



OCR Entry Level 2 Functional Skills English PRACTICE ASSESSMENT MATERIAL

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The entry code for this qualification is:

OCR Entry Level 2 Functional Skills English 08841
Ofqual Qualification Reference Number 603/4903/7

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Practice Assessment Material

OCR Entry Level 2 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 2

Speaking, Listening and Communicating Assessment

Task A – Part 1

Tutor-led Presentation and Question and Answer: Blackpool

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 ensure that groups are kept as small as possible to ensure that candidates are asked different questions in a timely way.

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 Blackpool. Afterwards, I will ask you some questions.

Are you ready?

- **Blackpool is a town and seaside resort on the coast in the North West of England.**
- **Blackpool is very popular with tourists and it attracts around 18 million visitors each year.**
- **People like to visit Blackpool to enjoy the Blackpool Tower, Blackpool Illuminations, Blackpool Zoo and Sandcastle Water Park.**
- **Blackpool is also famous for its amusement park called Blackpool Pleasure Beach, which has fun rides for people to enjoy.**

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

How many visitors does Blackpool attract each year?

Tell me one thing that people enjoy about Blackpool.

What do you think about visiting a seaside resort like Blackpool?

If necessary, you may prompt the candidate to elicit appropriate responses.

Task A – Part 2

Group Discussion: Organising an overnight stay away from home

Guidance for the centre

The candidate is required to take part in an informal discussion in a group of between **three and five people**.

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 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 organising an overnight stay away from home.

Guidance for the candidate

You and your friends have decided to go somewhere for an overnight stay. You meet to discuss this.

You may need to talk about:

- what activities you enjoy doing
- what places you enjoy visiting
- which town or city to stay in
- how you will get there
- how much it will cost.

Task B

Exchange: Booking a coach trip

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 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 is provided below for the staff member.

Guidance for the member of centre staff

You will need to:

- ask several straightforward questions
- make appropriate responses to questions to allow the candidate to demonstrate their skills and knowledge.

Read the following explanation to the candidate.

I will play the role of a receptionist at a coach company.

You will phone me because you are interested in booking a coach trip.

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 are phoning because you are interested in booking a coach trip.

You may need to:

- say you want to go on a coach trip with some friends
- say where you would like to go
- say how many people want to go on the trip
- ask how much it will cost
- say that you would like the price to be sent to you in the post
- give your name and address and ask them to send you the price
- ask the member of staff their name and thank them for their help.

OCR Entry Level 2 Functional Skills English

Task: Reading

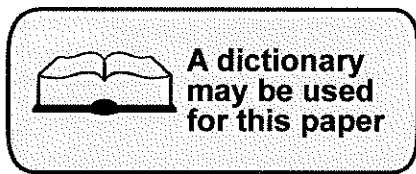
Duration: 40 minutes

Marks: 20 marks

Name

Instructions

- Answer all questions in this task.



You will need:

- A dictionary
- A pen with black ink

Entry Level 2 – Reading Task A: Redbury Sports Weekend

Text A

Help Needed!

Redbury Sports Weekend – Green Lane Sports Centre

We need a group of volunteers to help us to run our busy weekend of sport and fun!








It will take place on Saturday 14 April and Sunday 15 April.

Each day starts at 10 am and ends at 6 pm.

What do we need help with?

- **Sports activities** – We need staff to help people get to the right events.
- **Food and drinks** - We need friendly people to serve food and drinks.
- **Car park** – We need helpers to guide people to the correct parking spaces.

Here is a map of the zones:

Zone A 	Zone B 	Zone D 	Zone F 
	Zone C 	Zone E 	

It is important that we have support so that the weekend will be a great success. If you would like to help, then please email us at: redburysports@zmail.coz

Text A: Questions

1 Look up the word 'volunteer' in the dictionary and write down what it means.

.....
..... [1]

2 Name **one** day that the Redbury Sports Weekend will take place on.

..... [1]

3 What kind of people are needed to help with the food and drinks?

..... [1]

4 What time will the events start?
Tick (✓) **one** box.

- A 8 am
- B 9 am
- C 10 am
- D 11 am

[1]

5 Which zone should you go to if you want to help in the car park?

..... [1]

6 What time will the events end?

..... [1]

7 Which zone will the tennis be in?
Tick (✓) **one** box.

- A Zone A
- B Zone C
- C Zone E
- D Zone F

[1]

8 What will staff do if they help with the sports activities?

.....[1]

9 Where is the Redbury Sports Weekend being held?
Tick (✓) **one** box.

- A Green Lane Sports Centre
- B Park Gym
- C Exercise for All Centre
- D Fit-Bods Fitness Hall

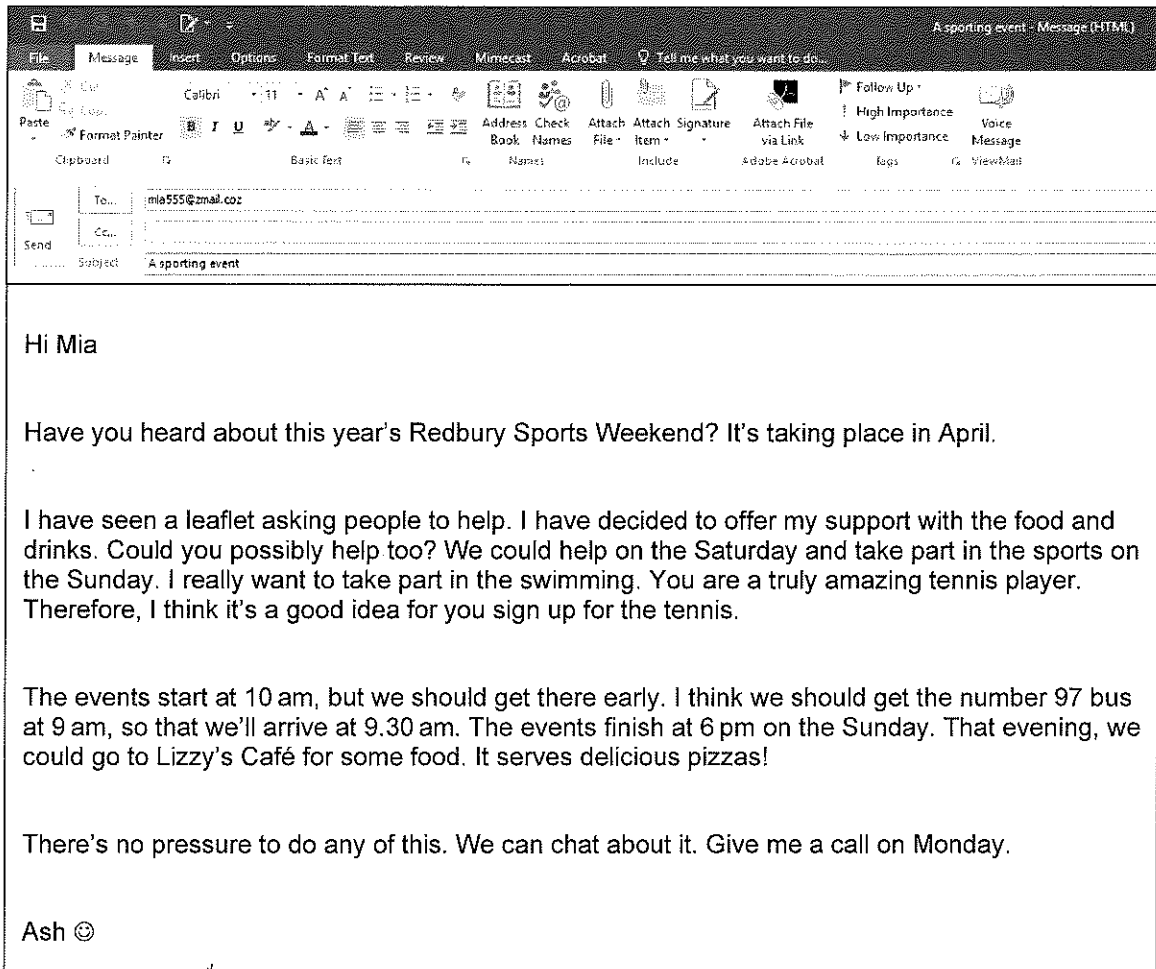
[1]

10 In the last paragraph, what are you asked to do if you would like to help?

.....[1]

Entry Level 2 – Reading Task B: An email

Text B



The screenshot shows an email client window titled "A sporting event - Message (HTML)". The interface includes a menu bar (File, Message, Insert, Options, Format Text, Review, Mimecast, Acrobat, Tell me what you want to do...) and a toolbar with various icons for actions like Copy, Paste, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Address Book, Check Names, Attach File, Attach Item, Attach File via Link, Follow Up, High Importance, Low Importance, Voice Message, and View Mail. The email header shows the recipient as "mia555@zmail.coz", the subject as "A sporting event", and the sender as "Ash".

Hi Mia

Have you heard about this year's Redbury Sports Weekend? It's taking place in April.

I have seen a leaflet asking people to help. I have decided to offer my support with the food and drinks. Could you possibly help too? We could help on the Saturday and take part in the sports on the Sunday. I really want to take part in the swimming. You are a truly amazing tennis player. Therefore, I think it's a good idea for you sign up for the tennis.

The events start at 10 am, but we should get there early. I think we should get the number 97 bus at 9 am, so that we'll arrive at 9.30 am. The events finish at 6 pm on the Sunday. That evening, we could go to Lizzy's Café for some food. It serves delicious pizzas!

There's no pressure to do any of this. We can chat about it. Give me a call on Monday.

Ash 😊

Text B: Questions

1 Look up the word 'delicious' in the dictionary and write down what it means.

.....
..... [1]

2 What does Ash want to help with at the Redbury Sports Weekend?

..... [1]

3 What day does Ash want to help?

..... [1]

4 What sport does Ash want to take part in?

Tick (✓) **one** box.

- A rugby
- B football
- C swimming
- D badminton

[1]

5 What sport does Ash think that Mia should sign up for?

..... [1]

6 What number bus does Ash think they should get?

..... [1]

7 What time does Ash think they should get on the bus?

..... [1]

8 What is the name of the café that Ash wants to go to on the Sunday evening?

..... [1]

9 What food does the café serve?

..... [1]

10 What day does Ash want to chat to Mia?

..... [1]

OCR Entry Level 2 Functional Skills English

Task: Writing

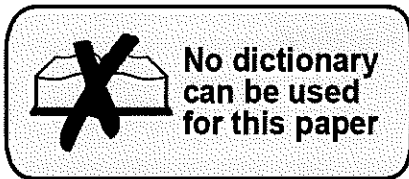
Duration: 35 minutes

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 2 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.	strange	That is a strange thing to say.	strange
2.	trouble	He will be in trouble tomorrow.	trouble
3.	idea	That is a brilliant idea .	idea
4.	woman	She is a very strong woman .	woman
5.	quite	It is quite cold outside.	quite
6.	build	We plan to build a new wall.	build
7.	circle	Please circle the correct answer.	circle
8.	second	You came second in the race.	second
9.	minute	I will be ready in a minute .	minute
10.	truly	Joe was truly grateful for the present.	truly

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) Put these three words in alphabetical order.

extreme eight early

1

2

3

[1]

1b) Put these three words in alphabetical order.

city calendar country

1

2

3

[1]

Plurals

1c) Write the plural of the word **sister**.....**[1]**

1d) Write the plural of the word **fox**.....**[1]**

Guidance for the centre

1e) The candidate must write **six** sentences.

Two of these must be compound sentences (i.e. sentences that contain two or more pieces of information that are correctly linked with a conjunction, e.g. but, and, as, so, or, because etc.).

The candidate must use adjectives and simple linking words (e.g. also, next, then etc.) in the appropriate way.

Inform the candidate that they do not have to use their own details when completing the form.

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

- 1e)** You have just bought a new TV. The staff in the shop were not friendly. When you set the TV up at home, you found that it was broken and would not switch on.

You decide that you want to complain about this.

Complete **all** sections of the form on the next page.

You must write **six** sentences.

You must:

- write **at least two** compound sentences
- use adjectives and simple linking words (e.g. first, next, finally, so, also).

Fenley TV & Computer Shop - Feedback Form

We hope that all our customers will be happy with our products and our staff.
Please use this form to provide us with your views.

Please complete the form and tell us:

- what you have bought from us
- why you are happy or not happy about what you have bought
- why you are happy or not happy with our staff
- what you would like us to do, e.g. refund or exchange.

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please complete your details below

SURNAME

FIRST NAME

AGE

ADDRESS.....

.....

POST CODE..... MOBILE NUMBER.....

16 marks