraph six

 10. . However, that definition will probably change in the near future. The awards have been steadily building up **momentum**, so much so that they could become more popular than the Nobel science prizes.

Turn over page

Task 3

Texts A-E on pages 8-11 are all related to each other. You need to use all five texts to answer the following questions.

Questions 17-19

There are five texts, A-E. Decide which text matches each of the purposes below and circle the letter of the text **on your answer sheet**. One of the texts does not have a purpose listed below.

Example: to make a complaint **and** request action C

17. to clarify a procedure **and** give information about a future event
 18. to organise a meeting **and** give instructions about what must be done beforehand
 19. to respond to a specific complaint **and** suggest a follow-up meeting

Questions 20-22

Choose the letter of the best answer and circle it **on your answer sheet**.

20. In text C, how does Jane Williams construct her letter of complaint?
 A she compares her experience with an ideal appraisal meeting, asks Mr Ali to give her some training opportunities and requests further action
 B she outlines the problems with the meeting, requests that Mr Ali takes action and threatens to take her complaint further
 C she describes the meeting, requests training opportunities and threatens to speak to her colleagues about her experience
21. What can Iftikhar Ali learn by reading texts B, C and D?
 A Jane Williams is being unreasonable about her appraisal
 B a friendly chat should be enough to resolve the situation
 C Susie O'Sullivan is not taking the appraisal process seriously
22. What does the reader learn from texts A and E?
 A Staniforth and Sons have clear guidelines about appraisals
 B there are serious penalties for not following appraisal guidelines
 C Staniforth and Sons have an informal approach to appraisals

Questions 23-27

Text A has six paragraphs with missing headings. Choose the best paragraph for each of the following headings and circle the letter **on your answer sheet**. You do not need to use all the paragraphs. There is an example.

Example: *Be prepared* D.....

23. Be aware of the risks

24. Why appraisals matter

25. Relaxation is key

Choose the letter of the best answer and circle it **on your answer sheet**.

26. According to text A

- A managers must control the conversation during appraisals
- B an appraisal is a chance for both sides to give their views
- C staff should be allowed to set the agenda for appraisals

27. According to text E, Iftikhar Ali

- A has taken Jane Williams' complaint seriously
- B plans to take action against Susie O'Sullivan
- C will be changing the guidelines on appraisals

Questions 28-30

Choose the letter of the answer that **best** matches the meaning of each word as it is used in the text. Circle the letter **on your answer sheet**.

28. pitfalls (text A)

- A declines
- B dangers
- C advantages

29. aspire to (text C)

- A aim for
- B train for
- C decide on

30. curtailed (text D)

- A lengthy
- B unnecessary
- C brief

Turn over page

Text A

**STANIFORTH AND SONS
ADVICE ON CONDUCTING STAFF APPRAISALS****A**

At Staniforth and Sons we take the appraisal process very seriously. Conducted well, appraisals are an excellent opportunity to get the most out of every member of staff. They can increase motivation, performance and efficiency, and ensure all staff have every possible opportunity to develop in a way that will benefit both themselves as an individual and us as a company.

B

There are **pitfalls**, however. Although a good appraisal is an opportunity to build relationships, one that is poorly conducted can result in damaged morale. There is also the possibility that appraisals can be seen as discriminatory. For this reason, it is essential that managers have a thorough knowledge of equality law.

C

Make sure you get off to a good start by giving your staff plenty of notice of the appraisal. Everyone should be asked to complete an appraisal form and return it to you well before the meeting. Encourage them to make a list of issues they would like to discuss in addition to the standard topics.

D (Example)

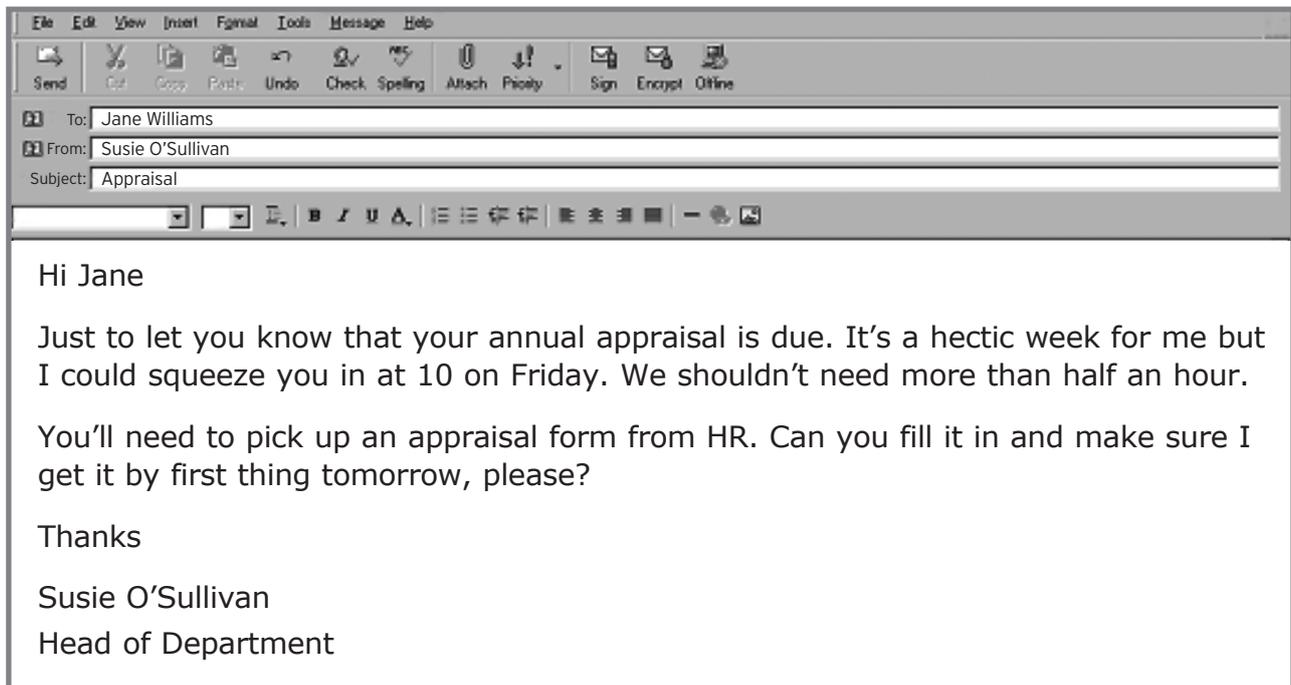
It is crucial that managers prepare thoroughly for appraisals. Look at the staff member's job description and use that as a basis for discussion, along with their completed appraisal form. Make sure you have any documentation relating to previous appraisals, such as action plans, and feedback from other staff.

E

Think carefully about the atmosphere you will create during the appraisal. Arrange the chairs so that you are sitting next to the person you are appraising, or at an angle to them. Do not sit directly opposite them as this can appear confrontational. Make sure you are not interrupted during the meeting and do not appear rushed, even if you do have pressing business to attend to during the rest of the day.

F

Finally, listen well. This is an opportunity for you and your staff members to share ideas. Even if the employee's performance has been disappointing, you should still encourage them to contribute their own opinions. At the end of the meeting, ensure that the member of staff leaves with a mutually agreed list of action points that will enable them to develop their skills.

Text B

The image shows a screenshot of an email client window. The title bar includes menus: File, Edit, View, Insert, Format, Tools, Message, and Help. Below the title bar is a toolbar with icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header shows: To: Jane Williams, From: Susie O'Sullivan, Subject: Appraisal. Below the header is a rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, and Font Size. The main body of the email contains the following text:

Hi Jane

Just to let you know that your annual appraisal is due. It's a hectic week for me but I could squeeze you in at 10 on Friday. We shouldn't need more than half an hour.

You'll need to pick up an appraisal form from HR. Can you fill it in and make sure I get it by first thing tomorrow, please?

Thanks

Susie O'Sullivan
Head of Department

Turn over page

Text C

Jane Williams, 3 Chestnut Crescent, Moreville MO9 3TC

Mr Iftikhar Ali
Head of Human Resources
Staniforth and Sons
58-62 High Street
Moreville
MO1 6PD

22 October 2014

Dear Mr Ali

I am writing to complain in the strongest possible terms about my annual appraisal, which was conducted by Susie O'Sullivan on Friday of last week.

First of all, I was given only two days' notice of this meeting. I had to complete my appraisal form in a great rush, but when I arrived at the meeting it was clear that Ms O'Sullivan had not even bothered to read it.

I understand that appraisal meetings should normally last for at least an hour but Ms O'Sullivan dismissed me after only twenty minutes. During that time, she answered her mobile phone twice.

Most disappointing of all, Ms O'Sullivan did not offer me any development opportunities. I have been with this company for more than six years now and I have always given my best. I would like to think that I am management material and that with additional training and development I might be able to **aspire to** promotion in the near future.

If this disastrous appraisal is allowed to stand, I cannot see I have any hope of achieving my ambition.

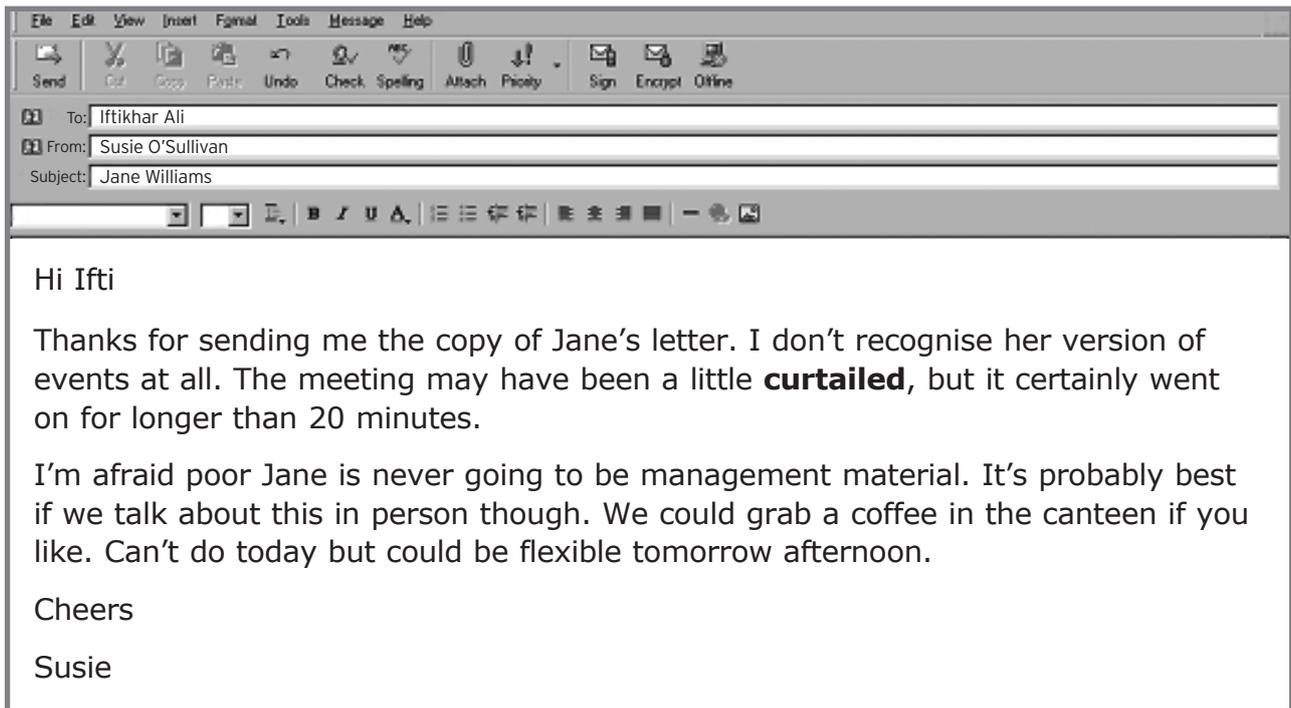
I have spoken to several of my colleagues and it seems I am not the only one to have a bad experience in my appraisal. I am afraid that if you cannot take appropriate action, I will have no alternative but to go to the chief executive.

I look forward to hearing your reactions to my experience.

Yours sincerely

Jane Williams

Text D



The screenshot shows an email client interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Message, and Help. The toolbar contains icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header shows: To: Iftikhar Ali, From: Susie O'Sullivan, Subject: Jane Williams. The body of the email contains the following text:

Hi Ifti

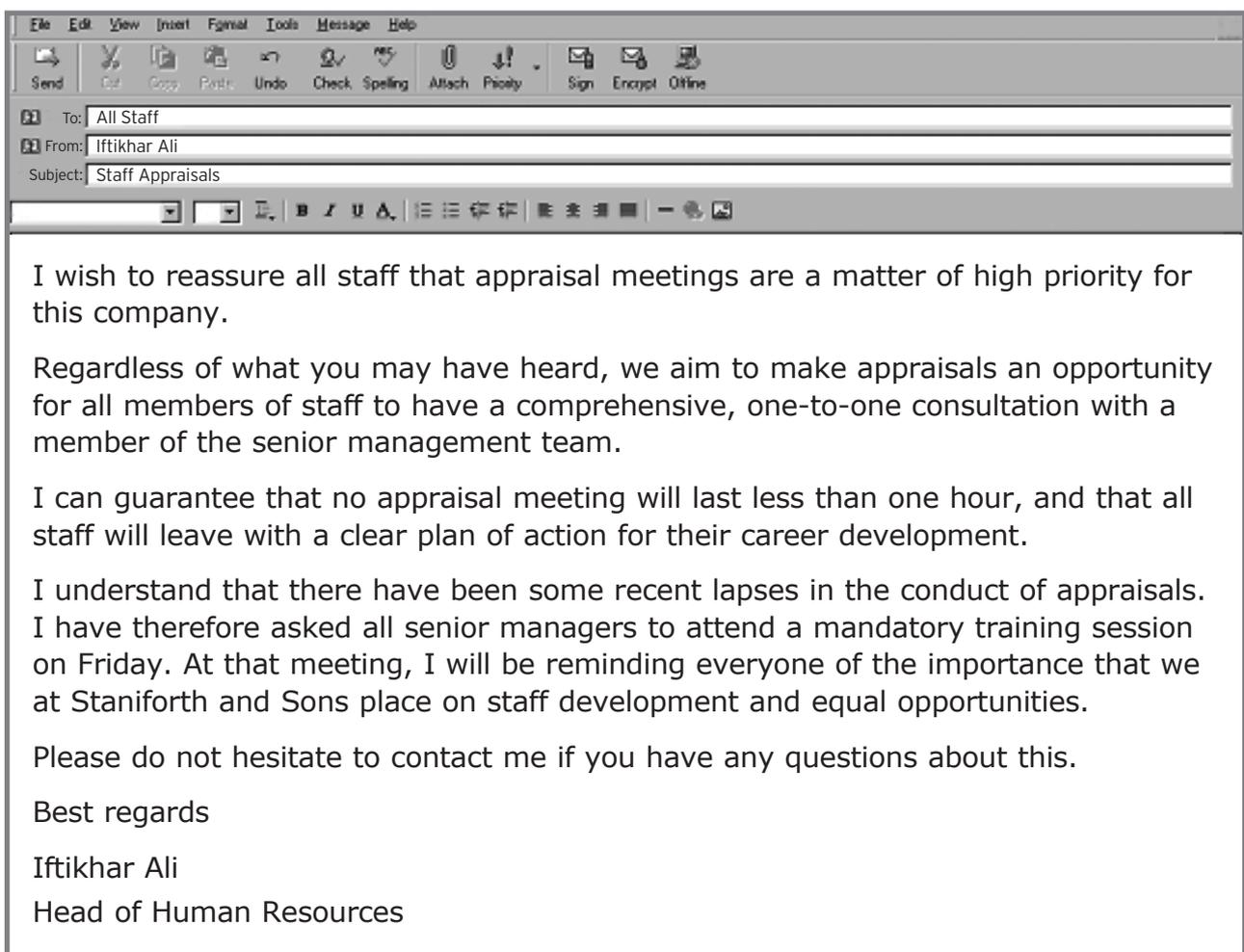
Thanks for sending me the copy of Jane's letter. I don't recognise her version of events at all. The meeting may have been a little **curtailed**, but it certainly went on for longer than 20 minutes.

I'm afraid poor Jane is never going to be management material. It's probably best if we talk about this in person though. We could grab a coffee in the canteen if you like. Can't do today but could be flexible tomorrow afternoon.

Cheers

Susie

Text E



The screenshot shows an email client interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Message, and Help. The toolbar contains icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header shows: To: All Staff, From: Iftikhar Ali, Subject: Staff Appraisals. The body of the email contains the following text:

I wish to reassure all staff that appraisal meetings are a matter of high priority for this company.

Regardless of what you may have heard, we aim to make appraisals an opportunity for all members of staff to have a comprehensive, one-to-one consultation with a member of the senior management team.

I can guarantee that no appraisal meeting will last less than one hour, and that all staff will leave with a clear plan of action for their career development.

I understand that there have been some recent lapses in the conduct of appraisals. I have therefore asked all senior managers to attend a mandatory training session on Friday. At that meeting, I will be reminding everyone of the importance that we at Staniforth and Sons place on staff development and equal opportunities.

Please do not hesitate to contact me if you have any questions about this.

Best regards

Iftikhar Ali
Head of Human Resources

End of exam

