

ESOL Skills for Life
RQF Level: Level 2
Candidate Booklet - Reading
SAMPLE VERSION

The following details must be completed:

Candidate Name:

Candidate Date of Birth:

DD / MM / YYYY

Candidate Signature:

Centre Name:

Assessor Name:

Task 1:

DD / MM / YYYY

Assessment Date:

Task 2:

DD / MM / YYYY

Task 3:

DD / MM / YYYY

INSTRUCTIONS FOR CANDIDATES:

- Do **NOT** turn over the page to start the assessment until instructed to do so
- This assessment is made up of **3 TASKS**.
- Answer all of the questions
- You must complete this examination paper in black or blue **PEN**
- Only English – English dictionaries are permitted

Reading Guide Time - 60 minutes

Task 1

Read the text and answer questions 1-8.

Food safety – what do you know? Truths and myths about food safety.
<p>1. If food looks ok and smells ok it's safe to eat</p> <p>Although a bad smell or taste are signs that food has 'gone off', these signs often aren't caused by germs that give you food poisoning. So the food's appearance, smell or taste aren't reliable warning signs. Instead, stick to the 'use by' date and storage instructions on the packet.</p>
<p>2. Eating food after the 'best before' date won't hurt</p> <p>'Best before' dates are about food quality not safety. They are usually found on food that lasts a long time. If food has passed its 'best before' date it doesn't mean it's unsafe, but it might have started to lose its colour, flavour or texture.</p>
<p>3. 'Use by' dates are there to make you buy more</p> <p>A 'use by' date tells you how long food will stay safe. They have to be put on food that 'goes off' quickly – and they aren't just guesswork, the dates are worked out by scientific testing. Don't be tempted to eat food after the 'use by' date on the label, even if it looks and smells fine.</p>
<p>4. Stick to the 'five second rule' and you'll be ok</p> <p>We've all been there! That delicious slice of cake slips from your fingers and lands on the floor, and you think surely _____ if I pick it up quickly enough? Well unfortunately – no! However quickly you manage to retrieve it, any contact with the floor is long enough for the food to pick up nasty germs.</p>
<p>5. Plastic chopping boards are more hygienic than wooden ones</p> <p>There isn't any strong evidence that one type of chopping board is more or less hygienic than another, whether plastic, wooden, glass or even marble. What is important is that the board gets cleaned properly after every use and is replaced if it gets damaged, for example from deep cuts or scoring. You could also use separate chopping boards for raw and ready-to-eat foods.</p>
<p>6. You don't need to wash raw chicken before you cook it</p> <p>Although most raw meat will have some germs on it, washing won't get rid of them. In fact, washing is more likely to spread germs around the kitchen. Little splashes of water can contaminate you, your worktops and anything else in the way. Thorough cooking is the only way to get rid of these nasty germs.</p>
<p>7. If you've got a 'dodgy' stomach it's usually from the last thing you ate</p> <p>It's natural to suspect the thing you ate most recently would be the cause of food poisoning, but that isn't always the case. Symptoms usually take between one and three days to develop, so it won't necessarily be from the last thing you ate.</p>

8. Food poisoning isn't serious, it's just an upset stomach

Although most cases of food poisoning are mild and last only a day or two, some can be far more serious, even deadly. Thankfully this is rare, but with more than a million cases of food poisoning each year, twenty thousand of which require hospital treatment, every case is worth avoiding. Avoid food poisoning by remembering the simple 4Cs for good food hygiene: cleaning, cooking, chilling and cross-contamination.

9. Steak's ok rare – as long as the outside is brown

Steak is safe to eat 'rare'. Whole cuts of beef or lamb, such as steaks, cutlets and joints only have germs on the outside, so as long as the outside is fully cooked any germs will be killed. But this isn't true for poultry, pork, burgers and sausages, these must be cooked all the way through.

10. It's best to serve burgers pink in the middle

Unlike steaks, burgers and sausages are made from meat that has been minced, so germs will be spread throughout the product and not just on the surface. This means these products need to be properly cooked all the way through. To check if a burger is done, cut into the thickest part and check there is no pink meat, it is steaming hot and juices are clear.

11. Cooked rice can't be kept _____ other leftovers

Leftover cooked rice is fine to eat as long as it gets cooled and refrigerated quickly after cooking and eaten within 24 hours. This is because rice can contain a particularly tough type of bacteria that can survive heating. Most other leftovers are safe to eat up to two days after cooking. Always reheat leftovers until steaming hot and do not reheat more than once.

1. List two paragraphs whose headings include true information.

Paragraph:	
Paragraph:	

2. The foods which are past its 'use by date':
- sometimes have unchanged appearance.
 - will definitely give you food poisoning.
 - should not be eaten unless they look and smell OK.
3. In paragraph 4, the following phrase has been removed:
- 'it will be OK'.
 - 'would be OK'.
 - 'would have been OK'.
4. Which of the following statements is **correct**?
- Marble chopping boards are most likely to be hygienic as they require less cleaning.
 - Cuts or scoring will affect the hygiene level of a chopping board maintaining.
 - Damaged chopping boards can be made safe by thorough cleaning.
5. The 4Cs rule should be remembered in order to:
- deal with cases of food poisoning.
 - limit the likelihood of food poisoning.
 - reduce the need for hospital treatment.
6. Find and write down the phrasal verb in the text which means the same as 'to eliminate'
-
7. The gap in statement 11 can be best completed with:
- 'as long as'
 - 'together with'
 - 'as it will contaminate'
8. The writer's main aim is to:
- persuade more people to learn about food safety rules.
 - to educate cooking and catering staff about common causes of food poisoning.
 - to educate the readers about a number of common food safety misconceptions.

(8 marks)

Reading Task 2

Read the three texts and then answer the questions below.

Text 1 - An excerpt from Annual Leave Policy and Procedure

4. Requesting annual leave

4.1 Employees should request leave in advance to make sure there is adequate staffing. This is particularly important for employees who have contact with the public. It is recommended that annual leave requests are submitted a minimum of 2 working days ahead of the commencement of the leave for periods of up to 3 consecutive working days, and a minimum of 10 working days for periods exceeding 3 consecutive working days.

4.2 Requests for annual leave must be made in writing and addressed to the staff member's line manager. Managers should consider each request and let individuals know if the leave is approved as soon as possible. Requests should normally be considered in the order that they are received. All employees are legally entitled to four weeks annual leave during a year and managers must consider this when making a decision. Managers should encourage employees to take annual leave regularly and may find it beneficial to plan leave with their teams.

4.3 Time off may be requested by employees using different types of leave. For example, a mixture of annual leave, flexitime leave and time off in lieu (TOIL).

4.4 Line Managers must record each instance of the leave, and employees should keep their own record.

5. Bringing forward annual leave

5.1 Employees may wish to bring forward leave from the following holiday year for unexpected or exceptional circumstances. For example, to visit relatives abroad.

5.2 Requests to bring forward annual leave should be made as early as possible using the form in Appendix 3. Requests must not exceed ten days. A recommendation will be made by the immediate line manager after considering the impact upon the team. The HR Manager will then decide whether the request is approved and inform the employee.

5.3 If an employee resigns before accruing sufficient annual leave, an amount equivalent to those number of days pay will be deducted from their final salary payment.

Text 2 – Email Chain

Dear Simon

I am writing to confirm that your request to bring forward annual leave has been authorised and your leave from the 7th March for 10 days is approved. Please ensure you update your holiday card accordingly.

Fiona Methley
HR Manager.

Dave, you're a star. Really appreciate it pal. I've filled in the form, attached.

Fiona - if you could confirm as soon as you can I'd be grateful.
S.

Fiona in HR (CC'd) has mentioned that you can use some of next year's entitlement. The form you need to fill in is attached. We've not got that many orders scheduled for early March and no-one else is away so we should manage to cope without you. Hope that helps.

Dave

C'mon, mate, there's got to be something you can work out! And hurry up as those tickets are not getting any cheaper! S.

Hi Simon,

I'm sorry, but I have to decline your request as you have already used up your full annual leave entitlement for this year.

Dave

Hi Dave,

I need to take some time off as my little sis is getting married in Spain. I need a week, starting on 7th March. Or if you can make it two, that's even better! Let me know today cause I need to book plane tickets...

Cheerio!

Simon

Text 3 – Annual Leave Form

APPENDIX 3

Request to bring forward or carry over annual leave
delete any that do not apply

Complete this section and send it to your manager

Your name _____ Payroll number _____

Location _____

To _____ your immediate manager

I request to either bring forward up to ten days _____ days

or carry forward six to ten days _____ days

Reason

Your signature _____ Date _____

1. According to the procedure, if you want to book a week off, when should you submit your request?

2. How do managers process the requests for annual leave?

- a) They look at the requests in the order they received them.
- b) They assess the importance of the reason for each request.
- c) They check who has the greatest amount of annual leave left to take.

3. In Text B, which person uses language of the highest degree of formality?

4. In Text B, find and write down the word which means the same as 'mate'.

5. The form found in Appendix 3 should be used:

- a) by all members of staff.
- b) by line managers only.
- c) by HR personnel only.

6. Which of the texts includes information about the maximum number of untaken holidays that can be transferred into the following year?

7. List one language feature which makes text A very formal:

8. According to the procedure, in what circumstances can money be taken away from employee's salary?

- a) If they do not correctly follow the procedure when requesting annual leave.
- b) If they leave the company before they gain the holiday entitlement they have used.
- c) If they continue to use up more annual leave than they are entitled to.

(8 marks)

Reading Task 3

Read the text and then answer the questions below.

In the Frame

After a childhood seen through grubby fingerprints, Maggie Spellman mastered contact lenses and never looked back. Now – with specs all over the red carpet and the catwalk – she’s wearing glasses by choice...

A. It was 1990 and I couldn’t choose which colour frames to have, so I had them all. A pair of very large, very round, rainbowed spectacles, through which nine-year-old me saw a world that, perhaps inevitably, was mainly laughing and pointing, day after day... Shame on me for letting them taint the way I’d feel about glasses for the rest of my life. Until now.

B. My favourite bit of fashion is when something you’ve overlooked for years suddenly sidles into view, all fresh, gleaming and covetable. This season, just as I was beginning seriously to contemplate laser eye surgery, it’s spectacles. Big round ones, sassy cat’s eye ones, clunky fat ones, all looking impossibly glamorous on the models gracing the catwalks.

C. I’m clearly not the only one who’s been seduced. People are buying more glasses than ever – in 2015, the world’s largest eyewear company, Eye’d, registered an 18% increase in profits, generating more than £5.51bn in revenue. As celebrities such as [Anne Hathaway](#), [Jared Leto](#) and [Meryl Streep](#) begin to wear theirs on the red carpet, the glasses are becoming stars themselves. Elton John’s even have [their own Twitter account](#).

D. But they’re glasses, the other bit of my brain says, quickly rifling through relevant images from my childhood and teens, lest I forget. The time they snapped in half during PE. The sore patches behind my ears, the

steaming up and the scratches. I never knew what the swimming pools or rollercoasters of my childhood really looked like.

E. Those of you who grew up, like me, with the eyesight of a poorly Dalmatian, who suffered through a cruel adolescence of nicknames, who worked hard – really, really hard – to master contact lenses, will understand why it’s difficult to think of glasses as anything more than metal-rimmed curses, let alone a desirable fashion accessory.

F. To us it’s no surprise that glasses rendered Clark Kent unrecognisable as Superman. We understood it all too well, but we never got the chance to take our glasses off and fly. But here we are. Will I enjoy seeing the world through screens again, like my own personal Netflix? Will I take them off for photographs? Will I still look like me? Now’s the time to find out.

G. Today, very little about glasses is about seeing. The focus is how you want to be seen. This season, glasses are cool. In the same way that the sight of a new pair of boots inspires fantasies of the glamorous places you could go in them, today’s glasses let me imagine the glamorous things I’d see. The streets would look cleaner. The commuters more beautiful. And me – I’ll look like a well-read sophisticate who’s in control.

1. In paragraph A, the writer implies that when she was 9, she:

- a) had a great sense of humour which everyone appreciated
- b) was not a very popular child due to her appearance
- c) looked as good as any other glasses wearer could at the time

2. In paragraph B, the best word to replace 'covetable' is:

- a) favoured
- b) enviable
- c) advantageous

3. The writer mentions celebrities wearing glasses to:

- a) describe how popular glasses have become
- b) emphasize that glasses can be expensive
- c) subtly advertise particular eyewear brands

4. Write down the word in paragraph D which means the same as 'in case':

5. When the author claims that she never knew what the swimming pools of her childhood looked like it is an example of:

- a) hyperbole
- b) personification
- c) metaphor

6. Which sentence provides the best summary of paragraph E?

- a) Some people will struggle to see glasses as a fashion item.
- b) Teenagers who wear glasses will always be bullied.
- c) Glasses are easier to use than contact lenses.

7. The following sentence is missing from the text: ***"The way you had to take them off for safety reasons whenever you did anything fun"***

Which paragraph, A – G, would this sentence best fit?

8. Overall, this article:

- a) summarises the problems that the fashion industry faces
- b) provides an overview of how people's attitudes to glasses have changed
- c) gives information on the different ways people can correct their eyesight

(8 marks)

END OF READING ASSESSMENT

Assessment Decision Record

Candidate Name:

Task 1	
Question 1	/1
Question 2	/1
Question 3	/1
Question 4	/1
Question 5	/1
Question 6	/1
Question 7	/1
Question 8	/1
Total marks	/8
Task 2	
Question 1	/1
Question 2	/1
Question 3	/1
Question 4	/1
Question 5	/1
Question 6	/1
Question 7	/1
Question 8	/1
Total marks	/8
Task 3	
Question 1	/1
Question 2	/1
Question 3	/1
Question 4	/1
Question 5	/1
Question 6	/1
Question 7	/1
Question 8	/1
Total marks	/8

The Candidate needs to score a minimum of 15 marks across the assessment paper to obtain a pass.

Total assessment marks:	/24	
Final outcome:	PASS / REFER	
Assessor Signature:		DD / MM / YYYY
Internal Moderator Signature: (if sampled)		DD / MM / YYYY
External Moderator Signature: (if sampled)		DD / MM / YYYY