

Certificate in ESOL Skills for Life



Entry 2—Reading

28 June 2006

10am

Your full name:
(BLOCK CAPITALS)

Centre: Date:

Candidate registration number:

Time allowed: 45 minutes

Please answer **all** questions. Write your answers in pen **not** pencil.
You may **not** use dictionaries. You may **not** use correction fluid.

Examiner's use only

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20

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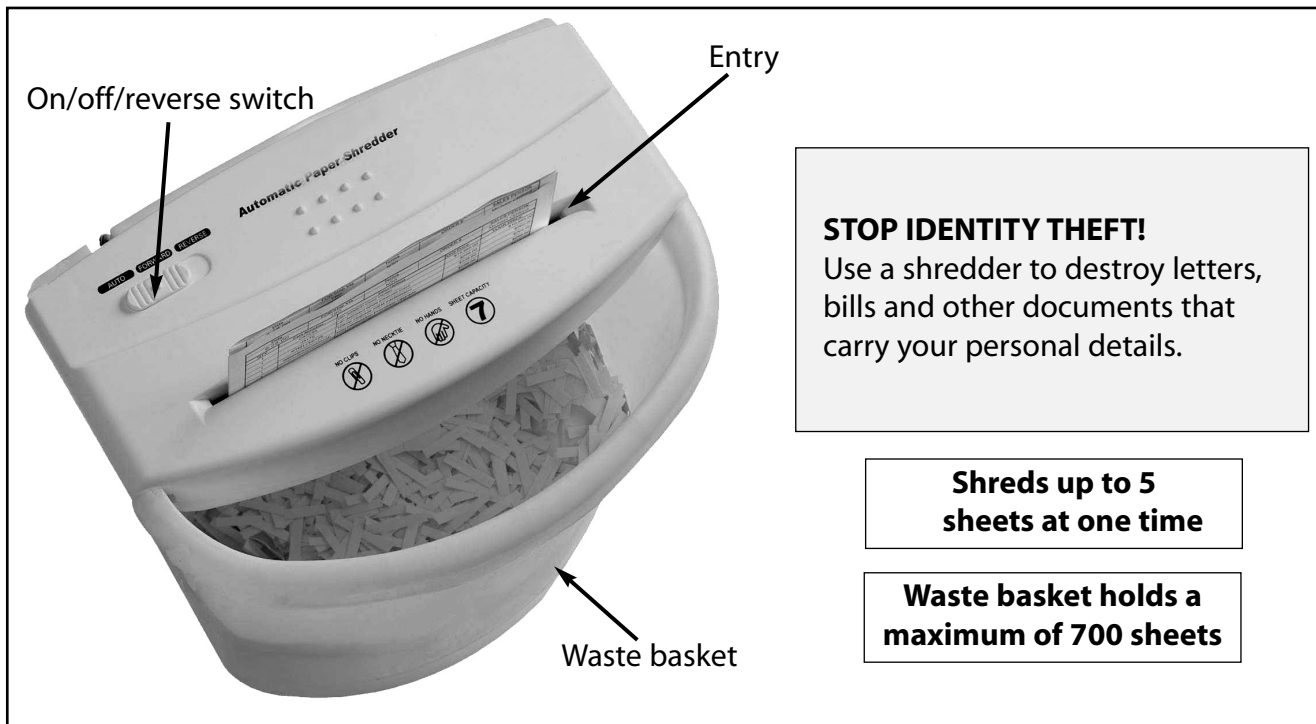
Entry 2—Reading

Time allowed: 45 minutes

This examination paper contains 20 questions. Answer all questions.

Task one

Answer the questions on page 3 using the the information provided in the pictures, instructions and glossary.



How to operate your new shredder

- Place the shredder on the waste basket.
- Push the switch to the 'on' position.
- Feed paper into the entry. The shredder starts automatically.
- The shredder stops automatically when the paper finishes passing through.
- Empty the waste basket regularly. You do not want the shredder exit to become blocked with paper.
- When not in use, move the switch to the 'off' position.

Clearing paper overloads

- If you put too much paper in the machine, it stops. In this case, move the switch to the 'reverse' position and hold until the paper clears from the exit.
- Separate the sheets and re-feed a smaller number.
- Never try to clear the shredder with a metal object such as scissors or a knife. You might get an electric shock.

Glossary

identity theft—when someone you don't know uses your personal details to steal money, for example, by applying for a credit card in your name

reverse—to make something change direction

sheet of paper—piece of paper

shredder—a machine that cuts paper into very small pieces

Questions**Questions**

1. This text tells you (*Please circle the letter of the correct answer*)

A how to use a shredder
B about identity theft
C how to repair a new shredder

2. Complete the sentence.

You must not put more than sheets of paper in the shredder at the same time.

3. How much shredded paper does the waste bin hold?

- 4–6. Complete the sentences with one of the endings from the box.

...to clear paper from the exit. ...after you feed the paper into the entry. ...when the basket is too full.
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4. The shredder starts

.....

5. The shredder exit becomes blocked

.....

6. Move the switch to 'reverse'

.....

- 7–8. Fill in the spaces with the correct word or words from the box.

in	under	behind	in front of	on top of	opposite
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7. You must put the shredder the waste basket.

8. It is dangerous to put metal the shredder.

9. 'If you put too much paper in the machine, it stops.'
What is 'it' in this sentence? (*Please circle the letter of the correct answer*)

A the paper
B the switch
C the shredder

10. What does 're-feed' mean in this text? (*Please circle the letter of the correct answer*)

A pull it out again
B throw away
C push in again

Do not complete the form.

A message from your pharmacist

Apply for a pharmacy record today! It will help you get your prescriptions more quickly.

Please complete the following details in BLOCK LETTERS.

PATIENT DETAILS

Surname:

First name:

Title (Mr, Mrs, Miss, Ms, Dr, other):

Date of birth (DDMMYYYY):

Sex (please tick):

M

F

Address:

Postcode:

Home tel:

Mobile tel:

Questions

Look at the form on page 4 and answer the following questions.

11. You use this form to *(Please circle the letter of the correct answer)*
- A** apply for a job
 - B** register with a doctor
 - C** apply for a pharmacy record
12. Which titles can be for men and women?
(Please circle the letter of the correct answer)
- A** Ms and other
 - B** Dr and other
 - C** Mr and other
13. What is the correct way to write the date of birth 25 April 1980 on this form?
(Please circle the letter of the correct answer)
- A** 25 04 80
 - B** 25 April 1980
 - C** 25 04 1980
14. Which example is correct when writing the postcode?
(Please circle the letter of the correct answer)
- A** LS4 9ba
 - B** Ls4 9Ba
 - C** LS4 9BA
15. This form asks for *(Please circle the letter of the correct answer)*
- A** Your address, mobile phone number and home phone number.
 - B** Your name, nationality and home phone number.
 - C** Your title, occupation and mobile phone number.

Task three

Answer the questions on page 7 by using the information below.

Murchester Town Hall Floor Guide	
Advisory Service	Second
Bill Payments	First
Council Tax	First
Disability Benefits	Second
Driving Test Applications	First
Environmental Health	First
Housing Association	Second
Job Advice	Second
Parking Permits	Ground
Planning Enquiries	Ground
Registry Office	Ground
Sports Facilities	Second
Student Information	Second
Work Permits	Ground

Questions

Look at the text on page 6 and answer the following questions.

16. This sign tells you *(Please circle the letter of the correct answer)*
- A** which floor council services are on
 - B** where different shops are
 - C** which desk to go to
17. Which of these services is **not** on the second floor? *(Please circle the letter of the correct answer)*
- A** Disability Benefits
 - B** Driving Test Applications
 - C** Housing Association
18. Where would 'Equal Opportunities' come on this list?
(Please circle the letter of the correct answer)
- A** Between 'Driving Test Applications' and 'Environmental Health'
 - B** Between 'Environmental Health' and 'Housing Association'
 - C** Between 'Planning Enquiries' and 'Sports Facilities'
19. On the ground floor, you can find *(Please circle the letter of the correct answer)*
- A** Disability Benefits, Housing Association and Job Advice
 - B** Bill Payments, Council Tax and Driving Test Applications
 - C** Parking Permits, Planning Enquiries and Work Permits
20. Which services are on the same floor? *(Please circle the letter of the correct answer)*
- A** Advisory Service, Job Advice and Student Information
 - B** Advisory Service, Bill Payments and Council Tax
 - C** Parking Permits, Registry Office and Student Information

