

OCR Entry Level 1 Functional Skills English PRACTICE ASSESSMENT MATERIAL

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The entry code for this qualification is:

OCR Entry Level 1 Functional Skills English 08840
Ofqual Qualification Reference Number 603/4902/5

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Practice Assessment Material

OCR Entry Level 1 Functional Skills English

Task: Speaking, Listening and Communicating

Duration: 20 minutes

Name

Guidance for centres and candidates can be found within each of the tasks.

Entry Level 1

Speaking, Listening and Communicating Assessment

Task A – Part 1

Tutor-led Presentation and Question and Answer: 'Band Aid 30' – a charity pop group

Guidance for the centre

The candidate is required to listen to a short presentation read aloud by a member of centre staff and then answer questions to assess their understanding.

Centres must record a sample of audio files, which include presentations, questions and answers and group discussions for annual monitoring of SLC. For further information see Section 4.11.4 *Additional guidance for Speaking, Listening and Communicating in the OCR Entry Level Functional Skills English Specification.*

Guidance for the presentation and questions is provided below for the staff member.

Guidance for the member of centre staff

You will need to read the following information aloud to the candidate.

I am going to give you some information about 'Band Aid 30' – a charity pop group.

Afterwards, I will ask you two questions.

Are you ready?

- **Band Aid 30 was a pop group set up in 2014 to raise money for charity.**
- **The group was made up of mainly British and Irish singers.**
- **The singers wanted to raise money to help ill people in Africa.**
- **The Band Aid 30 track 'Do They Know It's Christmas?' raised a million pounds within five minutes of being released.**

You will need to ask the candidate at least two questions. Here are some examples:

Why did the Band Aid 30 artists want to raise money?

What do you think about raising money to help others?

Task A – Part 2

Simple Discussion: Somewhere to go to enjoy music

Guidance for the centre

The candidate is required to take part in an informal, simple discussion with another person. This can be another learner or a teacher.

Centres must record a sample of audio files, which includes presentations, questions and answers and group discussions for annual monitoring of SLC. For further information see Section 4.11.4 *Additional guidance for Speaking, Listening and Communicating* in the *OCR Entry Level Functional Skills English Specification*.

Guidance is provided below for the candidate. The tutor/assessor can read this to the candidate and explain to the candidate what they need to do.

Guidance for the candidate

You will take part in a discussion about going somewhere to enjoy music.

Guidance for the candidate

You and a friend want to go somewhere to enjoy music.

You meet to talk about this.

You may want to talk about:

- what music you both like
- what music you might like to listen to
- where you could go to listen to music
- where to meet
- what time to meet.

Task B

Exchange: Buying a concert ticket

Guidance for the centre

The candidate is required to take part in an exchange with a member of centre staff.

Centres must record a sample of audio files, which includes presentations, questions and answers and group discussions for annual monitoring of SLC. For further information see Section 4.11.4 *Additional guidance for Speaking, Listening and Communicating in the OCR Entry Level Functional Skills English Specification.*

Guidance is provided below for the staff member.

Guidance for the member of centre staff

You will need to:

- ask questions and make appropriate responses to allow the candidate to demonstrate their skills and knowledge
- give single-step instructions by asking the candidate to spell out their name or address. This will also give them the opportunity to say the names of the letters of the alphabet.

Read the following explanation to the candidate.

I will play the role of a person working in a concert ticket office. You are the customer who wants to buy a concert ticket.

You phone to ask if you can buy a concert ticket.

Read the guidance for the candidate provided on the following page. Ask the candidate if they understand what they need to do.

Guidance for the candidate

You will take part in an exchange.

Remember: You want to buy a concert ticket.

You may need to:

- say hello
- say that you want to buy a concert ticket
- say what singer or band you would like to see
- ask how much the ticket will cost
- ask when the concert is taking place
- ask what time the concert starts
- give your name, address and phone number
- spell a word from your name or address when asked
- say thank you and goodbye.

OCR Entry Level 1 Functional Skills English

Task: Reading

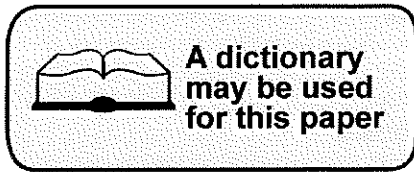
Duration: 40 minutes

Marks: 20 marks

Name

Instructions

- Answer all questions in this task.



You will need:

- A dictionary
- A pen with black ink

Entry Level 1 – Reading Task A: Bridge Farm Open Day

Text A

Bridge Farm Open Day

Green Road, Redbury

Entry fees

Adults – £8 / Children – £4 / Seniors – £5
Under 5s – free entry

Come along to our open day – Saturday 15th April

We have many animals to see.

There will be lots to do:

- hold the rabbits
- feed the chickens
- watch us milk the cows.

To find out more:

Phone 01632 960222

Reviews from our past visitors

Alex – “I enjoyed seeing the lambs.”

Ali – “The food in the farm shop is really good.”

Sara – “I bought some lovely plants.”

Jo – “I love the fresh smells at the farm!”

Text A: Questions

1 Where is Bridge Farm?

..... [1]

2 What is the entry fee for adults?

Tick (✓) **one** box.

A £3

B £5

C £8

D £10

[1]

3 Who gets free entry into the open day?

..... [1]

4 When is the open day being held?

..... [1]

5 Which animals will you be able to feed?

Tick (✓) **one** box.

A chickens

B cows

C lambs

D rabbits

[1]

6 How can you find out more about the open day?

..... [1]

7 Who said they bought some lovely plants?

..... [1]

8 Who enjoyed seeing the lambs?

..... [1]

9 What does Jo love about the farm?

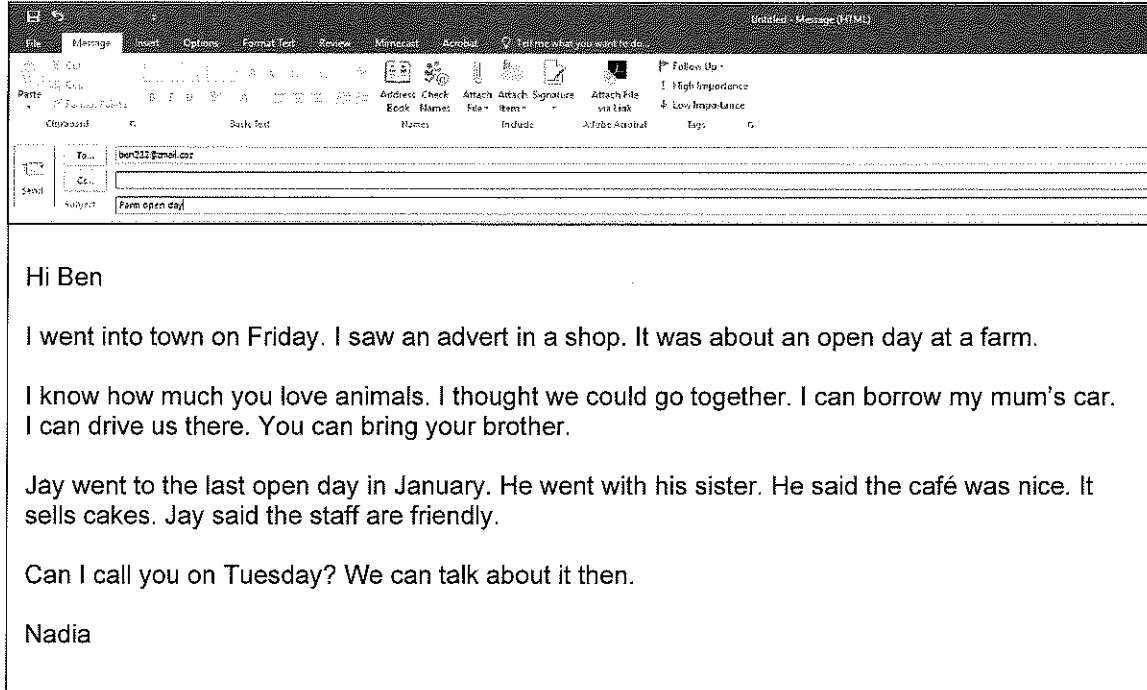
..... [1]

10 What does Ali think about the food in the farm shop?

..... [1]

Entry Level 1 – Reading Task B: An email

Text B



The image shows a screenshot of an email client window titled "Untitled - Message (HTML)". The window has a menu bar with "File", "Message", "Insert", "Options", "Format Text", "Review", "Miscellaneous", "Accounts", and "Tell me what you want to do...". Below the menu bar is a toolbar with various icons for actions like "Paste", "Forward", "Print", "Address Book", "Check Names", "Attach File", "Attach Item", "Signature", "Attach File via Link", "Follow Up", "High Importance", "Low Importance", "Tags", "Close", "Back", "Forward", "Home", "Include", "Adobe Acrobat", and "Print". The email header shows "To: ben211@panel.co.uk", "Cc:", and "Subject: Farm open day". The main body of the email contains the following text:

Hi Ben

I went into town on Friday. I saw an advert in a shop. It was about an open day at a farm.

I know how much you love animals. I thought we could go together. I can borrow my mum's car. I can drive us there. You can bring your brother.

Jay went to the last open day in January. He went with his sister. He said the café was nice. It sells cakes. Jay said the staff are friendly.

Can I call you on Tuesday? We can talk about it then.

Nadia

Text B: Questions

1 When did Nadia go into town?

..... [1]

2 What did Nadia see in a shop?

..... [1]

3 What does Ben love?

Tick (✓) **one** box.

A animals

B food

C films

D music

[1]

4 Whose car can Nadia borrow?

..... [1]

5 Who can Ben bring to the open day?

..... [1]

6 When did Jay go to the last open day?

..... [1]

7 Who did Jay go to the open day with?

..... [1]

8 What does the café sell?

Tick (✓) **one** box.

A biscuits

B cakes

C coffee

D sandwiches

[1]

9 What does Jay say about the staff in the café?

..... [1]

10 When does Nadia want to call Ben?

..... [1]

OCR Entry Level 1 Functional Skills English

Task: Writing

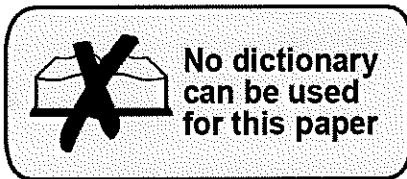
Duration: 35 minutes

Marks: 30 marks

Name

Instructions

- Answer all questions in this task.
 - Your tutor may read the questions to you.
 - Ask your tutor if you do not understand any words.



You will need:

- A pen with black ink

Entry Level 1 Writing Assessment

Task A: Spelling Test

Assessor guidance

Allow 10 minutes for the spelling test.

Please read out the instructions below.

Instructions for candidates

**Listen carefully to the instructions I am going to give you.
I will read the word, then the word within a sentence. I will then repeat the word.
Do you have any questions?**

Once any questions have been answered, you should read the 10 spellings.

Leave at least a 10-second gap between spellings.

The spellings should be read as follows:

1. Give the question number e.g. **Question number one ...**
2. Say: **The word is...**
3. Read the context sentence.
4. Repeat: **The word is...**

Example:

1. Question number one
2. The word is "school".
3. Jack went to school.
4. The word is "school".

1.	warm	Please wear a warm coat.	warm
2.	before	We can eat before we watch the film.	before
3.	anyone	Does anyone have a pen?	anyone
4.	floor	I dropped it on the floor .	floor
5.	late	I am going to be late .	late
6.	year	Last year , I passed my driving test.	year
7.	small	The house is now too small for us.	small
8.	money	That cost a lot of money .	money
9.	thank	I have already said thank you.	thank
10.	group	I really like that pop group .	group

Task A: Spelling Test

Candidate Assessment Record

	Word	Score
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total spelling mark	/10

Task B: Writing

Alphabet sequencing

1a) Fill in the gaps from the alphabet. Use **lower case** letters.

e f ___ h i ___ k

[1]

1b) Fill in the gaps from the alphabet. Use **upper case** letters.

M ___ O P ___ R

[1]

Guidance for the centre

1c) The candidate must write **five** sentences.

The candidate must write their own responses. The document can be handwritten or word processed. Spelling, punctuation and grammar **will be** assessed.

The tutor/assessor can read the topic and the candidate guidance to the candidate and explain to the candidate what they need to do.

Guidance for the candidate

1c) Write **five** short sentences about the following topic.

You have made plans for the weekend.

You write a note to a friend to tell them what your plans are.

You could write about:

- the things you are planning to do
- where you will be going
- who you are going with
- what you think you will enjoy the most
- what you hope the weather will be like.

Hi,

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18 marks