




Functional Skills English Reading Level 1 Sample Paper 1

**Technology in the Workplace
Provisional Mark Scheme**

Document 1

Question	Answer	Marks	Criteria
1	<p>Which of the following best describes the views of the writer on technology in the workplace? (Tick one)</p> <p>A. Positive B. Critical C. Neutral D. Angry</p> <p>Key = B. Critical</p>	1 mark	9
2	<p>Give three different organisational features that a reader could use to help them locate the writer's main points.</p> <p>Answers (reference to any feature that helps locate main content of text)</p> <ul style="list-style-type: none"> • Title • Numbers • Paragraphs • Bold • Box/border/column/background colour (or other reference to the fact that the page has been split into the main content on the right, and the sidebar on the left) <p>Do not accept any references to features that would give access to additional information outside the main text ie Tabs, links, sidebar, image</p>	3 marks	14
3	<p>According to the article, what is one reason why it can be better to discuss work issues in person?</p> <p>Answers which make reference to:</p> <ul style="list-style-type: none"> • It reduces the need for multiple text messages, phone calls or emails / It could save time in the long run • To keep vital personal contact 	1 mark	9
4	<p>Which of the following words could best replace 'coupled' in the last paragraph? (Tick one)</p> <p>A. related B. fastened C. attached D. combined</p> <p>Key = D. combined</p>	1 mark	17

5	<p>Which of the 'Related Articles' would give readers the opposite point of view to Mary's article? (Tick one)</p> <p>A. The Downside of Digital Communication</p> <p>B. The Benefits of Technology at Work</p> <p>C. The Challenges of Technology for Business</p> <p>D. The Realities of Technology in the Workplace</p> <p>Key = B. The Benefits of Technology at Work</p>	1 mark	9
6	<p>Name one other publication that the writer of Document 1 has written for.</p> <p>One of:</p> <ul style="list-style-type: none"> • Training Magazine • The Savannah Morning News. 	1 mark	9
7	<p>Where can the reader find out more information about the research referred to in the document?</p> <p>Reference to Steven Kohler's article / (in the article) Being connected all the time has its drawbacks /clicking link at the bottom of the article</p>	1 mark	13
8	<p>Match the images below to the numbered paragraphs (1, 2 or 3) in the article.</p> <ol style="list-style-type: none"> 1. (Distractions) 2. (Communication) 3. (Upgrade Costs) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>3</p> </div> <div style="text-align: center;">  <p>1</p> </div> <div style="text-align: center;">  <p>2</p> </div> </div>	3 marks	15

Document 2

Question	Answers	Marks	Criteria
9	<p>In the first paragraph, which phrase is used to describe the dramatic impact of technological changes?</p> <ul style="list-style-type: none"> Digital revolution <p>Need both words for the mark</p>	1 mark	17
10	<p>Which three areas of learning do the House of Lords consider to be essential?</p> <ul style="list-style-type: none"> Digital Skills Numeracy Literacy <p>Need all three for the mark</p>	1 mark	9
11	<p>Look at the section headed 'Basic Coding Skills. Which phrase means 'to make sure that something will not go out of date'?</p> <ul style="list-style-type: none"> Future proof 	1 mark	17
12	<p>'HTML5' and 'Android' are examples of (Tick one)</p> <p>A.persuasive language. B.emotive language. C.technical language. D.instructional language.</p> <p>Key = C. Technical language</p>	1 mark	16
13	<p>What is the main purpose of the content in the box at the bottom of the text? (Tick one)</p> <p>A.To say why digital skills are important. B.To describe the Digital Literacy course. C.To give contact details for Human Resources. D.To promote a Digital Literacy course.</p> <p>Key = D. To promote a Digital Literacy course.</p>	1 mark	9
14	<p>Who has the newsletter been written for? (Tick one)</p> <p>A. Company employees. B. Online job seekers. C. The general public D. Social media users.</p> <p>Key = A. Company employees</p>	1 mark	12

15	<p>Give two different ways the writer has emphasised certain words or phrases in the box at the bottom of the text.</p> <ul style="list-style-type: none"> • Capital letters • Exclamation marks <p>One mark for each</p>	2 marks	18
16	<p>How many terms has the writer listed in the first paragraph of the section, 'Basic coding skills'?</p> <p>4</p>	1 mark	18
17	<p>The main reason the writer has used an image is to (Tick one)</p> <p>A. emphasise how important literacy is. B. suggest more needs to be spent on team building. C. help the reader to compare the figures. D. illustrate the main points in the article.</p> <p>Key = C</p>	1 mark	12
18	<p>Give one fact and one opinion from Document 2.</p> <p>1 mark for reference to any valid fact, eg:</p> <ul style="list-style-type: none"> • In 2015, the House of Lords stated that digital skills should be taught as a third core subject alongside numeracy and literacy. • A 2015 study by Social Media Today found that a massive 91 percent of big brands use at least two social media channels where they can access 2.2 billion active users • Research from the website Indeed showed the fastest-growing key terms in online job postings are 'HTML5', 'iOS', 'mobile app' and 'Android' • The digital literacy course is free of charge. <p>1 mark for reference to any valid opinion, eg:</p> <ul style="list-style-type: none"> • In my view it actually doesn't require a huge level of technical understanding to learn how to do the basics. • It seems that by improving employees digital know-how we can future proof what they can offer in an increasingly connected world. 	2 marks	11

	Both documents:																						
19	<p>Tick the boxes below to show whether the following opinions are found in Document 1, Document 2 or both documents.</p> <table border="1"> <thead> <tr> <th>Opinion</th> <th>Document 1 only</th> <th>Document 2 only</th> <th>Both documents</th> </tr> </thead> <tbody> <tr> <td>Technology is very important to business</td> <td></td> <td></td> <td>x</td> </tr> <tr> <td>Upgrading technology is expensive</td> <td>x</td> <td></td> <td></td> </tr> <tr> <td>Technology can be a distraction</td> <td>x</td> <td></td> <td></td> </tr> <tr> <td>Some employees will need to learn how to use new technology</td> <td></td> <td></td> <td>x</td> </tr> </tbody> </table>	Opinion	Document 1 only	Document 2 only	Both documents	Technology is very important to business			x	Upgrading technology is expensive	x			Technology can be a distraction	x			Some employees will need to learn how to use new technology			x	4 marks	10
Opinion	Document 1 only	Document 2 only	Both documents																				
Technology is very important to business			x																				
Upgrading technology is expensive	x																						
Technology can be a distraction	x																						
Some employees will need to learn how to use new technology			x																				
20	<p>Both documents discuss problems and challenges created in the workplace by the growth of technology. Compare the documents and identify which writer offers possible solutions to these problems and challenges. Give one example of a solution.</p> <p>1 mark for Grace Pulley (accept Document 2)</p> <p>1 mark for reference to a valid possible solution, for example:</p> <ul style="list-style-type: none"> digital skills taught as a third core subject alongside numeracy and literacy improving employees digital know-how can future proof what they can offer basic coding/technology isn't so hard to pick up/learn workforce can get connected more easily if provided with laptops, smartphones, tablets opportunities for employees to get involved in marketing via social media free Digital Literacy courses offered to staff 	2 marks	10																				