

MAIN POINTS, IDEAS AND KEY DETAILS

Functional Skills English Level 1 Reading Worksheet

Name: _____

Date: _____

Instructions: Read each text carefully. Underline key words in the questions. Write short, clear answers. Use information from the text only.

Text A: New Community Learning Hub

A new Community Learning Hub will open in Redbridge next month. The centre will offer free workshops for adults who want to improve their everyday skills. Sessions will include digital skills, basic budgeting, reading for work and interview preparation. The hub will be based inside the local library, so learners can also use computers, books and quiet study spaces.

The council says the main aim is to help adults feel more confident when applying for jobs or supporting their families. Staff will be available every Tuesday and Thursday from 10:00 am to 3:00 pm to give advice about courses. Anyone interested should complete a short online form or speak to the library reception team. Places are limited, so people are advised to register early.

1. What is the main point of Text A? (1 mark)

2. Give two skills that learners can practise at the hub. (2 marks)

3. Where will the hub be based? (1 mark)

4. According to the text, why is the hub being opened? (2 marks)

5. Give one detail that shows people should act quickly. (1 mark)

6. Which sentence best summarises Text A? Tick one. (1 mark)

- A. The library will close next month.**
- B. A new hub will offer free adult learning and advice.**
- C. Adults must pay for all workshops.**
- D. The council is replacing all job centres.**

Text B: Travel Survey for Learners

The college is asking learners to complete a travel survey before Friday. The survey asks how learners travel to college, how long the journey takes and whether transport costs are a problem. The college wants this information because some learners have said that travel is expensive and unreliable.

The results will help managers decide whether to improve bicycle storage, change class start times or share information about cheaper bus tickets. Learners can complete the survey online, but paper copies are available from reception for anyone who needs one. The survey should take less than ten minutes, and learners do not have to give their names.

7. What is the main idea of Text B? (1 mark)

8. Give three details the survey asks learners about. (3 marks)

9. Why does the college want this information? (1 mark)

10. Give two possible changes the college may make after the survey. (2 marks)

11. What option is available for learners who cannot complete the survey online? (1 mark)

12. Give one detail that may encourage learners to complete the survey. (1 mark)

Text C: Short Notice

The study room will be closed on Monday morning because new computers are being installed. It will reopen at 1:00 pm. Learners who need a quiet place to work can use Room 12 or the library. Staff apologise for any inconvenience.

13. What is the main point of Text C? (1 mark)

14. Give two key details from Text C. (2 marks)

15. Which two texts give learners an alternative option if their first choice is not possible? Explain your answer briefly. (3 marks)

Self-check before you finish:

- I answered using the text only.
- I kept my answers clear and short.
- I checked names, times, places and reasons carefully.
- I did not copy a whole paragraph.