

What is Functional English?

Functional Skills are a set of qualifications

- 1) They're designed to give you the **skills** you need in **everyday life**.
- 2) There are **three** Functional Skills **subjects** — **English, Maths and ICT**.
- 3) You may have to sit **tests** in **one, two** or all **three** of these subjects.
- 4) Functional Skills has **five levels** — **Entry Level 1-3, Level 1 and Level 2**.

This book is for Functional English

- 1) There are **three** parts to English — **speaking and listening, reading and writing**.
- 2) To get a Functional Skills English qualification, you need to **pass all three parts**.
- 3) This book covers the **reading and writing** parts of **Functional English Level 2**.

Check with your teacher which exam board you're sitting
— each board assesses students slightly differently.

There are two tests and a controlled assessment

- 1) **Speaking and listening** is tested by a **controlled assessment** in class.
- 2) Reading and writing are tested in **two separate tests**.

Reading

- In the **test**, you have to **read three or four texts** and **answer questions** on them.
- Some questions might be **multiple choice** (you choose the correct answer).
- Some questions might ask you to **write your answer**.
- You **don't** have to write in **full sentences**.
- You **won't** lose marks if you make **spelling, punctuation or grammar mistakes**.

Writing

- In the **test**, you will be asked to write **two texts**.
- These **two texts** will usually be **different**, for example a **letter** and an **article**.
- You **will lose marks** if your spelling, punctuation or grammar are **incorrect**.

How To Use This Book

This book summarises everything you need to know

- 1) This book is designed to help you **go over** what you're already learning in class.
- 2) Use it along with any **notes** and **resources** your teacher has given you.
- 3) You can work through this book from **start to finish**...
- 4) ...or you can just **target the topics** that you're **not sure** about.

Use this book to revise and test yourself

- 1) This book is split into **two parts** — **reading and writing**.
- 2) The topics in each part are usually **spread over two pages**:

Here's the title
of the topic.

On the left-hand page there's all the important information for each topic.

[illegible]

On the right-hand page there are practice questions to test what you've learnt. There's space to write your answers.

There's lots of test-style practice

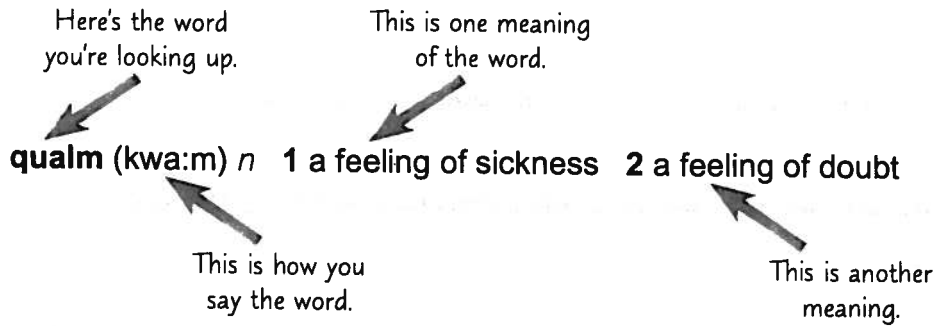
- 1) There are **test-style practice exercises** at the end of both parts of the book.
- 2) These exercises are based on **actual Functional Skills assessments**.
- 3) This means that the questions are **similar** to the ones you'll get in the **real tests**.
- 4) The **reading tests** have a **mix of question types** with **space** to write your answers.
- 5) The **writing tests** have space for a **plan**, but you'll need **extra paper** for your full answer.

There are answers to all the practice questions and the test-style practice exercises at the end of both parts of the book.

Using a Dictionary

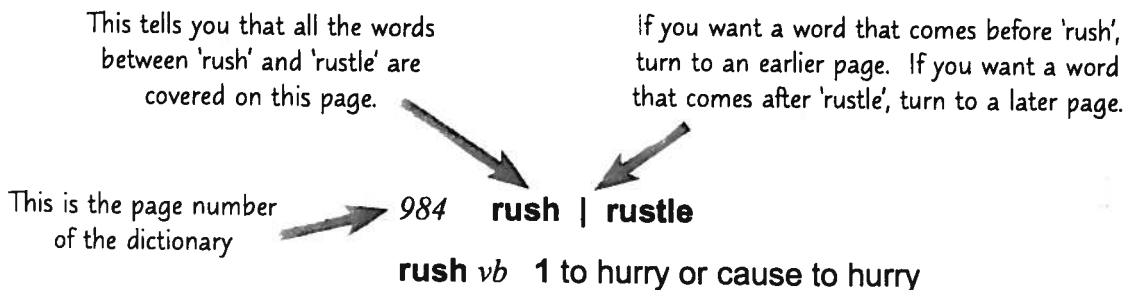
You can use a dictionary in the test

- 1) You can use a dictionary to look up the **meaning** of a tricky word.
- 2) Or you can look up a word to check its **spelling**.



Practise using a dictionary before the test

- 1) The words in a **dictionary** are listed in **alphabetical order**.
- 2) That means all the words beginning with 'a' are **grouped together**, then all the words beginning with 'b' and so on.
- 3) Each **letter** in the word is also listed in **alphabetical order**.
- 4) When you're looking up a word, check the words in **bold** at the **top of each page**.
- 5) These words help you work out which **page** you need to **turn to**.



Don't use a dictionary all the time

- 1) Dictionaries can be **helpful**, but **don't** use them **too often**.
- 2) Looking up **lots** of words will **slow you down** in the test...
- 3) ...so try to **learn the spelling** of **tricky words beforehand**.
- 4) Or you could think of a **word** that means the **same thing** that's **easier** to spell.

If there's a word you don't recognise in this book, use a dictionary to look it up. It's a good way of practising.

The Purpose of Texts

Texts have different purposes

- 1) A text is a **piece of writing**. Every text has a **purpose**.
- 2) A **purpose** is the **reason** why the text has been written.
- 3) These are the **main purposes** you could come across:
 - **Texts that inform.** For example, a leaflet about a theme park.
 - **Texts that describe.** For example, a review describing a hotel.
 - **Texts that persuade.** For example, an advert for a cleaning product.
 - **Texts that argue.** For example, a letter protesting about a school closing down.
 - **Texts that discuss.** For example, a report about how much traffic is on the roads.
 - **Texts that instruct.** For example, a recipe for making apple pie.
 - **Texts that advise.** For example, a web page telling you how to save money.

Texts that inform tell you about something

Texts that inform are full of **facts**. **Facts** are statements that can be **proved**.

Example

The farmers' market is open every Tuesday from 9 am until 5 pm. The market has at least 12 different stalls each week selling farm produce from the local area. There is a butcher's, a baker's and a greengrocer's. All of the produce is organic.

This text is informing the reader about a farmers' market.

Informative writing often uses facts and figures.

Texts that describe help you imagine something

Descriptive writing uses lots of **adjectives** (describing words).

Example

The market is held on a wide street filled with market stalls. Each stall is overflowing with fresh vegetables, beautiful cakes or colourful jars of jam.

This text is describing a market.

Adjectives like 'wide', 'fresh', 'beautiful' and 'colourful' help you imagine what the market is like.

Practice Questions

Read the text below, and then answer the questions underneath.

Stanhope Community Choir

We are a local choir based at Stanhope Community Centre. We rehearse between 7 and 9 pm on Tuesday evenings. The choir is made up of 80 people from the age of 16 to 85. There is also a junior choir for children aged between 6 and 16. The junior choir rehearses on Saturday mornings at 9 am.

Our history:

The choir is a charitable organisation that was set up in 2008 by Mark Patel. Mark was the conductor of Stanhope Choral Society. He wanted to create a choir that would attract people from all walks of life and would bring people from all over Stanhope together.

How it works:

People can come to the choir to learn to sing as part of a large group. We sing a mixture of popular and choral music. You don't need to be able to read music to join.

Performances:

We perform at the Stanhope Festival every year. We also perform carols in the town square at Christmas and sing at the county show in May.

For more information, visit our website: www.stanhopecommunitychoir.co.uk

- 1) Find the **main purpose** of this text, then select some text to support your answer.

Main purpose

.....

Example from the text

.....

- 2) Name two places where the choir performs.

Place 1:

Place 2:

- 3) In what year was the choir started?

.....

The Purpose of Texts

Texts that persuade try to convince the reader to do something

- 1) Persuasive texts sometimes use **words** that make the reader **feel** something.
- 2) They might also use **facts** to sound more **convincing**.

Example

**Trevina X4600
Smart Phone**

The **outstanding** new X4600 is **sleek**, easy to use and reliable. It has a number of **excellent** features including accurate GPS tracking. You can pinpoint your location within 20 m. It even lets your friends know where you are so you can find each other in a crowd! The Trevina X4600 is the future. It's the smartest phone around. Get yours now!

This text is trying to persuade the reader to buy a new phone.

Words like 'outstanding', 'sleek' and 'excellent' impress the reader.

Texts that argue want the reader to agree with an opinion

- 1) Texts that argue make **one opinion** very clear.
- 2) They often use **facts** to back up the argument and strong language to show how they feel.

Example

The tracking technology installed with the new Trevina X4600 is a **disgrace**. It allows **anyone** with your phone number to know exactly where you are at any time. **There are already 120 000 cases of stalking each year**. Tracking technology is bound to make this worse.

The writer's opinion is clear from the start.

Facts help to back up the argument.

Strong words, like 'disgrace', show how angry the writer is.

Texts that discuss use evidence to reach a conclusion

- 1) Texts that discuss give **more than one opinion**.
- 2) They often look at **both sides** of an argument and reach a **conclusion**.

Example

There has been a lot of criticism of the new Trevina X4600. I agree that the GPS technology would make it easier to follow or even stalk someone. However, I am impressed by the accuracy of the GPS function and it would be useful sometimes to see where your friends are. Overall, the X4600 is an **excellent example of modern technology**.

The text is balanced because it gives two different opinions.

The text finishes with a conclusion.

Practice Questions

Read the text below, and then answer the questions underneath.

Minna Williams is a disgrace by Jo Timms

I couldn't believe my ears yesterday when I heard Minna Williams speaking on the radio. The wife of the American politician Truman Williams said quite clearly that she thought women should stay at home and shouldn't work. She also said that women who do work 'don't deserve to be paid the same as men'. Is she really prepared to go back on one hundred years of fighting for equal rights?

Minna Williams is a housewife with five children. She has never worked. That is her choice and it is fine by me. But what she said yesterday was completely unacceptable. She implied that women are weaker than men in every way and do not deserve to be recognised as equals. Millions of women all over the world work to support themselves and their families. Women are just as capable as men, and should be paid exactly the same as men in the same jobs.

In some countries today, women are treated like second-class citizens. They are not even given the opportunity to learn or to work. Mrs Williams has grown up in a country where she is treated as an equal and where she could choose to work or not. She is one of the lucky ones, but she is encouraging young women to throw away those opportunities. She is a disgrace and doesn't deserve to call herself a woman.

1) Minna Williams thinks that:

- | | |
|------------------------------------|---------------------------------------|
| a) Women are second-class citizens | c) Women should be paid more than men |
| b) Women shouldn't work | d) Women should be treated as equals |

2) The writer thinks that:

- | | |
|------------------------------------|---|
| a) Minna Williams is right | c) Minna Williams is a second-class citizen |
| b) Minna Williams should get a job | d) Minna Williams is wrong |

3) What is the full name of Minna Williams's husband?

.....

4) Find the **main** purpose of this text, then select some text to support your answer.

Main purpose

.....

Example from the text

.....

The Purpose of Texts

Texts that instruct tell you exactly what to do

- 1) Texts that instruct give the reader **instructions** to follow.
- 2) They are often split up into **numbered lists** or **bullet points**.
- 3) They use **clear language** so they are easy to understand.

Example

- Deal out seven cards to each player.
- Each player may discard one card that they do not want.

Simple language makes these instructions easy to follow.

Each instruction has a separate bullet point.

Texts that advise suggest how to do something

Texts that advise give you **tips** about something.

Example

HOW TO CHOOSE A NEW CAR

Here are some top tips for choosing a new car.

- Think about how much you want to spend. Making a budget makes it easier to decide what car to buy.
- Think about what you need it for. For example, if you have a big family, you'll need a large car.

These sentences are giving advice. They are suggesting how to do something.

Texts can have more than one purpose

- 1) Sometimes texts have **two or more** purposes.
- 2) For example, a text might **persuade** and **inform**, or **inform** and **describe**.

Example

UK Aid helps homeless people in the UK. Many of them have problems with alcohol and drugs, but they all deserve a chance. We run drop-in centres where homeless people can feel safe, get help and learn new skills. A donation of £3 a month helps us change lives. Change a life. Support UK Aid.

This text informs you about UK Aid.

It also persuades you to donate to UK Aid.

Practice Questions

Read the texts below, and then answer the questions underneath each one.

Sporting success leads to increase in road cycling

The British cycling team were very successful at the Cycling World Championships this summer. The British team picked up 12 gold medals, 4 silver medals and a bronze medal at the championships in Hamburg, Germany. Ever since, there has been a noticeable rise in the number of people out and about on their bikes.

Cycling is popular for a number of reasons. It's

cheap, it's a great way to get around and it keeps you fit. David Branford of the British cycling team said, "It's fabulous to see so many people enjoying cycling. Cycling is a fantastic sport. I'd like to see more kids getting involved, then Britain can continue to succeed internationally at cycling in the future."

So why not have a go yourself? Most people have a bike lying around in a shed or garage. Get it out, fix it up and get out and about. Cycling couldn't be easier. It's just like riding a bike!

- 1) Find **two** purposes of this text. Choose an example from the text to support your answer.

Purpose 1

Example

.....

Purpose 2

Example

.....

Weekend Guide to Paris - Sight Number 5

5. The Eiffel Tower

The Eiffel Tower is an architectural beauty. People come from all over Europe to see the best view in Paris. You can see the elegant Louvre art gallery, the River Seine snaking its way through the heart of the bustling city and the bridges filled with people and traffic. The view is unforgettable. Sadly, so are the queues. If you don't want to wait for 2 hours to get to the top you need to get there early. Young, fit people might consider climbing the stairs to avoid queuing for the lift. Tickets cost between €5 and €15.

- 2) Find **two** purposes of this text. Choose an example from the text to support your answer.

Purpose 1

Example

.....

Purpose 2

Example

.....

Reading Between the Lines

Facts are statements that can be proved

- 1) Some texts contain **facts** and **statistics**.
- 2) Statistics are **facts** that are based on **research** or **surveys**.
- 3) Statistics are usually written as **numbers** or **percentages**.
- 4) Phrases like '**experts say**', '**research shows**', '**surveys show**' often introduce facts.

Example

The population of Inglewood is increasing. Research shows that 20% of the population is under the age of 16. The population is bound to continue to increase.

This is a fact.
It can be proved.

This is a statistic. It is a percentage based on data from research.

This is not a fact.
It cannot be proved.

An opinion is something the writer thinks

- 1) Opinions **aren't** true or untrue. They are just **beliefs** and **can't** be proved.
- 2) Phrases like '**I think**', '**I believe**' or '**many people say**' show a statement is an opinion.
- 3) Opinions can be **presented** to look like facts. This makes them seem more **believable**.

Example

I think music should be available to download for free. Some people say CDs won't exist in ten years time.

'I think' shows this is an opinion.

This sounds like a fact, but it can't be proved. This means it's an opinion.

- 4) If you're **not sure** whether something is a fact or an opinion, think about whether it can be **proved** or not. If it **can**, it is a **fact**. If it **can't**, it is an **opinion**.

Some writers twist statistics to support their argument

Some writers might **twist** statistics to back-up their **point of view**.

Example

100% of people like my band.

This seems unlikely. It might be true but we don't know how many people were asked. The writer might have only asked the people in the band.

Practice Questions

- 1) Read each statement and write '**fact**' or '**opinion**' next to each one to say whether the statement is **presented** as a fact or an opinion.
- a) 'Research shows that 60% of the UK population are overweight'
 - b) 'Men are generally better at DIY than women'
 - c) 'I think 9 out of 10 people would say they like chocolate'
 - d) 'Surveys show children with siblings are better at sharing'

Read the text below and then answer the questions underneath.

The success of the smoking ban

In July 2007 smoking was banned in public places in England. This was the most sensible decision made by the government in years. The ban was popular with the majority of the population. In a recent survey, 78% of people said they still support the smoking ban.

It is now much more pleasant to go into a pub or a restaurant. Before the ban, pubs were filled with smoke which made you cough and made your hair and clothes smell. However, according to a recent study, 16% of bar and pub owners have noticed a significant drop in business because smokers are staying at home rather than going out for a drink.

Making smoking in public places illegal has had a positive impact on people's health. Since the ban 400 000 people in England have given up smoking and the number of people suffering heart attacks has fallen by more than 2%. The benefits have also affected non-smokers. For example, the number of children suffering from asthma has decreased by around 20%.



- 2) There are six statements from the text in the table below. Put a **tick** next to each statement to show which are presented as **facts** and which are presented as **opinions**.

	Fact	Opinion
In July 2007 smoking was banned in public places in England		
This was the most sensible decision made by the government in years		
In a recent survey, 78% of people said they still support the smoking ban		
It is now much more pleasant to go into a pub or a restaurant		
Since the ban 400 000 people in England have given up smoking		
The number of children suffering from asthma has decreased by around 20%		

- 3) Give **another** example of a statistic from the article that is **not** in the table.

.....

.....

.....

Reading Between the Lines

Writing isn't always balanced

- 1) Sometimes a writer has a **point of view** (an opinion) they want to get across.
- 2) They try to **influence** the reader by only giving their **opinion**. This is called **bias**.
- 3) A biased text might **exaggerate** something or **ignore** the other side of the argument.

Example

North Coast Trains is the worst train company in Britain. Their trains are never on time, and they are always overcrowded. Last week I had to stand for a six-hour journey, which was just great.

The first sentence is an opinion.
Many people might disagree with it.

The text ignores the fact that other train companies have trains that aren't on time and are overcrowded.

The writer doesn't actually mean it was great. They mean the opposite. This is irony. Here it makes the reader understand how angry the writer is feeling.

Biased texts use different methods to influence the reader

- 1) A text might use **humour** to **entertain** the reader. This makes the reader **like** the writer.

Example

The new Hadawi sports car is the worst car I've ever driven. The engine is pathetic — I think my three-legged tortoise could probably move faster.

This is a funny image. If the reader likes the writer, they are more likely to agree with their opinion.

- 2) Biased texts might use **strong language** to make the reader **agree** with the writer.

Example

My meal was dreadful — the meat was stringy and disgusting.

These words exaggerate how bad the food really was.

- 3) Biased texts might make claims that **aren't supported with evidence**.

Example

Everyone was delighted by the plans for a new car park.

It seems unlikely that everyone was delighted.

Practice Questions

Read the texts below, and then answer the questions underneath each one.

WARHURST WINS AGAIN

Michael Warhurst, the Independent candidate for Gawesbury, has been elected for the third year in a row.

Mr Warhurst has been the best MP Gawesbury has ever seen. He campaigned against the closure of

Gawesbury General Hospital and fought the opening of a new Metromarket supermarket which threatened businesses and shops in the town centre. Mr Warhurst will continue to campaign for the interests of the people of Gawesbury with all the locals' support.

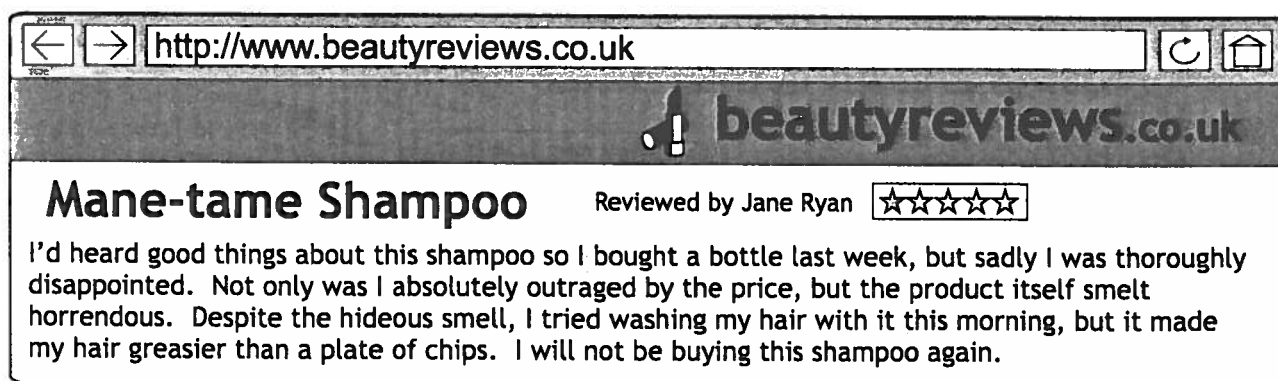
- 1) Find **one** way the writer has tried to influence the reader's opinion from the text above. Support your answers with examples from the text.

Way the writer has tried to influence the reader

.....

Example from the text

.....



The screenshot shows a web browser window with the address bar displaying <http://www.beautyreviews.co.uk>. The page header features the website's logo and name. The main content area displays the title 'Mane-tame Shampoo' followed by 'Reviewed by Jane Ryan' and a five-star rating. The review text reads: 'I'd heard good things about this shampoo so I bought a bottle last week, but sadly I was thoroughly disappointed. Not only was I absolutely outraged by the price, but the product itself smelt horrendous. Despite the hideous smell, I tried washing my hair with it this morning, but it made my hair greasier than a plate of chips. I will not be buying this shampoo again.'

- 2) Find **two** ways the writer has tried to influence the reader's opinion from the text above. Support your answers with examples from the text.

First way the writer has tried to influence the reader

.....

Example from the text

.....

Second way the writer has tried to influence the reader

.....

Example from the text

.....

Spotting Different Types of Text

Letters and emails are sent to other people

- 1) Letters have **addresses**, a **date** and a **greeting** at the top, and a **sign-off** at the end.
- 2) Emails have a **'to'** and a **'from'** box at the top, as well as a box for the email's **subject**.

Adverts and leaflets try to grab your attention

- 1) Adverts are usually **persuasive**. They try to **convince** you to do something.
- 2) Leaflets are usually **informative**. They give you **information** about something.
- 3) Adverts and leaflets both use **colours**, **pictures** and different **fonts** to get noticed.

Example

COFFEE SHACK

Coffee Shack is a family-run café based in Devon. We're passionate about cream teas, cakes and coffee — so pop in and share a cuppa with us!

- Delicious range of tea & coffee
- Indoor and outdoor seating
- Takeaway options available
- Pets welcome

Annotations:

- An interesting font and logo grab the reader's attention.
- Colour makes the leaflet look attractive.
- Bullet points keep information simple and easy to read.

Websites have specific features

They usually have an **address bar** at the top, a **search box** and **links** to other **web pages**.

Example

Annotations:

- A bar showing the website's address.
- A search box for searching for information on the website.
- This is a hyperlink. Clicking on it will take you to another web page.
- Links to other pages.

Website Content:

Garbridge Van Hire

Home | Vans | **Costs** | Gallery | About Us | Contact Us

Costs

Van hire is charged per day. The cost varies from £40 to £100 a day according to the size of the vehicle you would like to hire. A cash deposit of £100 is required for each vehicle. Please note there is a surcharge for drivers under 25 years old.

[Contact us](#) for a quote.

Spotting Different Types of Text

Articles are in newspapers or magazines

- 1) They have **headlines** to tell you what the article is **about**.
- 2) **Subheadings** and **columns** are used to break up the text.

Practice Questions

Look at the four text types below and then answer the questions underneath each one.



1) What type of text is this?

.....

2) Name **one** feature that tells you this.

.....

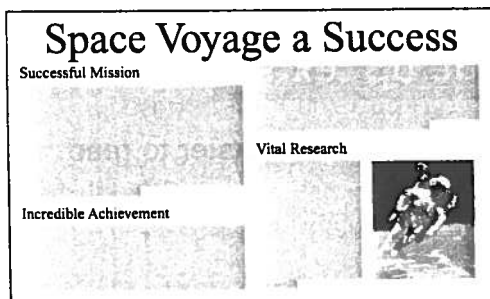


3) What type of text is this?

.....

4) Name **one** feature that tells you this.

.....

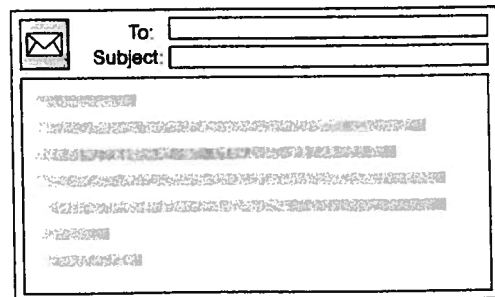


5) What type of text is this?

.....

6) Name **one** feature that tells you this.

.....



7) What type of text is this?

.....

8) Name **one** feature that tells you this.

.....

Spotting Presentational Features

Different texts have different presentational features

- 1) Texts can be laid out using different **features**, like **headlines**, **colours** and **bullet points**.
- 2) These are called **presentational features** and they make a text **easier to understand**.

Headlines and subheadings tell you what a text is about

- 1) **Headlines** and **titles** are always at the **top** of the page in a bigger font.
- 2) They try to **grab** the reader's **attention** and get them to read the text.
- 3) **Subheadings** tell you what a section of a text is about.

Example

Man arrested following gemstone robbery

A man has been arrested on suspicion of stealing a set of precious gemstones from a stone museum in Cumbria. Simon Renwick, 45, was arrested at his home in West Lawick on Saturday morning.

Thief deactivated burglar alarm

The robbery was carried out in the early hours

of the morning at the Gemstone Museum on Walltree Drive last Wednesday. The stolen gems were part of a unique display in the museum and are said to be worth over £100,000. Police say that the thief managed to break in through the main entrance and successfully deactivate the burglar alarm.

Police appeal for witnesses

Police are appealing for any witnesses who noticed anything unusual at the museum on the night of the robbery.

This is a headline. It's eye-catching.

Subheadings tell you what that section is about. They also break up the text.

Columns make the text easier to read.

Bullet points and numbered lists divide up texts

- 1) **Bullet points** separate information into **short** bits of text so it's **easier to read**.

Example

If you have a question, please contact us by:

- Emailing us at ask@flixstationery.com
- Phoning us on 081360 876 543

Bullet points separate each piece of information. This makes the writing clear.

- 2) **Numbered lists** can be used instead of bullet points.
- 3) This is usually for things that are in a **set order**, such as a set of **instructions**.

Practice Questions

Read the texts below, and then answer the questions underneath each one.

(A)

Noah's bark to the rescue

By Jamal Dove

A pensioner's dog is being praised for bravery during last week's flooding at Low Bridge. The dog's barking attracted the attention of the fire service who came to rescue his owner, 72-year-old Mrs Wallace.

Dog barked in rain for three hours

Mrs Wallace was suffering from flu and was sleeping as the floodwaters rose around her house on Riverside Lane. When she woke, she was trapped upstairs. She tried to shout for help

out of the window, but her voice was too quiet against the roar of the river. Her 8-year-old Labrador, Noah, climbed onto the windowsill and began to bark. After 2 hours firemen working nearby heard the dog and came to investigate. Noah stayed on the windowsill barking until Mrs Wallace was rescued by helicopter an hour later.

"I could have died if it wasn't for Noah."

Mrs Wallace was brought to Bridgedale Community Hospital where she was treated for shock. She said afterwards, "Noah was my saviour. I could have died if it wasn't for him".

Noah was cared for by a local animal shelter until he could be returned to Mrs Wallace.

(B)

(C)

1) a) Name presentational feature A.

b) Give **one** reason why it is effective.

.....

2) a) Name presentational feature B.

b) Give **one** reason why it is effective.

.....

3) a) Name presentational feature C.

b) Give **one** reason why it is effective.

.....

(D)

There are a number of reasons why it's important to check your bank balance regularly:

- You will have a better idea how much money you are spending.
- You are less likely to go overdrawn on your account.
- You can make sure all your payments have gone through.
- If you are a victim of fraud, you will notice immediately.

4) a) Name presentational feature D.

b) Give **one** reason why it is effective.

.....

Spotting Presentational Features

Graphics and captions help you understand a text

A **graphic** is a picture, diagram or chart. It shows you what the text is about.

Example

Third Oil Spill Hits French Coastline

The third oil spill in four weeks has hit the north-west coast of France. The oil was released from a tanker which ran aground in the Atlantic, 30 miles offshore. Beaches along the coast have been closed to the public while the clean-up process takes place.



Volunteers clean a beach near Camac after the spill.

The graphic shows people cleaning up the oil spill. It helps the reader imagine the situation.

Graphics also make the text more interesting to read.

A caption is a bit of text that tells you more about the graphic. It makes it clear what the graphic is about.

Colour affects how you read a text

- 1) Colourful **text** and **backgrounds** create an effect on the reader.
- 2) **Bright colours** make text look more **fun**.
- 3) **Dark colours** create a **serious mood** suitable for more **formal texts**.

Fonts help set the tone of a text

- 1) **Serious, formal fonts** are for **serious, formal texts**.
- 2) **Cartoony, childish fonts** are for **light-hearted texts**, or texts for **children**.
- 3) Some words might be highlighted in **bold** or in *italics* to make them **stand out**.

Example

The bold text makes the most important information stand out.

Five Top Tips for FIRE SAFETY

- ① Install a **smoke alarm**
- ② Make an **action plan** in case of fire
- ③ Blow candles **out** if you leave a room
- ④ **Stub out** cigarettes carefully
- ⑤ Keep matches and lighters **away** from children



In the event of a fire dial 999 immediately.

The colour red is connected with danger. It also makes the text stand out.

The graphic helps the reader know what the text is about before they have even read it.

This is in italics to make it look different from the rest of the text. It makes the reader look at it first.

Practice Questions

Look at the texts below and then answer the questions underneath each one.

Mr Clean

Great value carpet cleaning!

Mr Clean can remove **any mark or stain**.
Customer satisfaction guaranteed.

*"My carpets looked like new after Mr Clean had seen to them.
His service was reliable and great value for money." Mrs Jones, Birtley.*

Call 01313 877778 now for a quote.

£10 per hour!

Callouts: A points to the bold text 'any mark or stain'; B points to the cartoon character; C points to the price '£10 per hour!'.

1) The text marked A is in bold. Give **one** reason why this is effective.

.....

.....

2) Give **one** reason why the graphic marked B is effective.

.....

.....

3) The text marked C is in italics:

- | | |
|---|---------------------------------------|
| a) To make it blend with the rest of the text | c) To make it stand out |
| b) To show that it is informative | d) To show you what the text is about |

HOMEWARE SALE — 50% OFF

At Fratton Homes, we've cut prices on everything in store. It's your chance to grab a great bargain:

- 50% off all bedding
- 50% off kitchenware
- 40% off all curtains
- 35% off beds and mattresses

FRATTON HOMES

4) Identify **two** presentational features in this text.

Feature 1

Feature 2

5) Choose **one** and give **one** reason why it is effective

.....

.....

Identifying Tone and Style

Writing can have a personal or impersonal tone

- 1) **Personal** writing sounds like it is **talking to the reader**.
- 2) It's written from the writer's **point of view**, so it's full of **opinions** and it shows **emotion**.

Example

I **was delighted** to hear that the council are going to improve the cycle lanes. It means I **will be able** to cycle to work safely.

Personal writing gives the writer's opinions — it says what they think.

It uses words like 'I', 'we' and 'you'.

- 3) **Impersonal** writing **doesn't** tell you anything about the writer's **personality**.
- 4) It just reports the **facts**, so it's usually **neutral** and doesn't take anybody's **side**.

Example

Some local people have **welcomed the council's plans** to improve the cycle lanes. It means **they** can cycle to work safely.

Impersonal writing doesn't usually give any opinions.

It uses words like 'she', 'him' and 'they'.

Writing can have a formal or informal style

- 1) **Formal** writing sounds **serious**. It usually has an **impersonal tone**.
- 2) It is used for things like **job applications** because it **sounds more professional**.

Example

Heavy lifting can cause injury if it **is** done incorrectly. Employers provide training for heavy lifting at work.

Formal writing doesn't usually use slang or shortened words. For example, it uses 'it is' instead of 'it's'.

- 3) **Informal** writing sounds **chatty**. It usually has a **personal tone**.
- 4) It is used for things like **letters** to your **family** because it's more **friendly**.

Example

Don't throw your back out! Make sure your **boss** gives you all the right training if you have to lift stuff at work.

Informal writing uses shortened words and slang. For example, it uses the word 'boss' instead of 'manager'.

Practice Questions

Read the text below, and then answer the questions underneath.

Dave and Tania are getting hitched!

Dear Sanjay.....

We're getting married on Saturday 14th July and we'd love you to come and celebrate with us.

Where: St John's in the Valley, Bridgeley

When: One o'clock

We want our wedding to be a really fun and relaxed day. The wedding reception is going to be in the church hall and we're going to have a bouncy castle and games to play outside. There'll be a barbecue and plenty of booze to go around. We'd like everyone to stay for the evening and dance their socks off.

Dress Code: Please come in whatever you feel most comfortable wearing. If you want to wear jeans, feel free.

Presents: We're going to Mauritius on our honeymoon. We'd be really grateful if you could contribute to our honeymoon fund.

Please let us know if you can come by emailing daveandtania@wedding.co.uk



Love
is
in
the
air

a) Is the tone of this invitation personal or impersonal?

b) How can you tell?

.....
.....

The text suggests that:

a) The wedding is going to be serious

c) The dress code is very formal

b) The wedding is going to be casual

d) The reception will only be held outside

a) Is the style of this invitation formal or informal?

b) How can you tell?

.....
.....

Why do you think this style has been used?

a) To make Sanjay feel excited

c) It matches the style of the wedding

b) It is a wedding invitation

d) To give information clearly

Selecting Texts

Texts with different purposes can be about the same thing

- 1) Information can be presented in a lot of **different ways** and have **different purposes**.
- 2) Some texts could use the **same information**, but have a **different purpose**.

Example 1

Visit Speed Rocket! It's the exciting 70 ft tall rollercoaster that speeds you along at a thrilling 65 miles per hour!

This text is from a leaflet. Its purpose is to persuade you to visit Speed Rocket.

Example 2

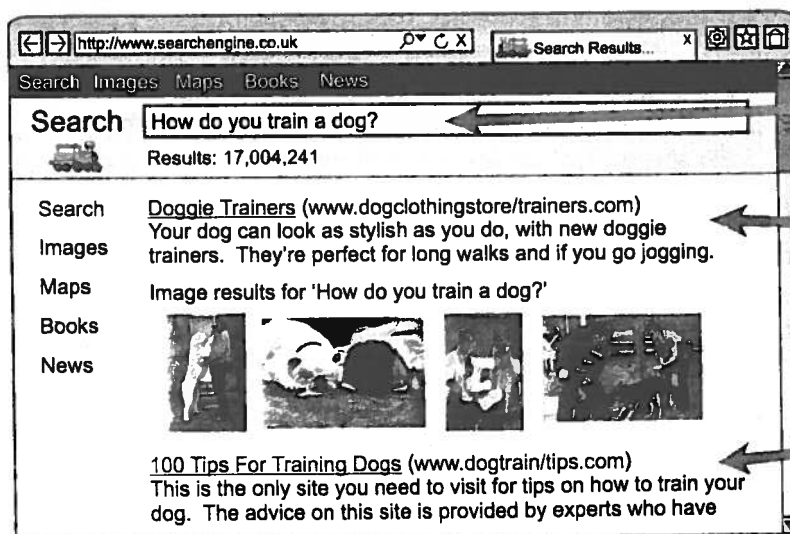
I really didn't like Speed Rocket. It's only 70 ft tall and the top speed is a disappointing 65 miles per hour.

This text is from a review. Its purpose is to advise people whether to go to Speed Rocket.

Pick the most useful source

- 1) When you're looking for information, **don't** just pick the **first source** you can find.
- 2) Make sure you pick the source that **best suits your needs**.
- 3) Sometimes you'll need to look at **more than one source** to find what you need.

Example



This is the information you want to find.

The first source isn't helpful. It's about fashion for dogs.

This source will give you the information you're looking for.

Practice Questions

Read the texts below, and then answer the questions underneath.

Source A



VOTE FOR THE ECO-FRIENDLY PARTY


If elected, the Eco-Friendly party aims to:

- build a brand-new recycling centre
- provide each house with recycling boxes for glass and paper
- campaign against the proposals for the new airport



Source B

How do I register to vote?


search 

There are several ways you can register to vote. Here's how:

- 1) Fill in the electronic form below and we'll send you a voting pack in the post. You'll then need to sign a form and post it back to us to us.
- 2) Call 01111 232345 and give us your details. We'll send you a voting pack in the post, then you'll need to fill in some forms and return them to us.

Source C

The History of Voting

 **OTE**

Nowadays, everyone over the age of 18 has the right to vote, but it's not always been that way. In the 1400s, only rich people were allowed to vote. By the mid-1800s, most men from cities were given the right to vote, and in 1884, men from the countryside were allowed to vote too. However, it wasn't until 1918, that women were able to vote, and even then they had to be over thirty years old. Eventually, in 1969, the age limit for voting was lowered to 18 years old for both men and women.

1) You're writing a report about different political parties. Which source would be most helpful?

Source

2) You want to find out about voting in the nineteenth century. Which source would you choose?

Source

3) You're giving a presentation telling people how to vote. Which source would be most helpful?

Source

Picking Out the Main Points

Scan the text to work out the main points

- 1) You **don't** need to read the **whole text** to find the **main points**.
- 2) Move your eyes **quickly** over the text, looking for **key words**.
- 3) **Key words** are things that tell you **who, what, where, when, why and how**.
- 4) **Underline** any key words that you find.

Example 1

Lions usually live in a family group, which is called a pride. A pride is often made up of one adult male lion and up to six adult female lions.

The main points from the text are underlined. This tells you what the text is about.

Example 2

The New Forest Adventure Park is an adventure playground for children. It is located in the heart of the New Forest, just off the M27. The park has a 15 ft slide, a climbing wall and a giant rope swing.

The key words tell you that the text is informing the reader about the Adventure Park.

The most important point usually comes first

- 1) Each **paragraph** in a text has its **own main point**.
- 2) The **most important point** is usually in the **first paragraph**.

Example

Grizedale Water Park

Grizedale Water Park is the perfect day out for the whole family. Visit our huge heated pool with 15 different water slides. Then take the monorail to our award-winning aquarium. Refuel at our on-site café or enjoy a quiet stroll round our water gardens.

The park is located in the Lake District, near the village of Grizedale, and it's not far from A590. You can also get to the park by train — just get off at Lakeside station.

What there is to do at the park is the most important bit. It's in the first paragraph.

The second paragraph gives extra details.

Practice Questions

Read the text below, and then answer the questions underneath.

Caring For Your Horse.com



Home

You are here: Home > Feeding

Search:

Feeding

Feeding a Horse

A horse's natural diet includes grass, herbs and weeds. You should give your horse hay in winter when there's less fresh grass in the fields. You can also buy 'feed' (special food) which has the vitamins, proteins and carbohydrates that horses need.

If you take your horse on a long ride, or compete in events that use a lot of energy like show jumping, you should provide it with high-energy food. Oats and barley will provide an active horse with plenty of energy, but too much might make your horse overweight.



Grooming

Hoof Care

Illness

FAQs

Forum

Watering a Horse

A horse can drink between 30 and 50 litres of water each day. You need to make sure your horse has plenty of clean water. Keep a plastic bucket in your horse's stable to give it something to drink from. Make sure you change the water regularly and keep the bucket clean. Your horse will also need a water trough in its field.

1) The **main** purpose of this text is:

- a) To tell the reader how to groom horses
- b) To tell the reader about a horse's diet
- c) To persuade the reader to buy a horse
- d) To tell the reader how to ride a horse

2) According to the text, name **one** thing that is part of the natural diet of a horse.

.....

3) According to the text, what should you feed a horse to give it more energy?

- a) Grass
- b) Water
- c) 'Feed'
- d) Oats

4) According to the text, why should you keep a plastic bucket in your horse's stable?

.....

5) According to the text, what does a horse need in winter?

.....

Reading for Detail

The layout of a text can help you find details

- 1) **Presentational features** like titles and subheadings tell you **where** to find information.
- 2) Use them to decide which **part** of a text to **check first**.
- 3) Then **scan** that part of the text to find the **details** you're looking for.

Example

Bold text can be used to highlight key words.

Watch out for small print with extra information.

Llandiggen Railway

Welcome to the Railway

Llandiggen Railway is a **steam railway** located in **Wales**. The railway line runs for **7½ miles** from Llandiggen Station, next to the **Lea River Bridge**, to Farren.

Christmas Special

At Christmas we run a train with a very important guest, Father Christmas! Children can meet Father Christmas on the train and get a present.

Christmas Special Times

24th December	10:30 am	12:00 pm	1:30 pm	3:00 pm
25th December		12:00 pm	1:30 pm	3:00 pm
26th December	10:30 am	12:00 pm	1:30 pm	

Please note that each journey will last for approximately 1 hour.

Subheadings show you where to find each bit of information.

To find information from a table, look along the row you need until you find what you're looking for.

The information you need can be tricky to find

The information you need from a text might be in things like **graphs, charts and tables**.

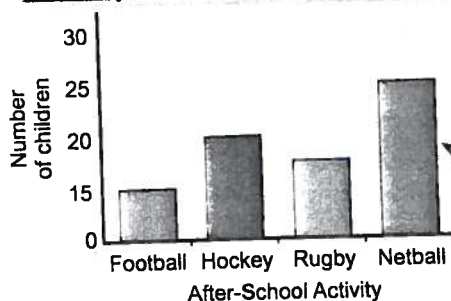
Example

- 1) What is the most popular after-school activity?

Milford School Activities

This term, many children are deciding to take up hockey as an after-school activity. We are asking parents to make sure that their children have the proper equipment to play hockey, such as shin pads and gum shields.

Most Popular After-School Activities



This is the information that you're looking for.

The tallest bar is for netball. This means netball is the most popular activity.

Practice Questions

Read the text below, and then answer the questions underneath.

Massive Furniture Sale!

At Furnish Plus, we've gone sale crazy and slashed the prices on all our leading ranges. But you'll have to hurry. These amazing sale prices will only be available on April 28th.

Great Deals

Just look at some of the extraordinary deals on furniture you can get at Furnish Plus:

Item	WAS	NOW	SAVING
Standford Office Desk	£149.99	£99.99	33%
McIntyre Classic Dresser	£899.99	£599.99	33%
Brockwell 3-seater Sofa	£750.00	£375.00	50%

Easy to Find

There are loads more offers in the store. Come down and have a look for yourself. You'll find us at 48 Morley Road, Smithsgate Retail Park. Get here early to avoid the queues!



1) When is the sale being held?

.....

2) Where is Furnish Plus?

.....

3) Which item of furniture is the most expensive after the discount?

- | | |
|----------------------------|-----------------------------|
| a) Standford Office Desk | c) Comfee Armchair |
| b) Brockwell 3-seater Sofa | d) McIntyre Classic Dresser |

4) How much did the Brockwell 3-seater Sofa cost before the discount?

- | | |
|------------|------------|
| a) £149.99 | c) £750.00 |
| b) £99 | d) £899.99 |

5) Name **one** item of furniture that has a saving of 33%.

.....

Using Information

A summary is a brief description of the important points

- 1) A summary sometimes comes at the **start** a text, for example in an article.
- 2) It introduces the **important points**.

Example

This article is about **physical education** in schools and its importance to **children's health**. It will also look at how physical education teaches children about **team work** and **cooperation** which are skills that everyone needs.

These are the most important points in the text.

- 3) A summary sometimes comes at the **end** of a text, for example in a report.
- 4) It can **sum up** an argument and give the writer's **opinion**.

Example

Opening a new library will mean that we will all have to pay more council tax to fund it. However, the **educational benefit** of the library will be good for **everyone**. That is why I think it would be an **excellent idea** to open a new library.

The first two sentences summarise the main points.

The last sentence gives an opinion.

A text might require you to respond to something

- 1) Different texts will require you to **respond** in **different ways**.
- 2) A text might ask for you to **write a comment** or **confirm something**.
- 3) Others might ask you to **call a phone number**, **write to an address** or **visit a website**.

Example

- 8) How can you find more information about adopting an orangutan?

For just £5 a month you can adopt an orangutan and help pay for the food needed at the orangutan's sanctuary.

To find out more about adopting an orangutan, please go to our website **www.orangutansanctuary.my.org**.

You need to visit the website to find out more information about adopting an orangutan.

Practice Questions

Read the text below, and then answer the questions underneath.

Fury Over New Housing

Hendley Council have given their support to controversial plans for a new luxury housing estate. This has caused outrage among the residents of Hendley.

The London firm Hythes Housing will build the multi-million pound estate on the site of the derelict playground near to St Paul's churchyard. Local residents had hoped that this site would be used for a new children's play area.

When the decision was announced, about thirty people gathered outside the

council offices and jeered at the councillors when they emerged. The protests were led by Greg Fisher. He said, "This is a disgraceful decision. Money has won out over the genuine needs of local people. The new play area is desperately needed for the borough's children." Mr Fisher went on to claim that the councillors had "dollar signs in their eyes".

Councillor Carol Swann responded, "We know that feelings are running high over this issue, but we are



confident we can reach a solution that is acceptable to everyone." She described the development as an "exciting new scheme" from which "everyone will benefit, including local people."

If you would like to have your say on this issue. Please visit our forum at www.hendleyissues.forum.

1) Who is going to build the new luxury housing estate?

- a) Hendley Council
- b) Hythes Housing

- c) Greg Fisher
- d) Carol Swann

2) Where in Hendley will the new housing estate be built?

.....

3) How can you give your own opinion on the new housing estate?

.....

4) What does Greg Fisher think should be built instead of the new housing estate?

.....

5) Write down **two** things that Carol Swann said about the new housing estate.

1.

2.


Using More Than One Text

You might need to use more than one source

- 1) One source may **not** give you all the information that you need.
- 2) Sometimes you'll have to use **another source** to get **all** of the **information**.

Example

- 1) Look at the two sources below. According to the sources, what three things could you do to drive safely in winter?



Driving in Winter

Driving on icy roads in winter can be quite tricky. Always make sure you:

- 1) Don't drive too fast.
- 2) Use winter tyres.

Always make sure you keep a snow shovel in your car in case you need to clear a road.

Remember to drive in a high gear too — it'll stop you skidding on icy roads.

This doesn't answer the question. It isn't about driving safely.

This is the third thing you could do to drive safely in winter.

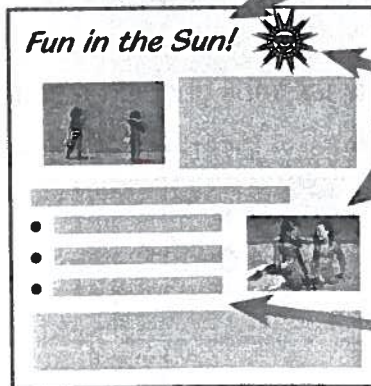
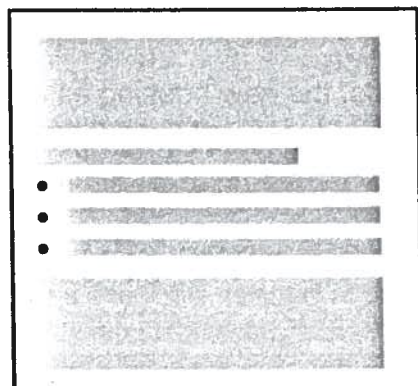
These are two things you could do when you're driving in winter.

Look for similarities and differences between texts

- 1) When you're **comparing two texts**, look for the ways that they are **similar**...
- 2) ...and the ways that they are **different**.
- 3) You might need to decide which text is **more suitable** for a particular **audience**.

Example

- 1) Which of these texts is aimed at children?



This text uses colours and interesting fonts to look more appealing.

This text has graphics and photos aimed at children.

Don't mention the use of bullet points because both texts have them.

Practice Questions

Read the texts below, and then answer the questions underneath.

Source A

Exercise for Life

Exercise is one of the best ways to stay healthy. Here are some easy ways to add more exercise to your daily routine:

- If you get a lunch hour at work, try and leave your office for a quick power walk. Not only will this provide you with some exercise, but the fresh air will make you feel more alert.
- In the summer, when it's light in the evenings, try to get out for a quick jog before dinner.
- In winter it can be harder to get out and about, so why not buy a workout DVD that you can do in the comfort of your own home?

Source B

I BEING HEALTHY

Looking after your heart is really important.

Here are some ways to make sure your heart is fighting fit:

- Sport is really good for keeping your heart strong — try joining a sports club.



- Don't eat too much junk food because this can damage your heart. Instead eat lots of fruit and vegetables to keep your heart fit.



- If you're usually driven to school, ask your parents if you can walk instead. Even if you only walk to school once a week, it will help protect your heart, as well as the environment!



1) Which source is more suitable for children?

Source

2) You are making a leaflet about keeping fit and healthy. Using both **Source A** and **Source B**, select four ways someone could add more exercise into their daily routine.

1.

.....

2.

.....

3.

.....

4.

.....

Different Types of Question

There's only one correct answer for multiple-choice questions

- 1) In multiple-choice questions you'll be given a **right** answer and some **wrong** ones.
- 2) You have to choose the **correct option**.
- 3) **Rule out the options** that are **definitely wrong** until you're left with the **right answer**.

Example

Tom Brandon, the best-selling travel writer, returns to his home city of Portsmouth tomorrow to promote his third book. He will appear in GHJ Books between 10 am and 2 pm to sign copies of his new book 'A Glimpse of Heaven'.

1) Which of these statements is not true?

- a) ~~Tom is originally from Portsmouth~~
- b) ~~Tom will be in GHJ Books at 1 pm~~
- c) ~~He will be signing copies of his third book~~
- d) **Tom's first book was 'A Glimpse of Heaven'**

It says his home city is Portsmouth, which means he was born there.

Tom will be at GHJ books from 10 am to 2 pm. 1 pm is between these times.

This is true — he'll be signing copies of his new book, which is also his third book.

This is the right answer. His new book is 'A Glimpse of Heaven', not his first book.

Sometimes you'll have to write out your answer

- 1) Questions which **aren't** multiple choice will have a **space** for you to write your answer.
- 2) Make sure you **write enough** to answer the question **properly**.

Example

6) What is the **main purpose** of the text?

To persuade

Even though the question is only worth one mark, this answer doesn't give enough detail.

(1 mark)

Read the question carefully. If the text has more than one purpose, you need to work out the main one.

To persuade you to buy the product

You need to say **what** it is persuading you to do, to get the mark.

Different Types of Question

Sometimes it won't be clear how much you need to write

- 1) Some longer questions might **not** tell you **how much** to write.
- 2) Use the **number of marks** available to work out how much to write.

Example

- 15) You have been asked to write a report about sports facilities in your area. Choose information and ideas from **Source B** that you might use in your report.

There are weekly swimming classes.....

There are local five-a-side football teams.....

Gyms offer 2 months free membership.....

There is one-to-one coaching available.....

(4 marks)

Only use Source B to answer the question. You won't get any marks for including ideas from elsewhere.

The question doesn't tell you how much to write...

...but it's worth four marks, so you should write four points.

Sometimes you have to give a reason to support your answer

- 1) Some questions will expect you to **find** the answer from the **source**.
- 2) Other questions will expect you to **use** your **own knowledge**.

Example

- 16) Reread **Sources A and B**. Decide which of the texts uses presentational features more effectively and say why. Give **two** examples to support your answer.

The most effective Source is**A**.....

Presentational feature 1 and a reason why it is effective:

italics for subheadings make them stand out.....

Presentational feature 2 and a reason why it is effective:

The graph backs up the ideas in the text.....

← This is the presentational feature.


← This is the reason.

(4 marks)

You have to think of your own reason **why** each presentational feature is effective to get all four marks.

Practice Questions

Read **Source A** below, and then answer the questions underneath.



Sports Physio

Whatever sport you do, whether it's running, football or swimming, it's likely that you will pick up an injury at some point. By visiting a professional sports physio like me, you can make sure that you'll get fighting fit as soon as possible.

I specialise in dealing with:

- **Strains and sprains** — two of the most common sports injuries. I can help you with any discomfort and speed up the healing process.
- **Back and neck pain** — using a combination of hot and cold compresses, I can loosen up your muscles with a high-intensity shoulder, neck and head rub.
- **Joint pain and arthritis** — I have lots of experience treating elderly clients and I have designed a special fitness programme so you can keep trim even with reduced movement.

I also offer sports massages, ideal for warming down after a hard workout session.

I am fully-trained with 10 years experience as a physio. I offer professionalism at a very affordable price. Contact me at Mark.Pitt@sportsphysio.org or on 05448 221111 for a free quote or for more information.

1) According to the information in the text, which of these statements is true?

- | | |
|--|--------------------------------------|
| a) Sports massages are good for joint pain | c) You can contact Mark Pitt by post |
| b) You might get injured swimming | d) Arthritis stops you exercising |

2) What is the **main** purpose of this text?

.....

.....

3) Give **two** examples of presentational features from **Source A**, and give a reason why each feature is effective.

Presentational feature 1 and a reason why it is effective:

.....

.....

Presentational feature 2 and a reason why it is effective:

.....

.....

Reading Test Advice

You're not marked on spelling, punctuation or grammar

- 1) In the **reading test** you **don't** need to worry about **spelling, punctuation or grammar**...
- 2) ... but if you need to copy out **quotes** from the **source**, make sure you spell them **correctly**.
- 3) Don't use your **dictionary** too much. Only use it if it will help you **answer** a question.
- 4) Answers **don't** have to be in **sentences**, but make sure you answer the **question** fully.
- 5) Make sure you've picked out the **correct information** and that your writing is **clear**.

Read every question carefully

The most important thing to remember is to:

Make sure you **answer the question**. Only pick out **relevant information**.

- 1) Check each question to make sure you're using the **correct source**.
- 2) This is especially important if you're **comparing two sources**.

Example

Make sure you only
write about Source
A or Source B.

- 12) Reread **Sources A and B**. Decide which of the texts
uses presentational features more effectively and say why.

- 3) Use your **time sensibly**. Spend **more time** on questions worth **more marks**.
- 4) If you're stuck on a **multiple-choice question** make a **sensible guess**.
- 5) Make sure **each point** you write is **separate** and you haven't put the **same thing twice**.

Example

- 14) You have been asked to write a leaflet for tourists.
Choose information and ideas from **Source C** that
you might use in your leaflet.

.....

.....

(6 marks)

Don't write more
than six separate
points because
you won't get any
extra marks.

Reading Test 1

Give yourself **35 minutes** to do this test.

For multiple-choice questions, circle the letter you have chosen.

For longer answer questions, write your answers in the space provided.

You do not have to write in full sentences. You may use a dictionary.

Read **Source A** and answer questions 1-5.

http://www.eat.fiveaday.co.uk

EatFiveADay... X

Home News About Contact us

5 a day

Enter a search term Search

Recipes Exercise Lose Weight Five a day

Getting your five a day

With obesity rates rising to alarming levels in the UK, people are being encouraged to take a look at their lifestyle choices. People are having to think more carefully about what they are eating and how it's affecting their health.

Eating fruit and vegetables is important for a healthy diet. A few years ago, the UK was introduced to the five a day scheme which encourages people to eat at least five portions of fruit and vegetables a day. According to **Health-CC**, only a quarter of adults meet this daily target. As a result, the government is trying even harder to get the nation eating healthily. Here's some advice on how you can make sure you get your five a day:

- ❖ Porridge is a great way to start the day, but adding a handful of **fresh berries** or some **chopped fruit** makes it even healthier. This would make it count as one of your five a day.
- ❖ Add a glass of **fruit juice** to your breakfast and you're already ticking off another one of your five a day. One 150ml glass of fresh juice with your breakfast will quench your thirst and help keep you healthy.
- ❖ **Carrot sticks** and a low-fat dip can be a tasty alternative when you need a quick snack, and they will provide you with more vitamins than a bar of chocolate.
- ❖ If you're not keen on vegetables, try **finely chopping peppers** and **carrots** before adding them to sauces, like bolognese, for example. This means you won't even notice you're eating another of your five a day.

People have reported that by making these small changes to their diet they sleep better, have clearer skin, more energy and can concentrate more — so there's no reason why you shouldn't start eating more healthily today!

1) The **main** purpose of the web page is to:

- | | |
|--|---|
| a) Tell you to completely change your diet | c) Inform you how to eat more healthily |
| b) Explain the problems about obesity | d) Tell you about Health-CC's campaigns |

(1 mark)

2) The web page informs you that:

- | | |
|---|--------------------------------------|
| a) Most adults don't eat their five a day | c) Obesity isn't a problem in the UK |
| b) Juice isn't one of your five a day | d) People need to exercise more |

(1 mark)

3) According to **Source A**, which of the following statements is **false**?

- | | |
|--|--|
| a) Porridge is a good breakfast | c) Carrots are better for you than chocolate |
| b) You can 'hide' vegetables in sauces | d) Five a day refers only to fruit |

(1 mark)

4) Using **Source A**, identify **two** ways in which someone could ensure they eat more fruit and vegetables.

1

2

(2 marks)

5) Using **Source A**, identify **two** benefits of eating more healthily.

1

2

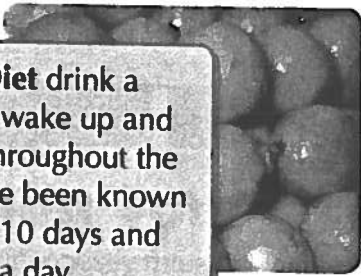
(2 marks)

Read **Source B** and answer questions 6-10.

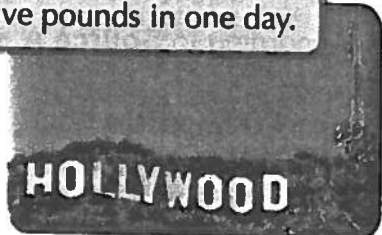
HealthExtra

Desperate to Diet?

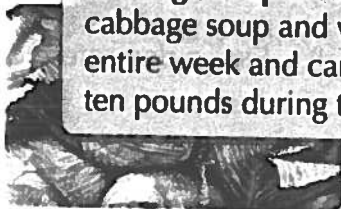
MANY celebrities use extreme crash diets to lose weight quickly before photoshoots or red carpet events. Although these diets can have rapid results, they can also have dangerous effects on a person's health. Worryingly, more and more people are following in the footsteps of celebrities and are turning to crash diets to help them lose weight. Here are some of the most popular crash diets around:



People on the **Lemonade Diet** drink a salt-water drink when they wake up and then a lemonade mixture throughout the rest of the day. Dieters have been known to stay on this diet for over 10 days and can lose up to two pounds a day.



Dieters on the **Hollywood Diet** consume a special energy drink made of natural juices and essential vitamins for 48 hours and often lose up to five pounds in one day.



Cabbage Soup dieters live off cabbage soup and water for an entire week and can lose up to ten pounds during this time.

People who put themselves on these diets appear to lose weight at an astonishing speed, but at what cost?

Consuming such a low number of calories a day drastically reduces how much energy we have and therefore reduces concentration levels — crash dieters often experience shakiness and even memory loss. Not only does consuming just one type of food or drink get repetitive, but it can cause all

sorts of health problems. Malnutrition is one of them — a single energy drink cannot possibly provide all the essential vitamins and minerals that a healthy balanced diet would provide.

So, if you want to lose weight without the dangerous side-effects, it's probably best to ignore the celebrities and stick to a healthy balanced diet and regular exercise.

Next week: HealthExtra investigates... Superfoods

3) The **main** purpose of the article is to:

- | | |
|--|--|
| a) Tell you about the dangers of crash diets | c) Persuade the reader to use a crash diet |
| b) Say why celebrities want to lose weight | d) Tell you the cabbage soup recipe |

(1 mark)

7) The article suggests that:

- | | |
|---|---|
| a) People on crash diets stay healthy | c) Malnutrition isn't a serious problem |
| b) Crash diets can be bad for your health | d) Crash diets are a good idea |

(1 mark)

8) The article informs you that:

- | | |
|--|--|
| a) It's best to have a healthy balanced diet | c) You should copy what celebrities do |
| b) It's safe to go on a crash diet | d) Low-calorie intake is good for the body |

(1 mark)

9) Identify **two** layout features of **Source B** that help convey the information.

Layout feature 1

.....

.....

Layout feature 2

.....

.....

(2 marks)

10) Identify **two** problems associated with crash diets.

1

2

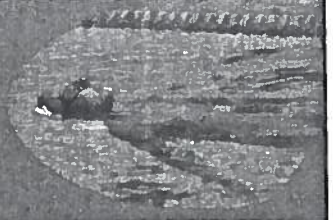
(2 marks)

Read **Source C** and answer questions 11-14.

Gym 1

Weight-loss Workouts

The first step towards
a healthy new you



Eaten too much over the Christmas period? Feeling unfit? Want to look good for summer? Make it your New Year's resolution to call Weight-loss Workouts! At Weight-loss Workouts our staff are trained to help people slim healthily and sensibly. We have lots of facilities including a fully-equipped gym, swimming pool, sauna, steam room and whirlpool bath. We can provide a personal diet and exercise programme to help you reach the weight you want.



For a free brochure or to find out about our great deals, please call 01764 553777.

Gym 2

TARGET CENTRAL

Our number one goal at Target Central is training you to the standard you want.

We tailor all our programmes to suit the individual and have specially trained coaches who will make sure you reach your fitness target.

So whether you're training for a marathon or just a 5k run, we've got the expertise to help.



"The Target Central team are great. I was training for the Great North Cycle and they made me work really hard. It all paid off — I came 1st!"
(James Smith)

Visit our website: www.targetcentral.co.uk and find out more about prices and timetables

Gym 3



Great Value Gym

Memberships available for everyone:

- Juniors & students £60/year
- Adults £80/year

Membership includes use of all our facilities:

- Gym
- Swimming pool
- 4 squash courts

Opening times:

- Monday – Friday: 9am – 7pm
- Weekends: 10am – 4pm

Fitness classes also available on:

- Mondays at 3pm
- Saturdays at 11am

Please call 015634 323232 for more details and for availability of classes.

11) The **main** purpose of the texts in **Source C** is to:

- | | |
|---|--|
| a) Tell you about weight-loss plans | c) Tell you how to train for a triathlon |
| b) Persuade you to join one of the gyms | d) Inform you about gym timetables |

(1 mark)

12) A family member is taking part in a triathlon next year and needs some help with his training. He mostly needs help with running and cycling but isn't sure how to progress. Give the number of the gym you would recommend.

Gym

(1 mark)

13) Your friend has put on weight over Christmas. She is looking for a gym where she can get advice on how to lose weight. Give the number of the gym you would recommend.

Gym

(1 mark)

14) Based on the information in **Source C**, which gym would you choose?
Give **three** reasons. Don't forget — your reasons must refer **only** to the option you choose.

Gym

Reason 1

.....

Reason 2

.....

Reason 3

.....

(3 marks)

Reading Test 2


Give yourself **35 minutes** to do this test.

For multiple-choice questions, circle the letter you have chosen.

For longer answer questions, write your answers in the space provided.

You do not have to write in full sentences. You may use a dictionary.

Read **Source A** and answer questions 1-4.



XYZ Travel

Advice for Safe Travel

Home Contact Us Email Alerts Enter search term GO

http://www.travelling.xyztravel.co.uk

Safe Travel... X

Travel Advice

- > Adventure Travel
- > Travel on a Budget
- > Travelling Solo
- > Gap Year

Book a holiday

Help with visas

FAQs

Safe Travel Abroad

Preparing to go travelling can be really stressful, especially if you don't know what to expect. That's why XYZTravel has put together a list of important things to remember so you know exactly what you need to do before you jet off.

What vaccines do I need?


Consult your doctor as soon as you know you're going travelling. They will know what vaccines you will need and will be able to advise you on when you need to have them. Remember, some vaccines need to be given months in advance, so make sure you book an appointment as early as possible. You should also check if you'll need to take antimalarial drugs. Find out if there is a risk of malaria where you are going and consult your GP.

Do I need a visa?

It's essential that you have the correct legal documents for travelling abroad. Check with the Foreign & Commonwealth Office whether you need a visa. If you don't have the necessary paperwork, you might be refused entry. You'll need to check that your passport hasn't expired either. A passport is vital for travelling outside the UK. For some countries your passport must be valid for 6 months after your visit.

How do I arrange travel insurance?

Travel insurance is really important. It can protect you in a variety of situations, such as if you need medical treatment or if your flights are cancelled. Travel insurance can be arranged easily online or over the phone, but you can always pop into your local travel agency. Travel agents will also be able to advise you on what you are insured against on your policy. If you're travelling in Europe, you can fill out a simple EHIC (European Health Insurance Card) form, for free. With an EHIC you can receive medical treatment abroad at a reduced price.



1) The website informs you that:

- | | |
|--|--|
| a) You can have last-minute vaccines | c) Passports are only valid for 6 months |
| b) You need a vaccine for going anywhere | d) EHICs make medical treatment cheaper |

(1 mark)

2) The website suggests that:

- | | |
|---|--------------------------------------|
| a) It's difficult to get travel insurance | c) You should prepare your trip well |
| b) Vaccines aren't necessary | d) Antimalarial drugs are expensive |

(1 mark)

3) The picture relates to the text because it shows:

- | | |
|---|---|
| a) How to get travel insurance | c) An example of a visa |
| b) A document essential for overseas travel | d) A list of important travel documents |

(1 mark)

4) Some texts have several different purposes, for example, to advise, to inform, to describe, to argue or to persuade.

Identify **two** purposes that **Source A** has and choose some text to support your answer.

1st purpose

Supporting text

.....

.....

2nd purpose

Supporting text

.....

.....

(4 marks)

Read **Source B** and answer questions 5-9.



Carbon Emissions

Long-haul flights v. carbon footprints

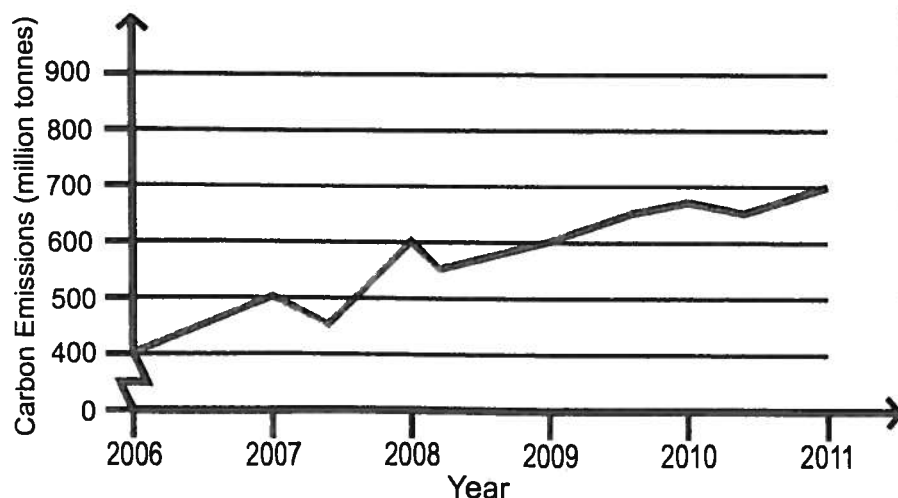
Nowadays, most people do their bit to protect the environment. Recycling has become part of daily life and lots of big supermarkets have on-site recycling facilities for their shoppers to use. Some people make an effort to walk or cycle short distances rather than using the car. Others even use eco-friendly resources, such as solar panels, to power their homes. These panels are an environmentally-friendly alternative to using coal and gas because they don't release harmful chemicals into the air. So it's hard to believe that a lot of people still take regular long-haul flights, even though they know that this method of travel is severely harming the environment.

Long-haul flights (flights longer than six hours) are popular because they are the quickest way of getting to far-flung places. But this convenient way of travelling is costing the planet dearly. Not only does

the amount of carbon released into the atmosphere increase with every extra mile travelled (making long-haul flights particularly damaging), but releasing carbon high up in the sky is even more harmful than releasing the same quantity at a lower level. Every year, around 700 million tonnes of carbon emissions are released into the atmosphere — and just from planes! And with people travelling more and more, and further and further away from home, the situation is only going to get worse. Carbon emission figures have almost doubled in the last ten years and are set to rise even higher.

Experts say that in the future, planes might run off cleaner fuels that create less pollution and therefore are less harmful to the planet. But until then, we must learn to live with the guilt of damaging the environment, or go on holiday closer to home.

Carbon emissions released from planes



For more information about carbon emissions or to calculate your carbon footprint, visit our website: www.tellmymycarbonfootprint.co.uk

he article informs you that:

- a) Long-haul flights are longer than 3 hours
 - b) Long-haul flights are harming the planet
 - c) Carbon emissions have tripled recently
 - d) Few people care about the environment
- (1 mark)

he graph shows that carbon emissions:

- a) Dropped between 2009-2010
 - b) Doubled between 2007-2008
 - c) Rose by 100m tonnes during 2006-2007
 - d) Decreased in 2009
- (1 mark)

he article suggests that:

- a) We should avoid long-haul flights
 - b) Recycling doesn't help the environment
 - c) People won't fly much in the future
 - d) Everyone has solar panels
- (1 mark)

Using **Source B**, identify **one** way the writer tries to influence the reader and give **one** example from the text.

Way:

.....

Example:

.....

(2 marks)

Source B says that most people are making an effort to protect the environment. From the article, identify two ways that people already care for the environment.

1

.....

2

.....

(2 marks)

Read **Source C** and answer questions 10-11.

SSAC**Sun Safety
Awareness Campaign**

STAY SAFE THIS SUMMER

Whether you're going on holiday somewhere hot or just relaxing in your garden, taking precautions against the sun's harmful rays is essential for healthy living. Take a look at these top tips to make sure you stay safe this summer.

Apply sun cream

Sun cream helps protect you against the sun's harmful UVA and UVB rays, which cause sunburn. Sun creams come with different sun protection factors (SPF), so make sure you choose the one that will give you sufficient protection. The higher the SPF, the more protection you'll get. Don't forget to reapply sun cream after swimming, even if the bottle says it's 'waterproof'.

Stay hydrated

Make sure you drink plenty of fluids, ideally water, when it's hot. Don't forget to carry water with you wherever you go and drink it regularly — don't just drink it when you're thirsty as this is a sign that your body is already dehydrated.

Stay out of the midday sun

The sun is strongest between 11 am and 3 pm, so avoid being in direct sunlight during this time by sitting in the shade under trees and canopies. Long periods in the sun can not only lead to sunburn, but also to heat exhaustion and heat stroke (see section below on 'heat exhaustion' for more information).

Heat exhaustion

Heat exhaustion is when the body can't cool down fast enough — if left untreated, it can easily develop into heat stroke, which can be life-threatening. Some of the symptoms of heat exhaustion include: nausea, headaches, dizziness and confusion — if you have any of these symptoms make sure you move immediately to the shade and drink plenty of cool water. If possible, sit in a cool bath or shower. If your symptoms persist, seek medical advice.



What is the **main** purpose of the article?

(1 mark)

You are going to give a talk about looking after your health before and during a holiday.

Using **Sources A and C**, write down **five** things from the texts that you will include in your talk. Make sure you only take information from the sources.

ve separate ideas to include in your talk:

[illegible]

.....
(5 marks)

Reading Test 3

Give yourself **35 minutes** to do this test.

For multiple-choice questions, circle the letter you have chosen.

For longer answer questions, write your answers in the space provided.

You do not have to write in full sentences. You may use a dictionary.

Read **Source A** and answer questions 1-6.

Sparkshire
Animal
Rescue



Help us, help them

Every year at Sparkshire Animal Rescue, we receive over 3000 calls relating to animals in need of our help. Our services range from advising people how to look after their pets to rescuing trapped and injured animals. We also take in abandoned and homeless pets and provide a rehoming service. However, we cannot operate without you. Here are a few ways you can help.

Volunteering

Without our dedicated volunteers, there wouldn't be a Sparkshire Animal Rescue. We are always looking for enthusiastic and hard-working people who are willing to give up just a few hours a week to join our team. Duties range from filing paperwork, to walking our dogs or cleaning out cages.

Donations

Sparkshire Animal Rescue is a registered charity that works on a strictly voluntary basis. This means we desperately need donations in order to continue our work. A one-off donation of just £2 can feed two of our dogs for a day. Every donation, whether big or small, is put towards making our animals happier and helping them get a better quality of life.

Adoption

Each year, Sparkshire Animal Rescue takes in around 75 dogs and 100 cats that have been abandoned by their owners. If you think you could provide any of them with a loving home, we'd really like to hear from you. If you're interested in adopting one of our animals, you'll be asked to fill out a variety of forms. Once the forms have been processed and approved, a member of our team will contact you to arrange a home visit to make sure that the animals are rehomed with suitable owners. Please only apply if you can fully commit to the long-term care of a pet.



If you think you can help Sparkshire Animal Rescue in any way,
please call us today on 06421 101010
We're really grateful for any contributions — and so are the animals!

the main purpose of the leaflet is to:

- | | |
|--|--|
| Persuade you to help the rescue centre | c) Advise you about dangerous animals |
| Tell you how to care for cats | d) Tell you how to rescue a trapped animal |
- (1 mark)

the leaflet informs you that:

- | | |
|---|--|
| You get paid for helping rescue animals | c) Sparkshire Animal Rescue is a charity |
| Only donations over £10 are useful | d) Volunteers only help with paperwork |
- (1 mark)

the leaflet suggests that:

- | | |
|--------------------------------------|---|
| Only full-time volunteers are needed | c) Animals are never cared for properly |
| The adoption process is thorough | d) People rarely abandon animals |
- (1 mark)

Using **Source A**, identify **two** ways someone could help Sparkshire Animal Rescue.

.....

.....

(2 marks)

Using **Source A**, identify **one** thing you would have to do before adopting an animal.

.....

(1 mark)

Using **Source A**, identify **one** task that a volunteer could be responsible for.

.....

(1 mark)

Read **Source B** and answer questions 7-10.

How to care for your rabbit

Rabbits are affectionate animals that can make great pets. Getting a new pet can be a really exciting time, but don't forget to follow these top tips to make sure you look after it properly.

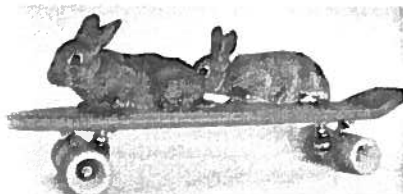
Housing

It's important to make sure you provide a warm and waterproof house for your rabbit. The hutch you choose should be raised at least a foot from the ground so that damp doesn't rise up through the floor. You'll also need to make sure the roof is covered with a water-repellent material to keep your pet dry when it rains. Make sure you provide enough space for your rabbit to get enough exercise, too — a cramped bunny is not a happy bunny. Once you've arranged the hutch, fill it with a combination of hay and wood shavings.



Exercise

Rabbits are active animals that need lots of space to exercise — giving them a garden run would be ideal. You could also provide them with some cardboard tunnels (make sure they are big enough so your rabbit doesn't get stuck) to scamper through, so your rabbit can explore and exercise at the same time. It's also possible to buy leads and harnesses for small pets so you can take your rabbit for a walk — but make sure you don't take it near larger animals or roads, though.



Food

Like humans, rabbits need a well-balanced diet. It's best to feed your rabbit high-fibre pellets (which can be bought in most pet shops) as well as hay and a range of fresh vegetables. Fresh drinking water should be available to your pet at all times.



Vegetables for rabbits

- ✓ Cauliflower
- ✓ Celery
- ✓ Kale
- ✓ Broccoli
- ✓ Cucumber

Company

Rabbits are social animals — if they're kept alone, they will get lonely. Where possible, try to keep them in pairs. Rabbits like human interaction too, so make sure you give your pet lots of attention by stroking them. When handling, be careful and support your rabbit well.



For more information on how to care for your pets, visit:

www.pethelpcentre.co.uk

The article informs you that:

- | | |
|-----------------------------------|-----------------------------------|
| a) Rabbits like having company | c) You can't keep rabbits outside |
| b) Rabbits should only be fed hay | d) Rabbits are lazy animals |

(1 mark)

The article suggests that:

- | | |
|--------------------------------|--|
| a) Rabbits don't mind the rain | c) Rabbits won't be happy in a small space |
| b) Rabbits can eat anything | d) Rabbits don't like being stroked |

(1 mark)

Your friend is worried that her rabbit isn't getting enough exercise. Using **Source B**, suggest **two** ways her pet could get more exercise.

1

.....

2

.....

(2 marks)

Identify **three** layout features of **Source B** that help convey the information.

Layout feature 1

.....

.....

Layout feature 2

.....

.....

Layout feature 3

.....

.....

(3 marks)

Read **Source C** and answer questions 11-13.

ZOOS: THE SHOCKING TRUTH

Zoos have always been popular visitor attractions, but we think it's time people knew the truth about these money-making organisations who only care about their profits and not their animals.

Would you like to be cramped in a small space with lots of other humans?

Many zoos think that simply sticking to the minimum space regulations is enough — it isn't. Experts have found that animals in zoos don't have the freedom to move around like they would in the wild. They get bored of being stuck in the same enclosure for years.



Would you like to do the same activities at the same time every day?

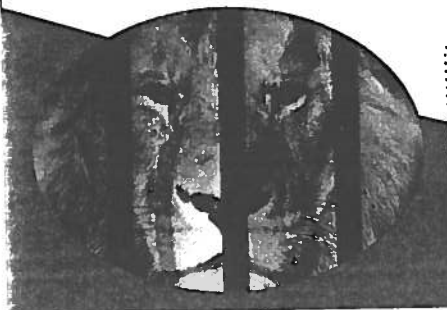
While many zoo animals are left with nothing to do, others are forced to perform shows and tricks. They're often forced into entertaining the crowds at regular intervals throughout the day. This would never happen in the wild.

Would you like to be moved from your home to a completely different location and environment?

Animals are often moved to places with a completely different climate to what they are used to. If they are used to living in a certain environment and are moved abruptly, they can find it extremely difficult to adapt and can become unhappy and ill. It also means leaving their family behind which can be incredibly traumatic.

Would you like to be forced to breed?

Studies show that zoos with cute baby animals attract 50% more customers — this encourages zoos to force their animals to breed, to increase their profits. Animals breed more successfully if they are comfortable (which is never the case in zoos) and being made to breed in captivity only leads to overpopulation, resulting in enclosures being even more cramped.



We're guessing you've answered 'no' to all of these questions — we did. If, like us, you think that zoos should be banned and animals should be left in their natural environments, please sign our petition today. Saving animals couldn't be easier.

The **main** purpose of the leaflet is to:

- a) Inform you of a zoo investigation c) Advise you not to move wild animals
b) Tell you how zoos make profits d) Persuade you to sign the petition

(1 mark)

Say whether the following statements are presented in **Source C** as facts or as opinions. Put a tick in the 'fact' column or the 'opinion' column.

	Fact	Opinion
Animals in zoos can become unhappy and ill.		
Animals in zoos don't have the freedom to move around like they would in the wild.		
Many animals are often forced to perform tricks.		
Statistics show that zoos with cute baby animals attract 50% more customers.		
Zoos should be banned.		
Zoos only care about their profits.		

(3 marks)

Using **Source C**, identify **one** way the writer tries to influence the reader and give **one** example from the text.

Way:

.....

Example:

.....

.....

(2 marks)

Reading Test 4

Give yourself **35 minutes** to do this test.

For multiple-choice questions, circle the letter you have chosen.

For longer answer questions, write your answers in the space provided.

You do not have to write in full sentences. You may use a dictionary.

Read **Source A** and answer questions 1-5.

DON'T DRINK-DRIVE

Every year, there are over 12,000 casualties as a direct result of drink-driving. Around 400 of these people die. Drink-driving problems have rocketed recently — we must take action and make our roads a safer place to drive.

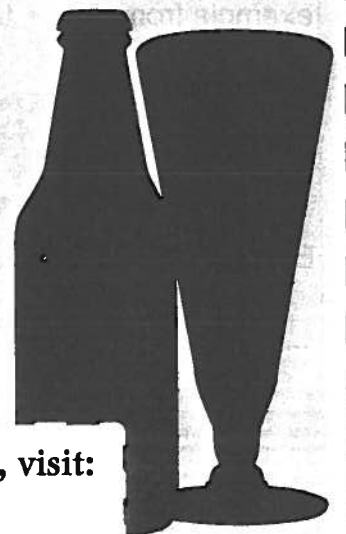
Drinking alcohol affects your coordination, delays your reactions and can make your vision blurred. When you're driving, you rely on reaction, coordination and vision, and if these have been impaired by alcohol, the chance of an accident is significantly higher.

Many people feel sober after drinking 'lightly' and believe they are fit to drive, but the truth is they're often not. There's no set rule for how much you can drink before you're unsafe to drive — age, weight, gender, stress and metabolism can all affect how quickly you process alcohol. The legal limit in the UK for driving is 80 mg of alcohol per 100 ml of blood, and if you're found with more alcohol in your system, punishment is severe.

If you're caught drink-driving, you can expect to be banned from driving for a minimum of 12 months and receive a fine of up to £5,000. In some cases, you can be sent to prison.

If you do decide to go out and have a few drinks, make sure you have planned how to get home. You could nominate a driver (who won't drink any alcohol) to take you home, book a taxi and split the cost or take public transport. Whichever you choose, remember, drink-driving is **NOT** an option.

For more information on drink-driving, visit:
www.neverdrinkdrive.co.uk



The **main** purpose of the leaflet is to:

- | | |
|---|--|
| a) Warn you about hazardous roads | c) Tell you how dangerous drink-driving is |
| b) Persuade you to use public transport | d) Tell you not to drink on a night out |

(1 mark)

The leaflet suggests that:

- | | |
|--|-----------------------------------|
| a) Some people drink-drive without realising | c) Public transport is unreliable |
| b) The UK has a high legal alcohol limit | d) Women can drink more than men |

(1 mark)

The leaflet informs you that:

- | | |
|---|---|
| a) Drinking alcohol improves your vision | c) Old people can handle their drink better |
| b) It's easy to know if you're over the limit | d) Drinking alcohol slows reactions |

(1 mark)

Is the tone of this leaflet personal or impersonal?

How can you tell?

.....

(2 marks)

Use **Source A** to identify **one** way to make sure that you got home safely after a night out.




.....
 (1 mark)

Read **Source B** and answer questions 6-11.

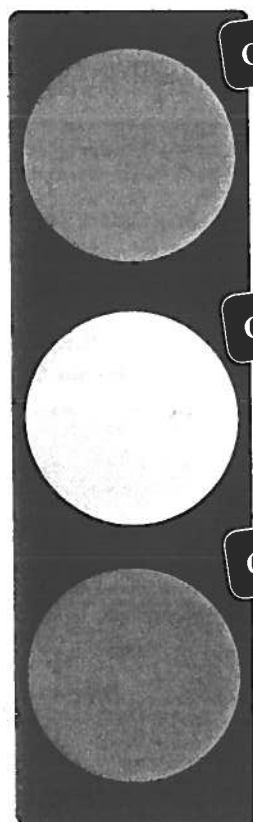
Operation Safe Driver



Just passing a driving test is no longer enough. Driving instructors are now insisting that motorists should take a course of post-exam driving lessons to improve their driving skills. The Organisation for Post-Exam Safe Drivers (OPESD) is offering courses, ranging from a day to two weeks, that can help to make drivers feel safer on the roads. OPESD courses aim to:

-  Teach drivers to be confident in a variety of different road conditions, such as driving in the snow, at night, on the motorway, on country lanes and in cities.
-  Encourage drivers to become more economical. Economical driving causes less wear and tear on the vehicle and can help lower fuel consumption, reducing the cost of motoring.
-  Make drivers more aware of hazards on the road and how they can avoid potential accidents.

OPESD are currently offering some great deals on driving courses:



Option 1

If you have just passed your test, we recommend a two week intensive course to boost your confidence and enhance your road safety skills — our two-week course has been reduced from £500 to £390.

Option 2

If you have been driving for a few months, the weekend course would be a great way to improve your road safety knowledge — this 10-hour course is now only £150.

Option 3

Confident drivers who have been on the roads for years can also benefit from our day-long sessions which can help to refresh your knowledge of the roads and keep you up-to-date on the latest additions to road safety — book a day session for just £50.

Get in touch now on 021312 654321 to book your course.

3) What is the **main** purpose of the leaflet?

.....

.....

(1 mark)

7) The leaflet suggests that:

- | | |
|--|--|
| a) Drivers are becoming less confident | c) OPESD helps all types of driver |
| b) Courses can be very expensive | d) Driving instructors want more money |

(1 mark)

8) The leaflet informs you that:

- | | |
|--------------------------------|---|
| a) A weekend course costs £150 | c) Wear and tear only happens on old cars |
| b) It's easy to drive at night | d) There are few hazards on the road |

(1 mark)

9) Use **Source B** to identify **two** road conditions that an OPESD course could prepare you for.

1

2

(2 marks)

10) A family member wants to improve his confidence on the roads. He passed his test four months ago. Which course would you recommend?

Option

(1 mark)

11) Your friend passed her test today and wants to learn how to drive in various road conditions. Which course would you recommend?

Option

(1 mark)

Read **Source C** and answer questions 12-14.

Safe Driving

Learning to drive is an exciting experience. Once you've passed your test, it's essential that you continue to drive carefully to keep yourself and other road users safe. Follow this advice to make sure you stay out of danger.

It's not just about how you drive — what you drive is important too. You'll need to make sure your vehicle is roadworthy. Do this by checking your oil and keeping it topped up to the correct level. You should check the level of your windscreen washer fluid and fill your washer bottle up before long journeys. You should also check the tread depth on your tyres is deep enough — the legal minimum tread depth in the UK is 1.6 mm across 75% of the tyre. If the tread on your tyres is getting close to this value, you'll need to get new ones to make

sure you stay safe. Similarly, if you notice anything different about your car, such as noises you've not heard before, get it checked at a garage.

You need to take into account your physical and mental state when driving anywhere. Tiredness reduces concentration, so if you're tired, you won't be safe to drive and you should avoid travelling until you feel more alert. Some prescription medicines can make you drowsy so check the packaging before driving.

Road safety is very important for keeping you and the people around you safe. Don't forget to keep up-to-date with the Highway Code. Speed restrictions and road signs are put in place for a reason, and you should always obey them — if you are stopped by a police officer, "I didn't see the sign!" isn't an acceptable excuse.

Use **Source C** to identify **two** vehicle checks you should make before going on a car journey.

.....
!
(2 marks)

According to **Source C**, what is the minimum tread depth on tyres in the UK?

.....
(1 mark)

Look at **Sources B and C**. Which source uses presentational devices more effectively?
Give **two** examples of presentational devices the source uses and say why they are effective.

Source uses presentational features more effectively.

Example 1:
.....

Why it is effective
.....
.....
.....

Example 2:
.....

Why it is effective
.....
.....
.....
(4 marks)

Answers to the Reading Questions

Please note, answers in bullet points are only suggestions. Any sensible alternative can be accepted.

Section One — How Ideas Are Presented

Page 5

Q1 To inform about the choir.

Examples may vary. Some examples would be 'We are a local choir based at Stanhope Community Centre', 'The choir is a charitable organisation that was set up in 2008' or 'We perform at the Stanhope Festival every year'.

Q2 You could write any two of these:

- Stanhope Festival
- Town square
- County show

Q3 2008

Page 7

Q1 b — Women shouldn't work

Q2 d — Minna Williams is wrong

Q3 Truman Williams

Q4 To argue that Minna Williams is wrong.

Examples may vary. Some examples would be 'But what she said yesterday was completely unacceptable' or 'She is a disgrace and doesn't deserve to call herself a woman'.

Page 9

Q1 You could write any two of these:

- To inform the reader about the increase in cycling.

Examples may vary. For example, 'there has been a noticeable rise in the number of people out and about on their bikes'.

- To inform people about the benefits of cycling.

Examples may vary. For example, 'it's a great way to get around'.

- To persuade the reader to go cycling.

Examples may vary. For example, 'So why not have a go yourself?'

Q2 You could write any two of these:

- To describe the Eiffel Tower.

Examples may vary. For example, 'The Eiffel Tower is an architectural beauty'.

- To advise people about visiting the Eiffel Tower.

Examples may vary. For example, 'you need to get there early'.

- To inform the reader about the Eiffel Tower.

Examples may vary. For example, 'Tickets cost between €5 and €15'.

Page 11

Q1 a) fact

b) opinion

c) opinion

d) fact

Q2 Fact

Opinion

Fact

Opinion

Fact

Fact

Q3 You could write any one of these:

- 16% of bar and pub owners have noticed a significant drop in business.
- The number of people suffering heart attacks has fallen by more than 2%.

Page 13

Q1 You could write any one of these:

- The writer has exaggerated how popular Mr Warhurst is.
- The writer hasn't supported what he says with any evidence.

Examples may vary. Some examples would be 'Mr Warhurst is the best MP Gawesbury has ever seen' or 'all the locals' support'.

Q2 You could write any two of these:

- The writer has used strong language.

Examples may vary. For example 'outraged', 'horrendous', 'hideous'.

- The writer has used humour

Examples may vary. For example, 'it made my hair greasier than a plate of chips.'

- The writer has exaggerated how bad the shampoo is.
- Examples may vary. For example 'the product itself smelt horrendous'.

Page 15

Q1 Advert

Q2 You could write any one of these:

- Bullet points
- Coloured text
- Picture
- Interesting font
- The name 'Shear Hairdressing'
- The 'Cuts for £10' graphic

Q3 Website

Q4 You could write any of these:

- Address bar
- Search box
- Links to other pages

Q5 Article

Q6 You could write any of these:

- Headline
- Columns
- Subheadings

Q7 Email

Q8 You could write any of these:

- 'To' box
- 'Subject' box
- Send or envelope button
- Box for text

Page 17

Q1 a) Headline / title

b) You could write any one of these:

- Grabs the reader's attention.
- Tells the reader what the text is about.

Q2 a) Subheading

b) You could write any one of these:

- Breaks up the text.
- Tells the reader what the section is about.

Q3 a) Columns

b) Makes the text easier to read.

Q4 a) Bullet points

b) You could write any one of these:

- Separates the information.
- Makes the text easier to read.

e 19

You could write any one of these:

- Makes the important information stand out.
- Makes the reader look at it first.

You could write any one of these:

- Helps the reader know what the text is about before they have read it.
- It makes the text more interesting to read.
- Grabs the reader's attention.

• — To make it stand out

You could write any two of these:

- Headline / Title
- Bold font
- Coloured text
- Graphic/logo
- Bullet points

Answers may vary. For example:

• Bullet points — break up the information.

• Bold font — grabs the reader's attention

e 21

i) Personal

ii) You could write any one of these:

• It uses words like 'we' and 'you'.

• It says what the writer thinks.

• — The wedding is going to be casual

ii) Informal

iii) You could write any one of these:

• It sounds chatty.

• It doesn't sound serious.

• It uses shortened words.

• It uses slang.

• — It matches the style of the wedding

Section Two — Finding Information From Texts

Page 23

Q1 Source A

Q2 Source C

Q3 Source B

Page 25

Q1 b — To tell the reader about a horse's diet

Q2 You could write any one of these:

- Grass
- Herbs
- Weeds

Q3 d — Oats

Q4 So that the horse can drink from it.

Q5 Hay

Page 27

Q1 April 28th

Q2 48 Morley Road, Smithsgate Retail Park

Q3 d — McIntyre Classic Dresser

Q4 c — £750.00

Q5 You could write any one of these:

- Stanford Office Desk
- McIntyre Classic Dresser

Page 29

Q1 b — Hythes Housing

Q2 On the site of the derelict playground near to St Paul's churchyard.

Q3 You could write any one of these:

- By visiting the forum
- www.hendleyissues.forum.

Q4 A new play area

Q5 You could write any two of these:

- She says that they "can reach a solution that is acceptable to everyone".
- It is an "exciting new scheme".
- "everyone will benefit, including local people".

Page 31

Q1 Source B

Q2 You could write any four of these:

- Go for a power walk at lunchtime
- Go for a jog before dinner
- Do a workout DVD at home
- Join a sports club
- Walk to school

Reading Test Practice

Page 34

Q1 b — You might get injured swimming

Q2 To persuade you to visit Mark Pitt for a physio session.

Q3 You could write any two of these (reasons may vary):

- Large headline / title — it grabs the reader's attention / tells the reader what the text is about.
- Bullet points — they help to separate the information / make the text easier to read / make the text clear.
- Bold subheadings / coloured subheadings — they separate the information / make key ideas stand out / tell the reader what the section is about.
- Photo — it backs up the ideas in the text / grabs the reader's attention / makes the text more interesting.

Reading Test Practice

You should be aiming to get around fourteen marks and above in these reading exercises to pass.

Practice Reading Test 1

Source A (Pages 36-37)

Q1 c — Inform you how to eat more healthily

Q2 a — Most adults don't eat their five a day

Q3 d — Five a day refers only to fruit

Q4 You could write any two of these:

- Add chopped fruit or berries to porridge.
- Drink a glass of fruit juice with your breakfast.
- Eat carrot sticks as a healthy snack.

- Finely chop peppers or carrots and add them to sauces.

Q5 You could write any two of these:

- You sleep better.
- You have clearer skin.
- You have more energy.
- You can concentrate more.

Source B (Pages 38-39)

- Q6 a — Tell you about the dangers of crash diets
- Q7 b — Crash diets can be bad for your health
- Q8 a — It's best to have a healthy balanced diet
- Q9 You could write any two of these:
- Boxes for different crash diets separate the information and make it easy to read.
 - Photos make the text interesting to read / grab the reader's attention.
 - Coloured boxes / bright colours catch the reader's eye.
 - Headline tells you what the article is about.
 - Columns make the text easier to read.
 - Bold text highlights the key words.
- Q10 You could write any two of these:
- Reduce energy levels
 - Reduce level of concentration
 - Shakiness
 - Memory loss
 - Malnutrition

Source C (Pages 40-41)

- Q11 b — Persuade you to join one of the gyms
- Q12 Gym 2
- Q13 Gym 1
- Q14 Answers may vary. Example:
- Gym 1
 - Reason 1: Because I want to lose weight.
 - Reason 2: Because I want to use the sauna.
 - Reason 3: Because I want to be given a personal diet and exercise plan.

Practice Reading Test 2**Source A (Pages 42-43)**

- Q1 d — EHICs make medical treatment cheaper
- Q2 c — You should prepare your trip well
- Q3 b — A document essential for overseas travel
- Q4 You could write any of these (supporting text may vary):
- Purpose: to inform you about

what you need to go travelling. Supporting text: 'A passport is vital for travelling outside the UK'.

- Purpose: to advise you how to prepare for travelling. Supporting text: 'Find out if there is a risk of malaria where you are going and consult your GP'.

Source B (Pages 44-45)

- Q5 b — Long-haul flights are harming the planet
- Q6 c — Rose by 100m tonnes during 2006-2007
- Q7 a — We should avoid long-haul flights
- Q8 You could write any of these:
- It is biased/only gives one side of the argument. Examples may vary. For example, 'But this convenient way of travelling is costing the planet dearly'.
 - Using opinions. Examples may vary. For example, 'we must learn to live with the guilt of damaging the environment'.
 - Using facts. Examples may vary. For example, 'Every year, around 700 million tonnes of carbon emissions are released into the atmosphere'.
 - Using strong language. Examples may vary. For example, 'this method of travel is severely harming the environment'.
- Q9 You could write any two of these:
- Recycle
 - Walk or cycle instead of driving
 - Use solar panels to power their homes

Source C (Pages 46-47)

- Q10 You could write any of these:
- To inform people about how to stay safe in the sun.
 - To advise people how to stay safe in the sun.
- Q11 You could write any five of these:
- Find out what vaccines you need, and when you need them, by going to see your GP.

- Check to see if you need antimalaria drugs.
- Get travel insurance to cover any medical treatment.
- Get an EHIC for cheaper medical treatment in Europe
- Use sun cream to protect you from the sun and apply it regularly.
- Drink plenty of water if you travelling in a hot country so you don't suffer from dehydration.
- Stay out of the midday sun avoid heat exhaustion and heat stroke.
- If you feel dizzy or ill after being in the sun, seek medical advice as you could have heat exhaustion.

Practice Reading Test 3**Source A (Pages 48-49)**

- Q1 a — Persuade you to help the rescue centre
- Q2 c — Sparkshire Animal Rescue is a charity
- Q3 b — The adoption process is thorough
- Q4 You could write any two of these:
- Become a volunteer at the centre.
 - Make a donation to the centre.
 - Adopt one of the centre's animals.
- Q5 You could write any one of these:
- Fill out a variety of forms.
 - Arrange a home visit.
- Q6 You could write any one of these:
- Filing paperwork.
 - Walking the centre's dogs.
 - Cleaning out cages.

Source B (Pages 50-51)

- Q7 a — Rabbits like having company
- Q8 c — Rabbits won't be happy in a small space
- Q9 You could write any two of these:
- Give the rabbit a garden run
 - Give them some cardboard tunnels to scamper through.