

ESOL Skills for Life

Level 1 – Reading

Sample paper 2

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.
- ▶ Please answer **all** questions.
- ▶ Circle your answers in blue or black pen **on the separate answer sheet.**
- ▶ You must not use pencil, erasable pen or correction fluid on the answer sheet.
- ▶ You must not use a dictionary in this exam.
- ▶ You must not take this exam paper out of the exam room.

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 that 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 new version of the phone*

 A

1. to explain a feature of the phone that impressed the writer
2. to summarise what the writer thinks about the phone
3. to describe a feature that certain people will find to be an advantage
4. to describe a problem connected with the new model of the phone

Questions 5-6

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

5. Which aspect did she think was better in the new Flatphone 8?
 - A the quality of the picture for films
 - B the new shape of the phone
 - C the larger size of the screen
6. How does the writer feel about the phone in general?
 - A she thinks that one particular aspect would be a disadvantage
 - B she likes some aspects of the phone and would probably buy it
 - C she would not buy it as there are many things she did not like

The Flatphone 8

Paragraph A

I have recently tried out the latest Flatphone, the Flatphone 8. I had expected this version to be quite different from the others, as the manufacturers have promoted this as a totally original product.

Paragraph B

Indeed it is much slimmer than previous versions. However, it is much longer, so I couldn't carry it in my pocket easily. For me, and I'm sure for others, this will present problems.

Paragraph C

The manufacturers also claimed that the new phone has a high-definition screen, but to be honest, I don't think that it is very different from previous models. I often use my old Flatphone to catch up on films. The screen on the new phone is bigger, so watching was much easier. However, when it came to the actual picture quality there wasn't much to choose between them.

Paragraph D

I think that the faster download speeds, which are more than four times those of some other phones, will appeal to some people. This will obviously be of great benefit to people who rely on their phones, especially for business purposes.

Paragraph E

Another great plus of the phone, in my view, is the fantastic camera – so much better than my old version. I tried it out in various weather conditions, and the results were always stunning.

Paragraph F

So overall, would I invest in the new Flatphone 8? Well, the camera function is tempting, but I'll probably keep my old one for now. I don't really think I use my phone enough to benefit from the faster download speeds. And I would probably get annoyed with the fact that the phone is likely to stretch the pockets of my favourite jeans!

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) Christine Belk received The Volunteer of the Year award for her climbing club.~~
 B Another winner was Ray Carter, who has recently retired from teaching.
 C The oldest hero was an active 73-year-old who had won a medal for swimming.
 D A children's rugby team did extremely well this year and became national champions.
 E The winners were invited to Brigham Castle where the results were announced.
 F A name to note is Amelie Anning who has received her award at the age of 11.

Questions 11-13

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

11. According to paragraph two
 A JP has only ever taught ballet
 B JP would prefer to teach hip hop
 C JP had never taught hip hop before 2000
12. According to paragraph three
 A the championship was more important than the award
 B the award is important because they lost the championship
 C winning the award gives more meaning to the championship
13. According to paragraph four
 A Christine founded the club so she could climb more
 B climbing is more important than the club for Christine
 C it was important for Christine to share climbing with other women

Questions 14-16

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**.

14. In paragraph one, **crucial** means
 A enjoyable
 B important
 C creative
15. In paragraph two, **credit** means
 A hope
 B praise
 C understanding
16. In paragraph four, **founded** means
 A contacted
 B attended
 C started

Sporting Heroes Awards

Paragraph one

The Sporting Heroes Awards were recently handed out to well-deserving winners. Organised by Brigham's Sports Development Team, it recognises the achievements of local sports people. This year a record number of people were nominated, showing how **crucial** sport has become in our society.

Paragraph two

JP Osman won the Coach of the Year award for coaching ShackStereo Dance Group. Before 2000, JP had only ever taught ballet but ShackStereo are a hip hop group. These dancers recently entered the world street dance championships and they were successful. He said: "The award isn't just for me. It's for everyone who has believed in me. It's a huge achievement for the dancers to become world champions, I can only give them **credit** for their hard work."

Paragraph three

7. . Their school also earned the award of Sports School of the Year. The head teacher said: "They fought hard to take part and to come home with the championship cup, so to get this award in addition to that makes it even sweeter."

Paragraph four

A (Example) . She started climbing when she was 41 and it simply changed her life. Not only did she want to climb but she also wanted to introduce her passion to other women and **founded** a club called 'Vertigirls'. Christine jumped up on stage and said: "This club really helps women achieve their goals."

Paragraph five

8. . He proudly took home the Special Contribution Award after 40 years in the classroom. He said: "There hasn't been a particular 'stand-out moment' in my career, but I'm happy that sport has improved many children's self-confidence."

Paragraph six

9. . Someone so young has never won The Young Sports Person of the Year award before. She has excelled to become the highest-ranked under-13 pentathlete in the UK. She was delighted to get the award.

Paragraph seven

10. . Each winner's story was recorded in a short film which was shown in the conference room. There were very emotional speeches, which all made it a very enjoyable evening indeed.

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 suggest how to manage workplace waste B

17. to give figures on UK office waste
18. to agree to a suggestion
19. to make a request

Questions 20-21

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

20. Text D is a report. We know this because
- A it has headings
 - B it has instructions
 - C it was sent to a manager
21. The language in text C is formal. We know this because
- A it is written by an administrator
 - B there are no short forms of words
 - C Layla uses Andrew's first name in the greeting

Questions 22-27

Look through all of the texts to find the answer to the questions below. Choose the letter of the best answer and circle it **on your answer sheet**.

22. The purpose of the picture in text B is to show
- A these products are made from recycled materials
 - B you are not able to recycle these products
 - C you can recycle these products
23. How much office waste could people recycle?
- A 50%
 - B 70%
 - C 24%
24. Companies are advised to
- A use plastic boxes to keep things in
 - B recycle old company mobile phones
 - C use smaller pieces of paper for notices

Turn over page

- 25.** Layla Redton
A is doing a college course
B is planning to write a report
C has never discussed recycling with Andrew
- 26.** Andrew Deane
A wants to be responsible for arranging office recycling
B needs more information on the cost of recycling
C has written a policy for workplace recycling
- 27.** A recommendation for Rawlings LTD is to
A buy recycled paper
B not print important documents
C stop using plastic cups and bottles

Questions 28-30

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

- 28. conserve** (text A) means
A waste
B save
C use
- 29. establish** (text D) means
A change
B discuss
C create
- 30. internal** (text B and D) means
A overseas
B within the company
C confidential and private

Text A

Many resources, including materials and energy, are used in the workplace.

- As a result of use of materials in the workplace, large amounts of waste are created. For example, over 50% of the rubbish in landfills comes from businesses, including shops, offices and factories. 70% of office waste is recyclable, but on average only 7.5% reaches a recycling facility.
- The average office worker uses 50 sheets of paper a day in unnecessary printing. Around 80.6m tonnes of printing and writing paper from workplaces becomes waste each year in the UK. This is actually 24% of the total UK waste.
- Recycling one tonne of paper can **conserve** 7,000 gallons of water. It can also **conserve** landfill space, 17 trees, 380 gallons of oil and 4,000 kilowatts of energy.

If no efforts are made to change what employees do in the workplace, this production of waste will have a negative effect on the environment.

Text B

Green Workplace Tips

There are three key factors when thinking about how to recycle. They are known as the 3 Rs: Reduce, Reuse and Recycle.

Reduce	Reuse:	Recycle
<ul style="list-style-type: none"> • Print only what you need. • Print on both sides of the paper, especially the less important documents. • Reduce the use of paper by sending information or documents by email, rather than hard copy files. • Use electronic posters and notices, instead of paper ones. • Share just one set of newspapers and magazines between all work departments. • Use non-plastic cups at coffee breaks. 	<ul style="list-style-type: none"> • Scrap paper for note-taking • Cardboard or metal boxes for storage purposes at the workplace • Envelopes for internal office mail • Old folders and files • Lunch containers 	<p>By developing a few simple recycling habits, staff can make a big difference.</p> <p>Here are some items in offices that we can recycle:</p> <ul style="list-style-type: none"> • Old computers • Old company mobile phones • Waste paper, including printed paper, unwanted files and notes, used envelopes • Unwanted cardboard (eg packaging boxes for printing paper, office stationery) • Unwanted magazines and newspapers. 

Text C

To: Andrew Deane
From: Layla Redton
Subject: Recycling

Dear Andrew

I have mentioned my concern about the lack of recycling in our offices to you in the past. I have attached my report with recommendations and hope you will consider introducing a new recycling system in our company. I am willing to take responsibility for organising a system.

As you know from previous conversations, I am currently studying Environmental Studies at college and I have become very concerned about the lack of recycling in our offices.

Regards

Layla Redton — Administrative Assistant

Turn over page

Text D**Rawlings LTD Recycling Plan**

The aim of this report is to highlight the current recycling practices at Rawlings LTD, and suggest areas for improvement.

Paper

1. Far too much paper is used for printing that is not essential, eg emails and reports. There is also too much unnecessary photocopying.
2. Used paper is thrown away, rather than recycled.

Recommendations

1. **Establish** a policy on printing, for example print only what you need and print on both sides of the paper, especially for less important documents. This practice helps to reduce paper usage and waste by half.
2. Purchase recycling bins for waste paper.
3. Reuse paper where possible, eg envelopes for **internal** office mail.
4. Purchase paper products that are made of recycled paper, such as printing paper, note pads and business cards.

Cups, cans and bottles

We have a number of vending machines selling soft drinks in cans and plastic bottles. We also have tea and coffee machines which give drinks in plastic cups. All of these cups, cans and bottles are thrown away in the rubbish bins.

Recommendation

In the light of this, I would suggest that we purchase recycling bins for plastic bottles, cups and aluminium cans and leave them located near these machines.

I recommend that Rawlings should take these actions as soon as possible.

Text E

To: Layla Redton
From: Andrew Deane
Subject: Re: Recycling

Dear Layla

Thank you very much for your interesting report. I think that the issues you have highlighted are extremely important. I am very happy for you to start up a new recycling system for the company.

Before you go ahead you will need to get some quotations for the price of the recycling bins first. Then we can arrange a meeting to discuss the prices.

The next stages would be to produce a company policy on workplace recycling and then inform the staff.

Once again, thank you for your hard work on this.

Regards

Andrew Deane – Office Manager

End of exam

Skills for Life Level 1 Reading – Sample paper 2 Answers

1. E
2. F
3. D
4. B
5. C
6. A
7. D
8. B
9. F
10. E
11. C
12. C
13. C
14. B
15. B
16. C
17. A
18. E
19. C
20. A
21. B
22. C
23. B
24. B
25. A
26. B
27. A
28. B
29. C
30. B