

Pearson Edexcel Functional Skills – Level 1

Past Papers 10

Time 60 minutes

Paper
reference

PENR1/S10

English

Component 2: Reading
Text Booklet

Do not return this Text Booklet with the Question and Answer Booklet.

Instructions

- You should write your answers in the Question and Answer Booklet.
- You must **not** write any responses to questions in this Text Booklet.

Information

- This Text Booklet contains the three texts required for the Level 1 Component 2: Reading exam.
- This Text Booklet must be securely destroyed by the centre immediately after the exam has been completed.

Advice

- Read each text before you answer the questions.

Turn over ►

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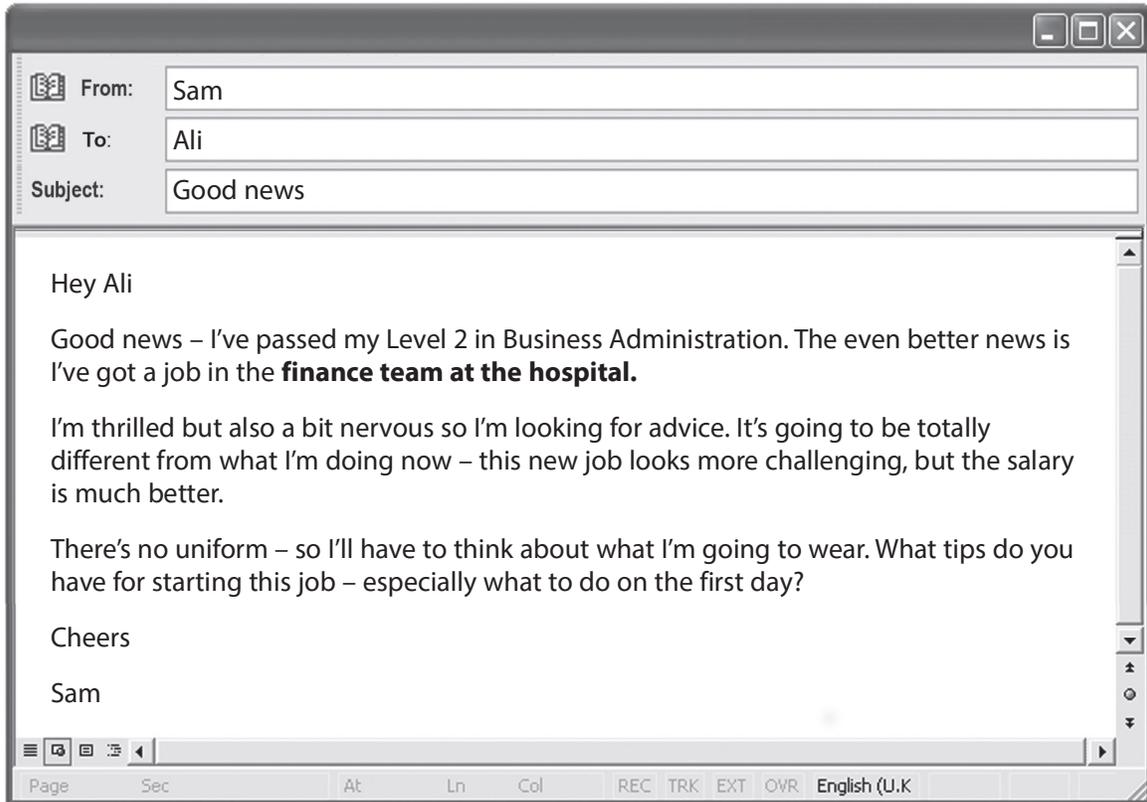



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DO NOT USE FOR LIVE EXAMS
*****PRACTICE PAPER*****

Text A

Email



Text B

Webpage



The screenshot shows a web browser window with the address bar containing 'www.careersadvice.web/firstday'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favourites', 'Tools', and 'Help'. The webpage content is as follows:

First day in a new job

Be prepared

Congratulations – you’ve got a new job. Now you need to prepare for the first day. Re-read the job description so you’re clear about what’s expected of you. Have another look at the company website to update yourself on the latest information and check the dress code. Work out your route there and think about transport. Collect the documents you need to take with you, like proof of your address.

Get off to the right start

It’s essential to be punctual on your first day – take care over your appearance and have a suitable workbag. Introduce yourself to people you meet and make sure you smile and look enthusiastic – this will impress everyone straightaway. Take a folder to keep any material you’re given.



Learn names and roles

Aim to learn the names of people, especially those you’re going to be working with – it’s helpful to find out people’s roles and responsibilities too. You’ll be given lots of information on the first day so have something with you to note down the things you need to remember.

Become involved

It can be difficult on the first day to know what to do, but if there’s an opportunity, offer to help out with a task or sit in on a meeting – and ask plenty of questions. You could also make cups of tea (take your own mug) – this will demonstrate you’re willing and eager to be part of the team.



Know your workplace

Make sure you get to know the layout of the building – the location of the toilets, the staff restroom and the fire exits. It’s useful to know where your line manager is based and how to get to the canteen – you may be given a work buddy to help you. The first day is exhausting – but everything will become more familiar and easier as the weeks go by. Good luck!

100 %

Text C

Web forum

The screenshot shows a web browser window with the address bar containing 'www.careersadvice.web/firstday/chat'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favourites', 'Tools', and 'Help'. The page content is a forum thread with four posts:

- Chas:** Do you remember your first day in your first job? I was totally freaked out – I felt sick with nerves. My grandad said: 'Just keep smiling'. That advice helped. It's important to get ready before your first day, like deciding how to travel to your new workplace.
- Lilli:** Yes, starting a new job is incredibly challenging – you don't know anyone, everything is unfamiliar – and sometimes there isn't enough to do. Try to bond with a fellow worker on the first day – later on, they can advise you about things like holiday entitlement.
- Seth:** It's tough for sure, Lilli. Writing everything down really helped me on my first day. There's useful advice online, including reminders to get your paperwork sorted beforehand. After you've been there for a few weeks, find out about sick leave.
- Lilli:** It's sensible to check what to wear before you start. My last job, I turned up in a dress and discovered everyone else in jeans – awkward! My tip for the first day is keep your phone off.
- Chas:** I asked about promotion opportunities on the first day in my current job – I was worried it was out of line, but my manager praised my ambition. Now I've been in the job a while, I'm planning to request time off to study.

The browser's status bar at the bottom right shows '100 %' zoom level.