



English Speaking Board (International) Ltd.

Entry Level Award ESOL Skills for Life (Reading)
(Entry 3)

Paper Time

60 minutes

Booking Number						Candidate Number					
Surname											
Other Names											
Date											
Centre Name											

Please read the text below before attempting any of the paper

- Please complete the paper in blue or black ink, do not use pencil
- Questions may be attempted in any order
- Read each question carefully and answer as many questions as you can
- You must not use a dictionary
- At the end of the test, please close your paper and hand all materials to the Supervisor/Invigilator
- Do not open this paper until you are told to do so by the Supervisor/Invigilator

Marker's Use					
Marker Initials			Moderator Initials		
1	1.1		1	1.1	
2	1.2		2	1.2	
3	1.3		3	1.3	
4	1.4		4	1.4	
5	2.1		5	2.1	
6	3.1		6	3.1	
7	4.1		7	4.1	
8	1.2		8	1.2	
9	1.1		9	1.1	
10	1.2		10	1.2	
11	1.3		11	1.3	
12	1.4		12	1.4	
13	2.1		13	2.1	
14	3.1		14	3.1	
15	4.1		15	4.1	
16	1.1		16	1.1	
17	1.3		17	1.3	
18	1.4		18	1.4	
19	2.1		19	2.1	
20	3.1		20	3.1	
21	4.1		21	4.1	
Overall Grade			Overall Grade		

Task 1

Read the text and answer questions 1 – 7.



Looking for a new job?

We're opening another branch of Clayton's in March and we're recruiting now for new staff. At Clayton's we have a strong team spirit and we like to think that all our employees are one big, happy family. We work hard, we trust each other and we all enjoy assisting our customers. And we do it better than anyone else!

For all applications we will require the following essential information:

- your National Insurance number
- an email address, so that we can keep in touch
- a contact phone number

You'll need to fill in an application form as soon as possible - ask for one today at the Customer Service Desk - and send it, together with your current CV, to our Human Resources Manager, Cathy Zamora.

You can post the form to the address below.

We will then send you a reference number which you must use every time you contact us. You should receive the number within a week. If not, phone 0845 758 4586.

We will let you know by February 1st if we want you to come for an interview. If you don't hear from us by that date, it means you were not successful this time but we will keep your details on our database for future reference. Be assured that all the information you give us will be absolutely confidential.

Cathy Zamora, Clayton's, Bridge Street, London SW2 3BA

Circle the letter of the correct answer A, B, C or D.

1. Who would usually read this text?

- A customers
- B jobseekers
- C employers
- D Clayton employees

2. You want to apply for a job at Clayton's. Put the stages in order. The first answer has been done for you.

<input type="radio"/>	a. Complete form
	b. Go to Customer Service Desk in Clayton's
	c. Send application
	d. Get a reference number

1st	b	Go to customer service desk in Clayton's.
2nd		
3rd		
4th		

3. List two pieces of information that you must write on the application form.

i _____

ii _____

Circle the letter of the correct answer A, B, C or D.

4. What does the phrase, '**We like to think all our employees are one big, happy family**' mean?
- A We prefer to employ people with children.
 - B We welcome relatives of existing staff members.
 - C We like staff who can work well with each other.
 - D We have lots of family members working here.
5. This text is
- A an advertisement
 - B a magazine article
 - C an application form
 - D a job description
6. What types of work are available? (Look at the pictures)
- A shelf-stackers, drivers and shift supervisors
 - B check-out staff, delivery drivers and in-store bakers
 - C catering assistants, check-out staff and car park attendants
 - D drivers, chefs and supermarket cleaners
7. Put the following jobs in alphabetical order.

shelf-stacker	security guard	sales assistant	supervisor
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i _____

ii _____

iii _____

iv _____

8. The interviews will be held
- A on February 1st
 - B as soon as possible
 - C next week
 - D after February 1st

Task 2

Read the text and answer the questions 9 – 15.

Web-based tests offer an alternative to expensive in-store Health and Safety training.

These tests have many advantages:

- available from the Internet – anywhere, any place
- you can do it at any time

Hazard Hunt

Can you spot the dangers in a supermarket, warehouse or kitchen? A great test of awareness for all new employees.

Safe and Sound

Safe and Sound is an online Health and Safety test for drivers.

Clara's Café

Can you avoid injuries in the kitchen, dining room or bar? This test is for workers in the hospitality industry, especially casual staff who may not have the opportunity for formal Health and Safety training. Visit Clara's Café and put your safety knowledge to the test.

Sara's Supermarket

A test for employees working in retail. Sara's Supermarket allows young, casual workers to spot common dangers which can cause slips, trips and falls.

To access the programmes, visit the website www.healthandsafetyatwork.com where you must register with your name and a password to enter the site.

There is no need for you to pay for the tests because your employer has an account with us. You will receive a certificate when you have completed all the tests successfully.

Task 2: Adapted from http://www.safework.sa.gov.au/show_page.jsp?id=6421#.UtT20vQ7tcZ Accessed 14.01.13

Circle the letter of the correct answer A, B, C or D.

9. What is the text about?
- A Using the Internet
 - B Keeping safe at work
 - C Looking for employment
 - D Health and Safety tests
10. To get a certificate, you have to
- A pay the course fees
 - B complete all the tests
 - C complete the first test
 - D go to a course
11. What is the purpose of the commas in the sentence below?
Sara's Supermarket allows young, casual workers to spot common dangers which can cause slips, trips and falls.
- A To give a warning
 - B To separate items in a list
 - C To mark the end of a sentence
 - D To show informal language
12. What does the phrase '**hospitality industry**' refer to? Work in
- A a hospital
 - B a care home
 - C shops and supermarkets
 - D cafés and hotels
13. What is the purpose of the text?
- A To inform
 - B To entertain
 - C To tell a story
 - D To warn

14. Name one benefit of taking the online test.

15. The tests are in a list in alphabetical order.
Where would you find a new test called Head for Heights?

Clara's Café	Hazard Hunt	Home	Safe and Sound
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Circle the letter of the correct answer A, B, C or D.

- A** Before Hazard Hunt
- B** After Home
- C** After Hazard Hunt
- D** Before Clara's Café

Task 3

Read the information and answer the questions 16 – 19.

A

Date	Payroll Reference	Name	Week/Month No.
10/01/2014	709501	Sam Kousar	40 / 2013
Employer	Clayton's		Department: Home Delivery
Tax Code	Ni Number	Ni Code	Paid From / 30/12/2013 To : 05/01/2014
492T	YS 58 89 75 B		
PAYMENTS		DEDUCTIONS	
Standard	15.50	97.80	Income Tax 0.60
Breaks	0.75	0.00	National Insurance 0.00
Total Payments 97.80		Total Deductions 0.60	
Information		Cumulatives	
		Income Tax 1.40	
		National Insurance 2.56	
		Gross Taxable Pay (to Date) 3,798.84	
		Gross Pay (in Period) 97.80	
		NET PAYMENT 97.20	

B

Clayton's Supermarket										
Attendance: Home Delivery						Week 40: 30.12.2013 – 05.01.2014				
WE: 05.01.14						Job	Name	Payroll Reference	Tax Code	Total Hours
Mon	Tues	Wed	Thurs	Fri		Driver	Sam Kousar	709501	492T	13
3	4	3	3							
Send to Salaries and Wages Section.						Signed: <i>Anna Gomez</i> Line Manager				

C

Clayton's	
WHITWORTH STREET MANCHESTER M1 5ED	
TELEPHONE NO: 0161 236 154	
VAT NUMBER: 660 4548	
TEA BAGS	£2.00
TOMATOES	£1.15
POTATOES	£1.15
TISSUES	£1.00
MILK	£2.40
BALANCE DUE	£7.70
Total number of items sold = 4	

Paid by Visa ... 0568 Expiry date 04/14	

Circle the letter of the correct answer A, B, C or D.

16. What is the main reason that Sam would read Text A? To find out

- A the name of his employer
- B which department he works for
- C how much money he earned last week
- D his national insurance number

17. In Text A, how much income tax did Sam pay in week 40?

- A 60p
- B £6.00
- C £2.56
- D £15.50

18. In Text B, who is Anna Gomez? Sam's

- A boss
- B tutor
- C colleague
- D friend

19. Text B is

- A a payslip
- B an invoice
- C a timetable
- D a timesheet

20. What is Clayton's address? Read Text C and write the address below.

21. Re-write the items from Text C on the shopping list below in alphabetical order. The first item has been done for you.

<input type="checkbox"/>	Milk

End of assessment