

Write your name here

Surname

Other names

**Edexcel
Functional Skills**

Centre Number

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Candidate Number

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English

Level 1

Component 2: Reading

10–14 January 2011

Time: 45 minutes

Paper Reference

E102/01

**You may use a dictionary.
You do not need to write in sentences.**

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided
– *there may be more space than you need.*
- Dictionaries may be used.

Information

- The total mark for this paper is 20.
- The marks for **each** question are shown in brackets
– *use this as a guide as to how much time to spend on each question.*

Advice

- Read each question carefully before you start to answer it.
- Keep an eye on the time.
- Try to answer every question.
- Check your answers if you have time at the end.

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5/5/3/2



Turn over ►

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SECTION A

Read Text A and answer questions 1–7.

Text A

The manager of your company has asked you to organise a team building event for staff. You have found this leaflet.



Planning a team building event?

Here at Sagar Manor we have just what you're looking for because we believe 'The Team That Works Together Wins Together'. Our team training games are suitable for all ages and abilities.

An outdoor team building day offers an excellent way of raising morale*. Our exercises provide opportunities to develop skills in teamwork, decision-making, leadership and planning.

No worries!

We plan everything. We provide all the equipment. Our experienced staff are here to help at all times. All you have to do is turn up and enjoy yourselves.

Amazing!

Sagar Manor is in the beautiful Dartmoor National Park. Our grounds cover 300 acres of fantastic countryside including rivers, woodlands, hills and open spaces. You will be amazed by the range of outdoor activities to choose from:

- climbing
- walking
- riding
- raft racing



- paintball
- archery
- canoeing
- golf

And much more!

Our purpose-built facilities are open all year round. A day package includes the activities of your choice, all specialist equipment, personal accident insurance, tea/coffee/pastries on arrival, and a light lunch of soup and sandwiches.

Length of day: 0930–1700

Cost: £125 per person with reductions for groups of 6 people or more.

Drop in!

Come and visit us for a coffee, see for yourselves what we have to offer and discuss your event details. Please contact John Miller on 01753 465877 or email jmiller@SagarManor.com to make an appointment.

*Morale – the degree of confidence, enthusiasm of a person or group



Answer questions 1 to 3 with a cross in the box you think is correct. If you change your mind about an answer, put a line through the box and then mark your new answer with a cross .

1 The main purpose of this leaflet is to:

A	<input type="checkbox"/>	tell readers about Dartmoor National Park
B	<input type="checkbox"/>	persuade readers to hold a team building event at Sagar Manor
C	<input type="checkbox"/>	invite readers to have a coffee with John Miller
D	<input type="checkbox"/>	ask readers to choose their activities

(Total for Question 1 = 1 mark)

2 According to Text A, outdoor team building events are organised to:

A	<input type="checkbox"/>	improve physical fitness
B	<input type="checkbox"/>	improve morale
C	<input type="checkbox"/>	encourage people to join the centre
D	<input type="checkbox"/>	encourage people to enjoy the countryside

(Total for Question 2 = 1 mark)

3 Which of these statements about Sagar Manor Adventure Centre is true?

A	<input type="checkbox"/>	It is for members only.
B	<input type="checkbox"/>	It is only open in the summer.
C	<input type="checkbox"/>	It provides the specialist equipment needed.
D	<input type="checkbox"/>	It offers reductions for 8 people or more.

(Total for Question 3 = 1 mark)



4 Name **one** outdoor activity offered by Sagar Manor Adventure Centre which takes place on water.

.....

(Total for Question 4 = 1 mark)

5 List **two** features of Text A that show it is an information leaflet.

You do **not** need to write in sentences.

1

.....

2

.....

(Total for Question 5 = 2 marks)

6 Your manager is unsure whether to go ahead with a booking at the Sagar Manor Adventure Centre.

Suggest **two** aspects of the **day package** that would help convince your manager to choose this adventure centre.

You do **not** need to write in sentences.

1

.....

2

.....

(Total for Question 6 = 2 marks)



7 Some of the people in your team want to know why they should take part in a team building event.

Using Text A, give **two** reasons why this event is a good idea for the team.

You do **not** need to write in sentences.

1

2

(Total for Question 7 = 2 marks)

TOTAL FOR SECTION A = 10 MARKS



SECTION B

Read Text B and answer questions 8–13.

Text B

You have made the booking with Sagar Manor Adventure Centre and have been directed to this web page.

The screenshot shows a web browser window with the address bar displaying <http://www.sagarmanoradventurecentre.com/>. The page title is "Sagar Manor Adventure Centre". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search engine is set to "Google UK".

The website content is divided into two main sections:

- Left Sidebar:** Contains a logo for "Sagar Manor Adventure Centre" with an image of people in a boat. Below the logo are several navigation buttons: "HOME", "NEWS", "CONTACT US", "PHOTO GALLERY", "WHERE TO FIND US", "EVENTS CALENDER", and "ABOUT US".
- Main Content Area:**
 - Programme of the Day:** A heading followed by the text "We keep to the timetable to make sure all activities are completed successfully." Below this is a list of activities with their respective times:
 - 09:30 tea, coffee, pastries
 - 09:45 health and safety briefing (must be attended by all)
 - 10:00–11:30 activity one
 - 11:30–13:00 activity two
 - 13:00–14:00 lunch
 - 14:00–15:30 activity three
 - 15:30–16:00 break
 - 16:00–17:00 feedback and awards
 - Further Details:** A heading followed by a numbered list of eight points:
 1. Refreshments are provided on arrival and at lunch time. We do recommend that your team members bring water and they do need to bring practical clothing and safe footwear to change into.
 2. Lockers are provided for the safe keeping of belongings, and we ask that this includes mobile phones.
 3. Some activities are challenging so you need to make sure that all group members have been medically cleared if necessary.
 4. An instructor who has first aid training will lead each activity. It is important that you follow instructions at all times so that you enjoy the day.
 5. The break in the afternoon gives your team members time to take refreshments, get changed and collect their belongings from the lockers.
 6. At the final session, we ask you to fill in evaluation forms as part of the feedback before we move on to the awards.
 7. All members of your team will take away individual certificates of attendance.
 8. All team members will receive discount vouchers for future events.

The browser's status bar at the bottom shows "Done", "Internet", and "100%".



Answer question 8 with a cross you think is correct. If you change your mind about an answer, put a line through the box and then mark your new answer with a cross .

8 What is the **main** purpose of Text B?

A	<input checked="" type="checkbox"/>	To persuade you to book.
B	<input checked="" type="checkbox"/>	To thank you for booking.
C	<input checked="" type="checkbox"/>	To welcome you to the event.
D	<input checked="" type="checkbox"/>	To inform you about the day.

(Total for Question 8 = 1 mark)

Answer question 9 with a cross in the two boxes you think are correct. If you change your mind about an answer, put a line through the box and then mark your new answer with a cross .

9 Identify **two** features from the list below that show Text B is a web page.

A	<input checked="" type="checkbox"/>	Timetable of the day.
B	<input checked="" type="checkbox"/>	Heading.
C	<input checked="" type="checkbox"/>	Bold font.
D	<input checked="" type="checkbox"/>	Menu.
E	<input checked="" type="checkbox"/>	Numbered points.
F	<input checked="" type="checkbox"/>	Web address.

(Total for Question 9 = 2 marks)



10 According to Text B, identify **two** things team members will take away from the event.

You do **not** need to write in sentences.

1

.....

2

.....

(Total for Question 10 = 2 marks)

11 Some of your team are concerned about how Sagar Manor Adventure Centre will look after them on the day.

Using Text B, give **two** ways in which Sagar Manor Adventure Centre cares for its clients.

You do **not** need to write in sentences.

1

.....

2

.....

(Total for Question 11 = 2 marks)

12 According to Text B, when can you give your views of the event to the staff in Sagar Manor Adventure Centre?

You do **not** need to write in sentences.

.....

.....

(Total for Question 12 = 1 mark)



13 You want to make sure the team gets the most out of the day.

Using Text B, which **two** pieces of advice would you give your team in your team meeting before the event?

You do **not** need to write in sentences.

1

2

(Total for Question 13 = 2 marks)

TOTAL FOR SECTION B = 10 MARKS
TOTAL FOR PAPER = 20 MARKS



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