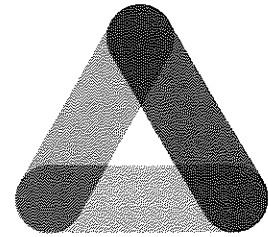


OCR

Oxford Cambridge and RSA



FUNCTIONAL SKILLS

OCR Entry Level 3 Functional Skills English PRACTICE ASSESSMENT MATERIAL

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The entry code for this qualification is:

OCR Entry Level 3 Functional Skills English 08842
Ofqual Qualification Reference Number 603/4904/9

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Practice Assessment Material

OCR Entry Level 3 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 3

Speaking, Listening and Communicating Assessment

Task A – Part 1

Tutor-led Presentation and Question and Answer: First steps on the moon

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 the first people who walked on the moon. Afterwards, I will ask you some questions.

Are you ready?

- **In 1969, a spacecraft landed on the moon. The spacecraft was called Apollo 11.**
- **Neil Armstrong, Buzz Aldrin and Michael Collins were on board the spacecraft.**
- **They had to travel 240,000 miles from Earth to get to the moon. It took 76 hours to get there.**
- **Neil Armstrong was the first person to walk on the moon.**
- **Buzz Aldrin was the second person to step foot on the moon.**
- **Both men collected moon rock samples, which they brought back to Earth.**

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

What was the spacecraft called?

How long did it take for the men to get to the moon?

Who was the first man to walk on the moon?

What do you think of space travel?

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

Task A – Part 2

Group Discussion: £2000 to spend on technology

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 how to spend £2000 on technology.

Guidance for the candidate

You and your friends have won £2000 in a competition. The money has to be spent on technology products. You meet to discuss how you will spend the money.

You may need to talk about:

- how you will share the money between you
- the type of technology products that you can buy
- what the technology can be used for
- what you would each like to buy and why
- when you will get together to go and choose the items.

Task B

Exchange: Buying a new mobile phone

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 questions on a range of straightforward topics
- make appropriate responses to allow the candidate to demonstrate their skills and knowledge.

Read the following explanation to the candidate.

I will play the role of a shop assistant in a mobile phone shop.

You will play the role of someone who wants to buy a new mobile phone.

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 someone who wants to buy a new mobile phone.

Guidance for the candidate

In the shop, you may need to:

- say what type of mobile phone you currently have
- explain what you use your phone for
- ask about the different phones that are available
- make a request to try out some of the phones
- ask about the costs of the different phones
- say which phone you would like and why
- say how you would like to pay for the phone.

OCR Entry Level 3 Functional Skills English

Task: Reading

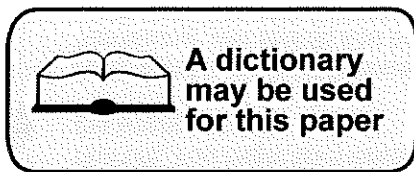
Duration: 40 minutes

Marks: 20 marks

Name

Instructions

- Answer all questions in this task.



You will need:

- A dictionary
- A pen with black ink

Entry Level 3 – Reading Task A: Online shopping

Text A – Newspaper article

Online shopping

A report by Sara Patel

Many of us now do our shopping online. We can buy a wide range of excellent products online, including food, drinks, clothes and footwear.

Advantages

Online shopping is great, as you can shop at any time of the day or night. This is convenient for people who work during the day. Online shopping allows you to save money. You can compare prices from various online stores and buy the cheapest products at bargain prices.

By shopping online, you can make sure that you are buying a quality item - as you can read a range of customer reviews. These often provide you with detailed comments to help you decide whether to buy a particular product or not.

Disadvantages

There are some things about online shopping that are not so good. You can't try clothes on as you can in a high street shop. This means that you may need to return items, if they don't fit. You might also need to send products back if they are damaged or if you receive the wrong product.

Also, there is a risk of thieves stealing from you when you shop online. To avoid this happening, you should use both letters and numbers in your passwords and never share passwords with other people. Additionally, you ought to change passwords frequently.



Overall, there's no doubt that online shopping has its benefits, but it is important to make sure that you always shop online in a safe way.

Text A: Questions

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

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

2 Name **one** product that you can buy online.

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

3 What is the **main** purpose of this newspaper article?
Tick (✓) **one** box.

- A It persuades people to work during the day.
- B It tells people how to return items bought through online shopping.
- C It describes the good and bad things about online shopping.
- D It advises people about which online shops to use.

[1]

4 When can you shop online?

..... [1]

5 Name **one** way that online shopping can save you money.

..... [1]

6 When you shop online, how can you make sure that you are buying a quality product?

.....[1]

7 Give **two** reasons why you might need to return items bought online.

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

2.....
.....[1]

8 Name **two** things you should do to avoid thieves stealing from you when you shop online.

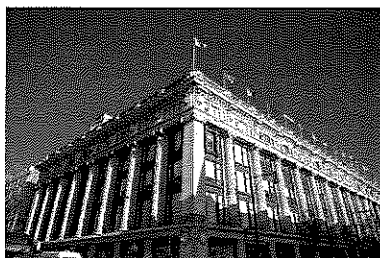
1.....
.....[1]

2.....
.....[1]

Entry Level 3 – Reading Task B: Fenley's Department Stores

Text B

Fenley's Department Stores



About us

Fenley's first opened in 1925. Our first shop was in Redbury. This was very popular with the people of Redbury. We now have over 50 department stores located all over the UK. We sell women's, men's and children's clothing. We also sell electrical goods and homeware. Yes... we realise that you can now shop online. However, there are many advantages to visiting one of our stores rather than sitting at home in front of your computer! We think that shopping is not just about buying things. It's about meeting people, communicating, having fun and experimenting with new things.

Our staff

All our staff have received top-quality 'customer service' training so that they can provide you with a pleasurable shopping experience. We value our staff and our customers because we are a community.

We guarantee that you will always receive service with a smile.

Our restaurant

We pride ourselves on creating a relaxing place for you to eat, appreciate food and socialise. Our menus are changed weekly, so you'll never get bored of our food. We serve a range of meals, such as a chicken salad, pizza, vegetable pie or fish and chips.

Activities

There are many regular activities available in our stores. These include:

Monday	Tuesday	Wednesday	Thursday	Friday
Sewing	Using technology	How to dress well	Pasta-making	Using exercise equipment

Find out more

Go to our website at www.fenleys.coz to find out more about our products, our offers, our weekly menus and activities. You will also be able to find out where your nearest Fenley's department store is located.

We are a shop with a difference!

Text B: Questions

1 Write down the word that tells you that Fenley's first shop was well liked.

..... [1]

2 What is the **main** purpose of this piece of writing?
Tick (✓) **one** box.

A To give advice about what type of food to eat.

B To advise people about how to join the staff team.

C To show people how to do something.

D To persuade people to visit one of the stores.

[1]

3 Name **one** type of clothing that is sold at Fenley's.

..... [1]

4 What type of training have the staff at Fenley's been provided with?

..... [1]

5 What does Fenley's department store guarantee?

..... [1]

6 Using the table, on what day can you learn about pasta-making?

..... [1]

7 Name **two** meals that appear on the menu in Fenley's restaurant.

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

2.....
.....[1]

8 Name **two** things that you can find out more about on Fenley's website.

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

2.....
.....[1]

OCR Entry Level 3 Functional Skills English

Task: **Writing**

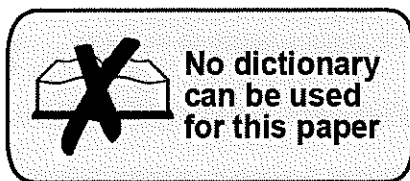
Duration: **35 minutes**

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 3 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.	exercise	I like to exercise in the mornings.	exercise
2.	knee	I have hurt my knee .	knee
3.	sugar	He spilt sugar all over the floor.	sugar
4.	especially	I thought that dinner was especially good.	especially
5.	whistle	The teacher blew the whistle to stop the game.	whistle
6.	apply	Did you apply for the job?	apply
7.	ease	She completed that task with ease .	ease
8.	available	When are you available ?	available
9.	regular	I make regular trips using the bus.	regular
10.	college	The new college opens on Monday.	college

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 four words in alphabetical order.

centre certain celery ceiling

1

2

3

4

[1]

1b) Put these four words in alphabetical order.

rails rabbit rarely rather

1

2

3

4

[1]

Plurals

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

Guidance for the centre

1d) The candidate must write **eight** 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 appropriate format and structure and use language appropriate for the purpose and audience.

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

1d) Write **eight** sentences on the topic below. You should use at least **two** conjunctions to make compound sentences.

You should use correct format and structure for a report, including paragraphs.

You should use language suitable for the purpose and audience.

You have visited a new wildlife park.

Write a report about your visit for the local magazine.

In your report you could write about:

- the animals, e.g. the tigers, the lions, the elephants etc.
- who you went with
- the best thing about the wildlife park.

A large rectangular box containing ten horizontal dotted lines for writing a report.

