English Functional Skills Initial Assessment

**Learner`s Name**

**Date of Assessment**

**Score**

**Level**

**Working Towards**

|  |  |
| --- | --- |
| **Student Mark** | **Functioning at:** |
| 0 - 7 | Entry Level 1 |
| 8 -16 | Entry Level 2 |
| 17 - 29 | Entry Level 3 |
| 30 – 41 | Level 1 |
| 42 - 54 | Level 2 |

1. Dan and his friend want to buy a sandwich for lunch.



Put a tick  in the correct box Which filling is not on the menu? Tuna and Mayonnaise

Egg and cress Coronation Chicken

1. What is served with the sandwiches?

……………………………………………………………………..

1. How much will they each have to pay?

……………………………………………………………………..

1. **Number the following sentences in the correct order:**

He catches the bus.

He finally arrives at work.

This is Tom.

The bus then crosses a river.

Tom leaves for work at 8.00am.

It is now 8.50am.

The bus goes past the next bus stop.

1. **Put the following words into the text:**

**the all and you go you are is make room**

**FIRE DRILL**

If you find a fire, do not try to put it out yourself. First of all tell everyone who

 in the area.

Close doors and windows, if have time.

Leave the by the nearest exit close this door as

 go out.

Raise the alarm.

 to the assembly point.

If you in a new place, sure you know where

 nearest alarms are.

# COMPANY HEALTH & SAFETY POLICY

Employees must comply with current safety legislation. The Health & Safety at Work Act places responsibility on the company and you as an employee.

It is the duty of the company to:

* + Provide a safe and healthy working environment for all its employees.
	+ Ensure the safe operation of all equipment and machinery.
	+ Provide employees with proper instructions and training on safety.

As an employee it is your responsibility to:

* + Co-operate with the company in following safety rules and regulations.
	+ Report any accidents, hazards or damage to equipment to the supervisor.
	+ Be familiar with the company’s safety policy.

All employees are given a copy of the Safety Policy when they join the company. All employees must sign to say that they have read and understood this policy. A copy of the company’s Safety Policy is also displayed on the notice board in each department and rest room.

**Please REMEMBER we are ALL responsible for our safety and wellbeing at work.**

1. Who is responsible for Health & Safety at work?
2. What should the employee do?
3. Where can you read the Safety Policy?
4. Why must there be a Health & Safety Policy?
5. **Read this newspaper article then answer the following questions:**

**70 Hit By Bug After Party**

Health chiefs were today trying to trace party guests after 70 of them went down with dysentery.

Experts described the outbreak as one of the biggest for several years and warned that anyone who became ill should stay away from work or school until 48 hours after the symptoms cease. About 150 party guests celebrated a wedding in the town hall.

Already more than 70 families have been affected.

The symptoms include diarrhoea, fever, stomach pain, passing blood and vomiting. Doctor William Smith, a doctor at the local hospital, said “It is a very large outbreak.” He said the illness was highly contagious.

“Absolutely scrupulous attention to personal hygiene is vital to prevent further spread. We are still following up the source of the outbreak, but we have identified the bug as a form of dysentery. The young or old are likely to be more severely affected and they need to take special care if they become ill.”

He said symptoms usually develop one to three days after infection and last four to seven days. People concerned about their condition should seek medical advice

1. What are the symptoms of this illness?
2. Who are the people most likely to be affected?
3. What health advice was given in the article?
4. Why was it important that all party guests were traced?
5. Do you think that food related illnesses are on the increase?
6. **Match these suffixes to the root words given below.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| -ful |  | -proof |  | -able |  | -al |  | -ed |
|  | -y |  | -ly |  | -ous |  | -ish |  |

|  |  |
| --- | --- |
| **Root Word** | **Whole Word** |
| use | useful |
| grey |  |
| enjoy |  |
| finance |  |
| bullet |  |
| success |  |
| experience |  |
| ambition |  |
| month |  |

# WRITE ON ONE OF THE FOLLOWING

* 1. My leisure pursuits.
	2. The ideal career for me.
	3. Describe the scene on a special occasion such as a wedding, a birthday party or a family celebration. (You may, if you wish, choose your own “special occasion”).

Plan your piece of writing. Proof read and correct writing for spelling, punctuation etc. Complete your piece in a suitable format, using paragraphs where necessary.

**English Functional Skills Initial Assessment Answers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question****Number** | **Answer** | **Mark Allocation** | **Student****Mark** | **FS****reference** |
| **1.** | Egg and cress | 1 |  | E1 |
| **2.** | Fries and salad | 1 |  | E1 |
| **3.** | £5.95 | 1 |  | E1 |
| **4.** | Sentence order 3 6 1 5 2 7 4 | 2 – as shown1 – different order that makes sense. |  | E1 |
| **5.** | If you find a fire, do not try to put it out yourself. First of all tell everyone who is in the area.Close all doors and windows, if you have time.Leave the room by the nearest exit and close this door as you go out. Raise the alarm. Go to the assembly point. If you are in a new place, make sure you know where the nearest alarms are. | 10 – all correctOr – 1 mark for each correct word. |  | E2/E3 |
| **6a.** | The company and the employee – oreveryone. | 2 |  | E3 |
| **6b.** | Co-operate with all rules. Reportaccidents and hazards. Be familiar with the policy. | 3 or 1 for each point |  | E3 |
| **6c.** | On notice boards in departments andrest room. Also own copy. | 2 – needs both forfull marks |  | E3 |
| **6d.** | To provide a safe workingenvironment. | 1 |  | L1/L2 |
| **7A.** | Diarrhoea, fever, stomach pain,passing blood and vomiting. | 5 – I for eachsymptom |  | E3 |
| **7B.** | The young or old. | 1 |  | E3 |
| **7C.** | Scrupulous attention to personalhygiene | 1 |  | E3 |
| **7D.** | To control the spread of the virus andthe source of the outbreak. | 1 |  | L1 |
| **7E.** | Reason to be given for answer. | 1- Accept anysuitable reason. |  | L1/L2 |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.** | greyish enjoyable financial bulletproof successful experienced ambitiousmonthly | 8 – or 1 mark for each correct answer. |  | E3/L1/L2 |
| **9.** | Punctuates simple sentences with acapital letter and a full stop | 1 |  | E1 |
|  | Uses a range of punctuation correctly(e.g. full stops, question marks, exclamation marks, commas) | 1 |  | E2/E3 |
|  | Uses possessive apostrophes | 1 |  | L1 |
|  | Punctuates writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotationmarks. | 1 |  | L2 |
|  | Communicates information in words,phrases and simple sentences | 1 |  | E3 |
|  | Forms regular plurals | 1 |  | E2 |
|  | Forms irregular plurals | 1 |  |  |
|  | Writes in compound sentences, using common conjunctions (e.g. or, and,but) to connect clauses | 1 |  | E2 |
|  | Writes consistently and accurately incomplex sentences. | 1 |  | L1 |
|  | Uses paragraphs where appropriate | 1 |  | E3 |
|  | Uses adjectives and simple linkingwords in the appropriate way | 1 |  | E2 |
|  | Uses mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinitearticles) | 1 |  | E3 |
|  | Uses language appropriate forpurpose and audience | 1 |  | E3 |
|  | Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words),suited to audience and purpose | 1 |  | L2 |

