



Certificate in ESOL for Work at SCQF Level 4

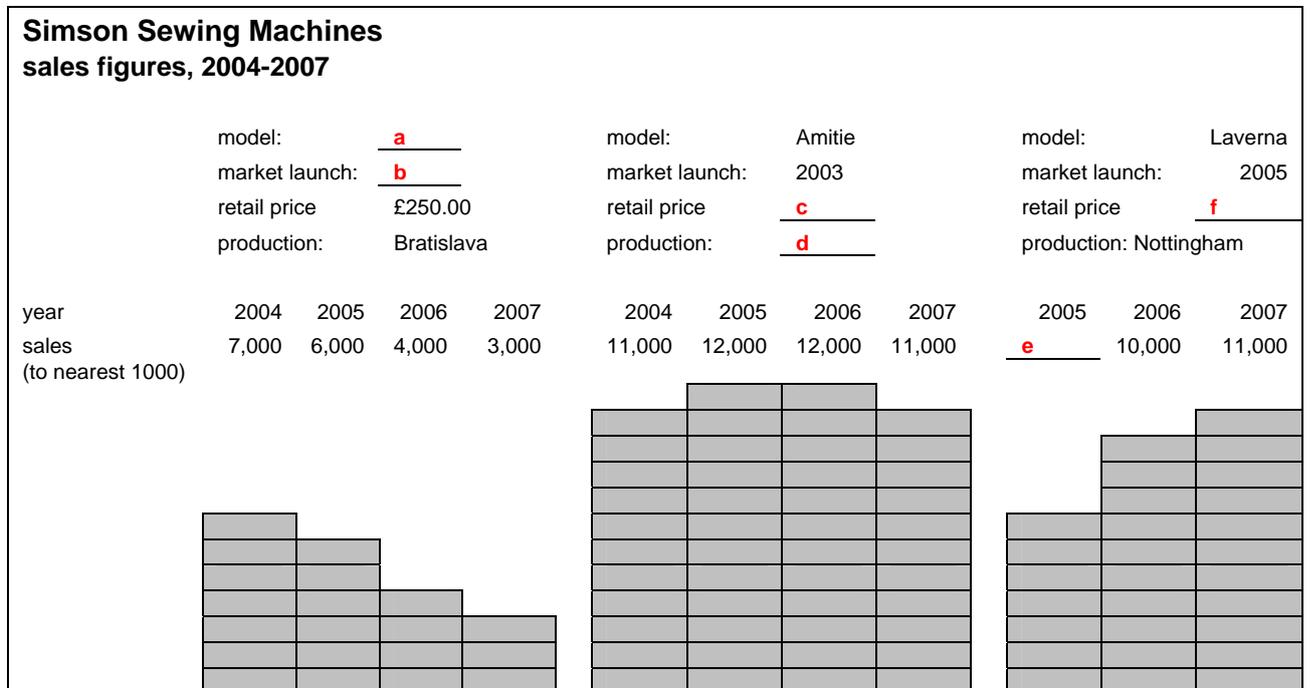
Reading Sample Assessment C

Outcome 3: Access and use appropriately a range of related text types to obtain specific information within a work related context.

Task: Information handling material with transfer and register (filling in an invoice or order, replying to a query, answering a general enquiry).

Examine the chart and read the text below, then answer the questions which follow. For question 1, write the information in the spaces **a-f** on the chart.

You may use a monolingual dictionary. You will have 20 minutes to complete the task.



Memo

From: Alice Mowbry, Head of Strategic Planning

To: Strategic Planning Committee members.

I would be grateful if you would give this some attention before the strategic planning meeting on Friday and come prepared to discuss the matter.

At the moment, we have three sewing machines on the market. These are the Melissa, the Amitie and the Laverna. Of these, the Melissa has been longest in production and sales are declining. The Amitie was launched two years later, in 2003. Sales for 2007 are down from the previous year but I think that they will pick up again. I can say, however, that a reduction in its present price of £325 would help to improve things. One way this might be achieved is by moving production from our Nottingham factory and making use of the surplus capacity in Bratislava. We might even consider increasing this capacity by discontinuing the Melissa altogether. The Laverna, launched in 2005, continues to show growth even though, to me, it seems overpriced, at £100 more than the Amitie. If we move production of the Amitie to Bratislava, we may have to lay off some workers in Nottingham. However, an increase in sales of the Laverna would help to reduce the numbers of these.

Using the information from the text, complete the spaces below:

1 Answer the following questions by completing the spaces in the diagram in Figure 1:

- a What is the name of Simson's oldest model?
- b In which year did it come onto the market?
- c How much does the Amitie cost?
- d Where is it produced?
- e What were the sales of the Laverna in its first year on the market?
- f How much does it cost?

2 What does Alice Mowbry want the committee members to do?

3 What does Alice think will happen to sales of the Amitie next year?

4 Why does she want to move production to Bratislava?

5 What would allow the company to produce more Amitie machines in Bratislava?

6 How does she feel about the price of the Laverna?

7 What does she think might happen to some workers in Nottingham?
