

**ESOL Skills for Life (QCF)**  
**Level 2 – Reading**  
**Past paper 7**



**Time allowed:** 60 minutes

Please answer **all** questions. Circle your answers in pen, **not** pencil, **on the separate answer sheet**.  
You may **not** use dictionaries. You may **not** use correction fluid.

**Task 1**

Questions 1-6 test your ability to read a text quickly for the general idea, and to scan it for key words and phrases. You are advised to read the questions **before** you read the text.

**Questions 1-4**

The text on page 3 has six paragraphs. Each paragraph has a purpose. Choose the letter of the paragraph which best matches the purposes below. Circle the letter **on your answer sheet**. You do not need to use all of the paragraphs.

Example: *to introduce the topic of the text*

    A    

- |  |       |
|--|-------|
| 1. to describe how the way you write certain letters relates to your personality     | ..... |
| 2. to give the writer's general opinion and views on the findings from the book      | ..... |
| 3. to talk about the study of analysing handwriting and its validity                 | ..... |
| 4. to explain how the force with which a person writes can reflect their personality | ..... |

**Questions 5-6**

Choose the letter of the best answer and circle it **on your answer sheet**.

5. Not everyone believes in the value of analysing handwriting (Graphology) because
- A it is not something that can be relied on in court
  - B it is difficult to measure how precise the method is
  - C people have argued about the reasons it is used
6. The research done by the National Pen Company suggests that
- A people with large handwriting are adaptable
  - B people who write quickly are patient
  - C people who write slowly are good planners

## What does your handwriting say about you?

### Paragraph A

Are you outgoing, shy, creative or practical? Here I review the book, 'Hand and Heart' which looks at the link between your handwriting and your personality. It is based on research from the National Pen Company in America which says a person's handwriting can give away clues about different personality traits.

### Paragraph B

The first part of the book talks about the process of analysing handwriting, which is called graphology. Graphology is classed as 'pseudoscientific' because there are debates about how accurate it can be at determining psychological and even physical attributes. However, the method has been used in court cases so perhaps there is some degree of truth in it!

### Paragraph C

The rest of the book goes into a lot of detail about analysing your handwriting. For example, if the dot of a letter is situated high above the base it suggests the writer has a great imagination. If the dot is close to the base, writers are said to be organised. Indecisive people tend to dot their 'i's and 'j's to the left of the base letter, while child-like personality types will draw their dots as circles.

### Paragraph D

Moving onto the spacing of words, people who leave large gaps between words are supposed to enjoy their freedom and don't like to be crowded, while people who write words close together can't stand to be alone. If handwriting is an average size – in that the top of the letters sit just below the centre of the line on lined paper – the writer is thought to be well-adjusted and adaptable.

### Paragraph E

People who place heavy pressure on the pen when they write are good with commitment and they tend to take things seriously. People who don't press very hard on the paper tend to be empathetic and sensitive, but lack vitality. Handwriting with heavy pressure is also a sign of high energy levels, whereas light pressure is a sign of tiredness. If someone writes quickly they are impatient, while slower writers are more methodical.

### Paragraph F

In my opinion, the book is fairly accurate. I don't press very hard on the paper and I am empathetic but I wouldn't say I lack vitality! I don't leave space between my words and I do like to be with company. It's a fun read – you can see if you agree with the book or not based on your own handwriting or that of your friends.

Turn over page

**Task 2****Questions 7-10**

Five sentences are missing from the text on page 5. Look at the following sentences and decide which one best fits each gap. Circle the letter of your answer **on your answer sheet**. There is an example (A). There is one sentence you do not need.

- A (Example) ~~The original rucksacks were used in ancient times by hunters to carry heavy loads of food.~~
- B The most popular types of rucksacks are made for children.
- C Rucksacks that people use every day have different shapes and designs.
- D Specialist rucksacks have also been designed for certain professions and hobbies.
- E There are two main types of rucksack design.
- F Nowadays, they are commonly used by anyone on the move.

**Questions 11-13**

Choose the letter of the best answer and circle it **on your answer sheet**.

11. Why does the writer use brackets '( )' in paragraph two?
- A to provide extra information
- B to give important information
- C to state the writer's opinion
12. In paragraph four, '**They**' refers to the
- A bags
- B frames
- C contents
13. According to paragraph five, modern frameless rucksacks
- A weigh less than rucksacks with a frame, but aren't as cool
- B are heavier but stronger than rucksacks with a frame
- C weigh more than rucksacks with a frame, but are cooler

**Questions 14-16**

Choose the letter of the answer which best matches the meaning of each word as it is used in the text. Circle the letter **on your answer sheet**.

14. **principle** (paragraph three)
- A theory
- B plan
- C shape
15. **distribution** (paragraph four)
- A reduction
- B spread
- C increase
16. **reinforced** (paragraph seven)
- A longer
- B stronger
- C bigger

## The History of the Rucksack

### Paragraph one

These days school children all over Britain carry their books and equipment in rucksacks. Rucksacks offer clear benefits over other kinds of bags. Because of their size and the double straps they have, you can carry much heavier weights on two shoulders and your hands are also free for other purposes. But who first had this idea? Were they originally designed for school books?

### Paragraph two

          **A (Example)**          . They were made from cloth and string, and the food was distributed between the hunters to carry home. Their design meant that the majority of the load was carried on the lower part of the back (one of the strongest parts of the body). The shoulders were only really used for balance and support.

### Paragraph three

          **7.**          . People who get around on foot or on public transport often use rucksacks to transport the items they need. The **principle** is the same – they can carry more with less effort.

### Paragraph four

          **8.**          . The biggest difference between them is the frame, or lack of one. Frames offer good **distribution** of weight and support of the bag's contents for the carrier. **They** are usually built from lightweight metal or plastic and the construction holds the bag away from the carrier. This means that these rucksacks are cooler to wear, although they are slightly heavier than the frameless version.

### Paragraph five

The main advantage of the more modern frameless design is the lighter weight. The weight is spread via a system of straps, but the bag lies closer to the carrier's body, so it is not as cool. It is also more difficult to include large or irregularly shaped objects, as the fabric is more rigid and so does not stretch.

### Paragraph six

          **9.**          . The most modern ones may have specialised compartments for the transportation of laptops and some even have reflective panels for safety when crossing roads.

### Paragraph seven

          **10.**          . It is possible to purchase chef's versions which include special **reinforced** compartments for carrying knives and other sharp equipment. There are also protective rucksacks for professional cameras and technical equipment. In terms of leisure time, there are now picnic packs on the market. These include everything you may need for a day wandering in the countryside such as insulated pockets for cold or hot drinks. They even provide enough space for your cutlery!

Turn over page

**Task 3**

Texts A-E on pages 8-12 are all related to each other. You need to use all five texts to answer the following questions.

**Questions 17-19**

There are five texts, A-E. Decide which text matches each of the purposes below and circle the letter of the text **on your answer sheet**. One of the texts does not have a purpose listed below.

Example: to obtain information about current travel arrangements **and** to ask about future plans ..... D

17. to discuss a problem a member of staff is having **and** to propose different courses of action .....
18. to express an interest in a new scheme **and** to give detailed information .....
19. to provide information to staff about new travel options **and** to give reasons for their introduction .....

**Questions 20-22**

Choose the letter of the best answer and circle it **on your answer sheet**.

20. From texts C, D and E we learn that
- A Tanya's new journey to work will take her the same amount of time as it does at present
  - B Tanya has completed the Carpool form, the Staff Travel Survey and the parking space application
  - C Tanya sometimes finishes at 6pm so she will not be able to get the staff bus and there is no public transport
21. According to the Carpool form, Tanya
- A recognises her occasional late finish may be an issue for some staff
  - B does not think any members of staff will want to wait for her
  - C is certain that there are people who want to share her car journey
22. It is clear from all the texts that
- A the company understands that the move may be inconvenient for staff and is planning ahead
  - B the company wishes they had more car parking spaces for members of staff
  - C the main reason for promoting greater use of shared transport is to help the environment

**Questions 23-27**

Text A has six paragraphs with missing headings. Choose the best paragraph for each of the following headings and circle the letter **on your answer sheet**. You do not need to use all the paragraphs. There is an example.

Example: *How to apply*

     F     

23. Make exercise pay

    

24. The friendly and environmentally friendly option

    

25. Spread the cost of your commute

    

Choose the letter of the best answer and circle it **on your answer sheet**.

26. In text B, how does Robert construct his email?

- A he informs staff of the problems they are having, tells them how they can help and reminds them of who to contact if they have any problems
- B he reminds staff of what they need to do, explains the importance of this and shows his appreciation to those who have already done what he has asked
- C he tells off staff for not completing the survey, warns them they may not run the bus and thanks those who have offered to give others a lift

27. According to text C,

- A there are three groups identified for the parking spaces
- B Robert and Carla work in the same department
- C Robert will not change his mind nor discuss the matter further

**Questions 28-30**

Choose the letter of the answer that **best** matches the meaning of each word as it is used in the text. Circle the letter **on your answer sheet**.

28. **a pilot scheme** (text A)

- A something that has a high chance of success
- B something that has worked very well
- C something that is experimental

29. **determine** (text B)

- A control
- B decide
- C select

30. **declined** (text C)

- A not received
- B not accepted
- C not looked at

**Turn over page**

## Text A

**Travel arrangements for new office****A**

This guide has been written to remind you of some of the travel benefits available to staff and to let you know about some new schemes we are setting up for when we move to our new offices. As you are aware, the parking at our new offices is very limited so we are trying to encourage people to use some of the alternative travel options we are offering. If you have any questions about any of the options given below, please contact either Meena Shah or Robert Macintyre in HR by email or on extension 6158.

**B**

We are still offering a season ticket loan. This loan is for staff who would like to buy an annual bus or train pass. Previously, the loan had to be paid back within six months. However, we have now increased it to a year. As before, the repayments will be deducted directly from your salary.

**C**

We are also introducing a new 'get-fit' scheme. We will contribute £50 towards the purchase of a bicycle used for travelling to and from work. This is available to any member of staff.

**D**

For staff living a little further afield we are going to run two free buses every morning and evening. One will start at Hedgeham and stop at Keeley and Dalton. The other will start at Ashforth and stop at Teybridge and Reigh. Both buses will get to the offices by 8.45am and will leave from the main building entrance at 5.15pm. If you live in these areas and need to be at work earlier or leave later, you will need to seek an alternative.

**E**

We are also going to try out a new carpooling scheme, which is basically car sharing: one person drives and picks up other staff on their way in. With fewer people driving, we are not only helping reduce harmful exhaust fumes but we are also creating a more social way to commute to work. This is **a pilot scheme** and we really hope it will work. We will review it after three months.

***F (Example)***

If you really have to drive to work there is a car park, but you will need to apply for a parking permit. Application forms for this, the season ticket loan and the £50 'get-fit' contribution are on the HR page on our website. The bus timetables and information on the carpooling scheme are also available there.

**Text B**

**From:** Robert Macintyre  
**To:** All staff  
**Subject:** Travel survey

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Dear All

Please do not forget to complete the Staff Travel Survey. So far we have only received a handful of replies and this is making it very difficult for us to **determine** whether we will continue with all the options. If there is not sufficient interest in the free buses, we will need to cancel our contract with the minibus company.

Regarding the carpooling scheme, several people have said that they would be happy to give colleagues a lift to work, but we have not heard from any potential passengers yet.

If you are uncertain about any of the options, please contact Meena or myself.

Thank you to those of you who have already completed the survey.

Robert Macintyre  
Head of HR

**Turn over page**

**Text C**

**To:** Robert Macintyre  
**Subject:** Tanya Lawrence - parking space application

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Date: 5 August 2015, 12.58pm

Hi Robert

Will do.

Carla

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**To:** Carla Montoya  
**Subject:** Tanya Lawrence - parking space application

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Date: 5 August 2015, 12.56pm

Hi Carla

I understand but we have a priority list. The sales team, who need their cars to meet clients, staff whose commute would take more than an hour by public transport and staff with disabilities all come first. She can get the train back on the days she cannot get the staff bus.

Tell her to come to see me. I will explain this to her.

Robert

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**To:** Robert Macintyre  
**Subject:** Tanya Lawrence - parking space application

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Date: 5 August 2015, 12.07pm

Hi Robert

She is sometimes here late so she will not always be able to get the bus home.

Carla

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**To:** Carla Montoya  
**Subject:** Tanya Lawrence - parking space application

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Date: 5 August 2015, 11.35am

Hi Carla

She copied me in and I have written back to her. I have explained to her that parking is limited and we are offering it to people who have no option other than driving. She lives in Ashforth. She can get the bus.

Robert

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**To:** Robert Macintyre  
**Subject:** Tanya Lawrence - parking space application

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Date: 5 August 2015, 11.15am

Hi Robert

I received an email from one of my team, Tanya Lawrence, about her application for a parking permit. It was **declined**. She is not very happy and has asked me to find out why.

Carla

**Text D****Staff Travel Survey**

Please take a few minutes to complete this short survey.

Name: **Tanya Lawrence**      Department: **Accounts**

1. Where do you live?

**Ashforth**

2. How do you usually come to work?

Bus	<input type="checkbox"/>
Train	<input type="checkbox"/>
Car	<input checked="" type="checkbox"/>
Cycle	<input type="checkbox"/>
Walk	<input type="checkbox"/>

3. How long does it take you on average?

**20 minutes**

4. When we relocate how will you travel to work?

Free staff bus	<input type="checkbox"/>
Bus	<input type="checkbox"/>
Train	<input type="checkbox"/>
Car	<input checked="" type="checkbox"/>
Cycle	<input type="checkbox"/>
Walk	<input type="checkbox"/>

5. If you drive, would you be prepared give other members of staff a lift to and from work?

Yes/~~No~~

6. Have you applied or enquired about any of the following?

Season ticket loan	<b>No</b>
'Get-fit' contribution	<b>No</b>
Staff bus	<b>No</b> If you have answered 'Yes' to this question, please state where you will be taking the bus from: _____
Carpooling	<b>Yes</b>
Parking space	<b>Yes</b>

**Turn over page**

## Text E

Carpool form	
<b>Name:</b> Tanya Lawrence	<b>Department:</b> Accounts
<b>Where do you live?</b> Ashforth	
<b>Are you interested in being a driver or passenger?</b> Driver	
<b>If you are interested in being a driver, which towns would you be able to pick people up from?</b> Teybridge and Reigh	
<b>What time will you leave for work?</b> 8am	
<b>What time will you leave work?</b> Usually 5pm but some evenings I stay until 6pm. I understand that this might be problematic as most staff will not want to wait around. However, two people in the IT department have told me they would not mind waiting as long as it did not happen too often. I can check if they are still interested and get back to you.	
<b>How long will the journey take?</b> Approximately 45 minutes, depending on the number of passengers I have to take.	

End of exam