

# Functional Skills

## Diagnostic Assessment

### English

Name .....

Date .....

## FIND YOUR STRENGTHS AND WEAKNESSES

On completion see your tutor for answers.

### DELETE THE WRONG SPELLING



- 1 The Company instructed its personnel to rent a car when THEIR / THERE Company car was being serviced.
- 2 The practice of using the firm's telephone for private calls must SEIZE / CEASE forthwith.
- 3 The sales TEAM / TEEM are to be congratulated for last year
- 4 The supervisor suggested that they should HIGHER / HIRE a temporary typist to help them catch up with the work.
- 5 The Marketing Manager wanted to NO / KNOW where the minutes of the last meeting had been filed.
- 6 One of the secretary's responsibilities was to order the STATIONERY / STATIONARY for the department.
- 7 Will you find out WEATHER / WHETHER the buyer has a banker's card?
- 8 The SITE / SIGHT chosen for the new shop needs to be in a quiet area.
- 9 They had to decide WHERE / WERE the new desks would be put.
- 10 You should CHECK / CHEQUE your work carefully before handing it in for marking.

## PROBLEM WORDS

### DELETE THE WRONG SPELLING



- 1 Bring some money AS WELL / ASWELL as your lunch.
- 2 A LOT / A LOT of people are vegetarians these days.
- 3 I got them all wrong WHEREAS / WHERE AS my friend seemed to find them all easy.
- 4 I took my umbrella and raincoat ALTHOUGH / ALL THOUGH the forecast was for fine weather.
- 5 He admitted to HIMSELF / HIM SELF
- 6 In the MEANTIME / MEAN TIME we will get some rest.
- 7 You CANNOT / CAN NOT take a driving test until you are 17.
- 8 She told HERSELF / HER SELF to stay calm.
- 9 WHENEVER / WHEN EVER they met they argued.
- 10 I looked in the mirror and hardly recognised MY SELF / MYSELF

# PUNCTUATION MARKS

## FULL STOP

Read the following passage and then rewrite it, adding full stops where necessary.



You may remember that I raised the matter of an exchange visit with colleagues working in a college in San Diego. I have now received a request from them to send details of anyone interested in taking part in this exchange. It may be necessary to have a meeting to discuss the matter further. Give me a ring if you are interested.

## COMMA

Read the following sentences and then rewrite them, adding commas where needed.



- 1 I got up late had no breakfast and ran all the way to the bus stop.
- 2 I sent him to the shop to buy paint wallpaper and brushes.
- 3 Sarah please answer the telephone.
- 4 James and Richard the two best tennis players met in the final.
- 5 You did lock the door behind you didn't you?
- 6 Andeep the boy behind the counter is hoping to become a dentist.
- 7 With determination courage and application think you will succeed at the job Mr Hewitt.
- 8 Can you sitting in an office fifty miles away hope to control a workforce of thirty people?
- 9 It is easy to handle reliable economical and fun to drive.
- 10 November December and January are the darkest months of the year.

**APOSTROPHE**

Rewrite the following, inserting apostrophes where necessary.



Dont worry, ■ know shell be here before long. In the meantime, can you try to borrow Franks calculator? Yours is not working. Johns not in because hes gone to collect the Managing Directors car. Its also important for you to make certain that all the typists desks conform to the health and safety standards. You can get the standards from the Personnel Managers secretary.

**USES OF INVERTED COMMAS OR QUOTATION MARK**

- A For direct speech (the actual words someone had said), e.g. She said, " ■ like your hair".
- B For a quotation e.g. He wrote " do like to be beside the seaside".
- C For slang e.g. The speaker admitted that he wasn't "with it" that morning.

Rewrite the following sentences putting inverted commas where necessary.



- 1 The chairman said, welcome you to this meeting
- 2 Nice to see you, to see you, nice is a catch phrase used by a television personality.
- 3 ■ have never heard of the expression Out of the frying pan, into the fire.

## QUESTION MARK

The question mark is used in English to show the reader that a DIRECT question is being asked.

**EXAMPLE** "What is the time?" asked Peter, Where are the books kept?

Sometimes speakers introduce questions known as "rhetorical questions" into speeches. Such questions are used to effect and so do not expect any answer. Nevertheless, they require a question mark.

**EXAMPLE** "An entirely new approach is needed. Who among us would deny that the company is experience financial difficulties?"

**Insert a question mark where you think necessary into the sentences.**

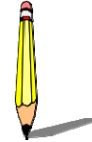
**G**lowing

- 1 "Mary, have you seen the petty cash book".
- 2 " If do go", asked Peter, "will you come with me".
- 3 Jenny asked Mr Jones if there were any more letters to be typed.
- 4 The problem is simply stated. Why should anyone spend more time at work than is necessary. The answer is that some people are workaholics!
- 5 What was their reason for leaving.
- 6 Who was watching the television.
- 7 ■ doubt whether the key will fit.
- 8 Does anyone ever admit to being a gossip. Surely not, gossiping is something that other people do.

# USES OF CAPITAL LETTERS

- a At the beginning of sentences
- B For „proper“ nouns (e.g. James and Mansfield)

**Rewrite the following sentences adding capital letters where necessary.**



- 1 there are many colleges in britain.
- 2 she wants to attend bristol university.
- 3 mary and danny went to nottingham to visit the boots factory.
- 4 the pennines extend from staffordshire northwards to scotland
- 5 “the mousetrap” has been running in london for over forty years.
- 6 it took me three weeks to read “wuthering heights” by emily bronte.
- 7 he was embarrassed to ring the AA when his rolls royce broke down.
- 8 if you follow this road to chesterfield road you will find the shop you are looking for.
- 9 black magic or dairy box would be my favourite christmas present.
- 10 bugs bunny is a cartoon rabbit invented by warner brothers.

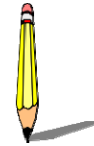
# COMPLETE SENTENCES

**Look at the sentences below and indicate whether they are complete (make sense) or incomplete (no sense).**



- 1 The typists say that posture chairs are very comfortable.
- 2 Promotion is the result of honest effort.
- 3 Although the note is not yet due.
- 4 Because of lack of warehouse space.
- 5 Since we are not ready to advertise the new product.
- 6 The stapler is a „must“ in any office.
- 7 Planned for quick reproduction of transcripts.
- 8 The telephone operator has a pleasant voice.
- 9 As we are in an embarrassing position
- 10 Sitting in our office with such a splendid view of the town centre.

# PLURALS



The following is a list of words in their singular form. At the side of each word insert the plural form.

1	Box		26	Woman	
2	Brush		27	Mouse	
3	Business		28	Brother in Law	
4	Glass		29	Child	
5	Watch		30	Sheep	
6	Army		31	Tooth	
7	City		32	Secretary	
8	Fly		33	Facility	
9	Lady		34	Supply	
10	Company		35	Industry	
11	Half		36	Chimney	
12	Knife		37	Folio	
13	Leaf		38	Wheat	
14	Life		39	Stepchild	
15	Loaf		40	Burglar	
16	Shelf		41	Tomato	
17	Thief		42	Injury	
18	Wolf		43	Foot	
19	Chief		44	Gentleman	
20	Roof		45	Cargo	
21	Hero		46	Laundry	
22	Potato		47	Puppy	
23	Piano		48	Studio	
24	Valley		49	Handful	
25	Echo		50	Deer	

# IMAGES

Imagine you are going to present some information to a group of people. You need to use images to make your information interesting and to help the group understand what you are explaining.

Look at the following topics and decide which image would be most suitable for each topic.

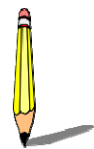
**Appropriate images could include:**

Bar charts; pie charts; table; map; photograph; model; poster; diagram; sketch; graph (various types); others.

Although it may be possible to use more than one type of image only give one answer as one mark will be given for each of the 4 topics.

## **CAUTION**

**Do not be tempted to give more than one answer per topic as if one image is appropriate and others are not, NO MARKS will be awarded for that topic.**



- 1 To explain how to use a calculator
- 2 To explain how to get from home to a camp site in France.
- 3 To say how many people eat at a particular café on each day of the week.
- 4 To describe the layout of a work area.



# SUMMARISING

Throughout the course of your studies it will be necessary to read, understand and summarise pieces of text. For example, you may need to research information from a book or leaflet and then present your findings **IN YOUR OWN WORDS**.

Part of the skill of summarising is being able to identify the most important points made within the text.

Read the following and pick out the **MOST IMPORTANT POINT** in each paragraph. There are 5 paragraphs.

Once you have identified the main points list them as if you were preparing to write a summary.

**Extract from a press release produced by ExtraValue Foods, a national chain of food retailers.**

The national food retailer, ExtraValue foods, announces plans to open a new hypermarket in Hometown.

There will be over two hundred jobs created by this opening. These will include full and part time opportunities for both sexes and for people of all ages.

It is expected that the store will attract shoppers from the surrounding area. This will help the economy of Hometown which has been suffering from recent closures of heavy industrial firms. There are some thirty small towns and villages within a ten mile radius of Hometown from which customers will be attracted.

It is the policy of ExtraValue Foods to operate a seven day working week. Opening hours are from 8am to 8pm Monday to Thursday, 8am to 10pm Friday. 7.30am to 8.30pm Saturday and 10am to 4pm on Sunday. Shoppers will benefit from all facilities, such as the store's café and petrol station, also opening for these hours.

The store is described as a „Paradise for Shopper“ and ExtraValue Foods believe that it will revolutionise shopping in the area.

Point 1

Point 2

Point 3

Point 4

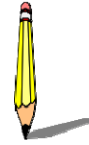
Point 5



# Free Writing

## Exercise

Write a short piece (no more than 60 words) using the title



„ The holiday I would choose, if I could „

Remember to write:

- Your name at the top of the page
- The title underneath your name

You need to make sure that:

- Your handwriting can be read
- Your sentences are complete and make sense
- You use punctuation correctly
- You use basic grammar correctly by taking care that the subject, verb and tenses agree as in the sample sentences below:

Correct sentence                      They were in trouble, last Monday, for being late.

Incorrect sentence                      They was in trouble, last Monday, for being late.

- You use relative pronouns correctly in relative clauses.

Correct sentence                      The woman standing over there, who is wearing red trousers, works with my brother.

Incorrect sentence                      The woman standing over there, what is wearing red trousers works with my brother.

Your tutor will be looking for all these things when assessing your free writing.