

# Key skills communication Adult literacy Level 1

## Test Paper A

### YOU NEED

- This test paper
- An answer sheet

You may **NOT** use a dictionary

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**Do NOT open this paper until you are told to do so by the supervisor**

**There are 40 questions in this test**

**Total marks available: 40**

**Try to answer ALL the questions**

**YOU HAVE 1 HOUR TO FINISH THE TEST**


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### INSTRUCTIONS

- Make sure your personal details are entered correctly on the answer sheet
- Read each question carefully
- Follow the instructions on how to complete the answer sheet
- At the end of the test hand in the question paper, your answer sheet and all notes to the supervisor

**REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST**

Questions 1 to 4 are on this draft information leaflet about kittens.

	<b>WHAT TO DO IF YOU HAVE A NEW KITTEN</b>	line 1
		line 2
<b>Early days</b>		line 3
<ul style="list-style-type: none"><li>• Be ready to settle your new kitten quickly into a routine.</li></ul>		line 4
<ul style="list-style-type: none"><li>• Just during the first few days try to be at home with the kitten.</li></ul>		line 5
<ul style="list-style-type: none"><li>• Keep the doors and windows closed.</li></ul>		line 6
<ul style="list-style-type: none"><li>• Fit it with an identity collar and give it a bed (a basket or a cardboard box).</li></ul>		line 7
<b>Feeding</b>		line 8
<ul style="list-style-type: none"><li>• Introduce new food to the kitten gradually.</li></ul>		line 9
<ul style="list-style-type: none"><li>• Dry food is ideal and can be given freely up to six months. Tinned food can be given four times a day up to 12 weeks and three times a day up to 24 weeks. After this only two meals a day are needed and avoid feeding scraps.</li></ul>		line 10
		line 11
		line 12
		line 13
<ul style="list-style-type: none"><li>• Give your kitten fresh water at all times. Cat milk is fine but do not give it cows' milk.</li></ul>		line 14
		line 15
<b>Health care</b>		line 16
<ul style="list-style-type: none"><li>• Take the kitten to a vet for a health check.</li></ul>		line 17
<ul style="list-style-type: none"><li>• The vet will advise on treatment for roundworms.</li></ul>		line 18
<ul style="list-style-type: none"><li>• The vet will give an injection against flu and other cat illnesses and check the kitten for fleas.</li></ul>		line 19
		line 20

1 What should a new kitten owner try to do just during the first few days?

- A Introduce new food
- B Take the kitten to the vet
- C Be at home with the kitten
- D Give the kitten fresh water

- 2 When does a kitten need only two meals a day?
- A up to six months
  - B up to twelve weeks
  - C up to twenty four weeks
  - D after twenty four weeks
- 3 Which of these words from the leaflet is spelt incorrectly?
- A quickley
  - B identity
  - C gradually
  - D ideal
- 4 Which of these should **not** be given to kittens?
- A tinned food
  - B water
  - C scraps
  - D dried food

Questions 5 to 8 are about this draft extract from an autobiography written by Ellen MacArthur.

<b>THE ROAD LESS TRAVELLED</b>	
It was on a holiday on the Norfolk Broads when I got the travel bug.	line 1
I was on my first trip alone, aged 17. The boat was called Iduna.	line 2
Brittany, France, is a special place for me because that is where I	line 3
did my first race alone. I also love the food (especially the oysters), and the	line 4
people are quite astonishing.	line 5
On my most resent trips I have often been alone. If not I've usually	line 6
got my project manager with me or my boyfriend to travel alone	line 7
is great because there is nobody to bother you. You	line 8
make your own decisions. In the Southern Ocean you're never	line 9
really alone. You see albatrosses which often stay with the	line 10
boat for days.	line 11

5 Why is Brittany special to Ellen MacArthur?

- A She likes the oysters
- B She met her boyfriend there
- C She likes the people
- D Her first solo race was there

6 Ellen MacArthur likes to travel alone because

- A she sees lots of albatrosses
- B she is away from her boyfriend
- C no-one disturbs or interrupts her
- D it's away from her manager

7 There is a spelling mistake in the article. It is

- A special, (line 3)
- B resent, (line 6)
- C usually, (line 6)
- D decisions, (line 9)

**8** There is a full stop and a capital letter missing on

- A** line 1
- B** line 3
- C** line 7
- D** line 10

Questions 9 to 11 are about this safety leaflet.

<b>SAFETY FIRST</b>	
When decorating the exterior of a house you	line 1
don't have to be a professional painter and	line 2
decorator! However, always take time to make your	line 3
ladders safe. Do not take risks when using a	line 4
ladder.	line 5
<ul style="list-style-type: none"><li>• Do not lean the ladder sideways.</li></ul>	line 6
<ul style="list-style-type: none"><li>• Never have more than one person on the</li></ul>	line 7
ladder.	line 8
<ul style="list-style-type: none"><li>• Lean the ladder at a safe angle. 70° is about</li></ul>	line 9
right. Never try to climb a vertical ladder at	line 10
90°.	line 11
<ul style="list-style-type: none"><li>• Secure the foot of the ladder.</li></ul>	line 12
On soft or uneven ground, rest the ladder	line 13
on a stout board.	line 14
Use stabilisers on hard ground.	line 15
<ul style="list-style-type: none"><li>• To prevent the ladder slipping, pad the ends</li></ul>	line 16
of the ladder with rags and tie the ladder to a	line 17
strong metal screw driven into the eaves.	line 18

- 9 The **main** idea of the leaflet is to
- A tell people how to decorate a house
  - B persuade people to buy a ladder
  - C encourage the safe use of ladders
  - D stop people using painters and decorators
- 10 Without changing the meaning, the word 'exterior' on line 1 could be replaced with
- A inside
  - B outside
  - C outdoors
  - D first floor
- 11 There is a spelling mistake in this leaflet. It is on
- A line 1
  - B line 2
  - C line 9
  - D line 16

Questions 12 to 15 are about this draft job advertisement.

SITUATIONS VACANT	line 1
* * * * * * * * * * * * * *	
<b>CATERING WORKER</b>	line 2
(Live-in position)	line 3
A catering worker is needed for	line 4
the Maid's Head Hotel (near	line 5
Filey). You will be working at a	line 6
modern, well-equipped hotel.	line 7
Experience is preferred but is not	line 8
essential. You must be willing to	line 9
train for the food hygiene	line 10
certificate. The wage is £4.30 per	line 11
hour for a six-day week (8 hours	line 12
per day). Duties will include food	line 13
preparation, washing up and	line 14
keeping the food preparation area	line 15
clean. This position is available	line 16
immediately and will last until the	line 17
end of the summer season (mid-	line 18
September).	line 19
Are you interested. Ring John on	line 20
(01263) 475912.	line 21

12 To apply for this job, you

- A must have experience of working in catering
- B must have gained the food hygiene certificate
- C need to have some experience and qualifications
- D do not need to have experience or qualifications

13 The job

- A is a permanent position
- B lasts for the summer season
- C starts in mid-September
- D lasts for a six-week period

**14** The wage quoted is

- A** an hourly rate
- B** a daily rate
- C** a weekly rate
- D** a seasonal rate

**15** A question mark should have been used on

- A** line 6
- B** line 9
- C** line 19
- D** line 20

Questions 16 to 19 are about this draft document on the River Police.

<i>Daily News</i>	<i>May 19, 2001</i>	
<b>POLICE FORCE'S WATERY BEAT</b>		
A special police team begins a different beat today; swapping their cars for a boat.		line 1
Three officers will spend the summer protecting holidaymakers along the		line 2
200 kilometres of rivers and lakes which make up the Norfolk Broads.		line 3
The team's main role is to advise holidaymakers on safety on the water and to		line 4
protect their boats from thieves.		line 5
The scheme has been made possible because of the generous funding by		line 6
local businesses. They have raised the thousands of pounds needed to		line 7
purchase and run the boat for the police.		line 8

16 Who helped to fund the boat?

- A The Norfolk police force
- B Summer holidaymakers
- C The Broads Authority
- D Businesses in the area

17 The **main** work of the special police force is to protect

- A summer tourists in the region
- B local businesses from thieves
- C the Broads' environment
- D the new police boat

18 There is a spelling mistake in the article. It is on

- A line 1
- B line 2
- C line 4
- D line 6

**19** You wish to write to the newspaper's editor to comment on this article. You should write

- A** a short memo
- B** a formal essay
- C** a formal letter
- D** an official report

Questions 20 to 23 are about this draft letter of complaint.

*15 The Drive  
Taunton  
Somerset TA1 6RT*

8 May 2001

The Manager  
Knights Restaurant  
Ludlow Street  
Taunton  
Somerset TA1 8ER

Dear sir

Although I have (1) your restaurant many times, I visited it for the first time only last Friday. A friend had read about it in the newspaper and heard about it on local radio, so I came because he said I should try it.

I found the food excellent, the portions large and the wine cheap.

However, unfortunately my meal took over half an hour to arrive. Although the restaurant was busy there were only four waiters and clearly this was not enough. The waiters themselves did their best to be helpful and to cope with orders as quickly as they could.



I hope that you will investigate this matter because customers who have to wait so long may not pay you a second visit.

Yours faithfully

Philip Murphy

- 20 The writer visited the restaurant because
- A a friend said he should try it
  - B he had seen it advertised
  - C he had heard about it on local radio
  - D he happened to be passing
- 21 Why did the customer believe he had to wait so long?
- A the restaurant was full
  - B the waiters were slow
  - C the waiters were unhelpful
  - D there were too few waiters
- 22 The spelling of the word needed at (1) should be
- A paste
  - B pasted
  - C past
  - D passed
- 23 Which of the following, taken from the letter, contains a mistake in the use of upper and lower case letters?
- A Dear sir
  - B Knights Restaurant
  - C Ludlow Street
  - D Yours faithfully

Questions 24 to 28 are about this draft advertisement.

	<b>GOGGLES OPTICIANS</b>												
At Goggles Opticians our prices are easy to understand. The price you see on the spectacles is what you pay if you want ordinary lenses.			line 1 line 2 line 3										
If you want a special type of lens then you pay the extra price shown in the table below.			line 4 line 5										
<table border="1"><tr><td colspan="2"><b>SPECIAL LENS OPTIONS</b></td></tr><tr><td>Bifocal lenses (four close &amp; long distances)</td><td>£50.00</td></tr><tr><td>Tinted lenses (make a fashion statement)</td><td>£30.00</td></tr><tr><td>Plastic lenses (more scratch-resistant)</td><td>£35.00</td></tr><tr><td>Changers (change to dark in bright sunshine)</td><td>£60.00</td></tr></table>			<b>SPECIAL LENS OPTIONS</b>		Bifocal lenses (four close & long distances)	£50.00	Tinted lenses (make a fashion statement)	£30.00	Plastic lenses (more scratch-resistant)	£35.00	Changers (change to dark in bright sunshine)	£60.00	line 6 line 7 line 8 line 9 line 10
<b>SPECIAL LENS OPTIONS</b>													
Bifocal lenses (four close & long distances)	£50.00												
Tinted lenses (make a fashion statement)	£30.00												
Plastic lenses (more scratch-resistant)	£35.00												
Changers (change to dark in bright sunshine)	£60.00												
Call in today and the friendly staff will be pleased to help and give you details.			line 11 line 12										

24 At Goggles, it is easy to understand

- A the options
- B the staff
- C the prices
- D the details

25 Which word is used incorrectly?

- A our (line 1)
- B type (line 4)
- C four (line 7)
- D more (line 9)

- 26 In the special lens options, how much extra does a customer pay for plastic lenses?
- A £30.00
  - B £35.00
  - C £50.00
  - D £60.00
- 27 According to the advertisement, which special lenses are made to be worn in sun and shade?
- A Changers
  - B Plastic
  - C Tinted
  - D Bifocal
- 28 Which words could replace the phrase 'more scratch-resistant' on line 9?
- A less easily damaged
  - B more light weight
  - C more easily broken
  - D less eye protection

Questions 29 to 31 are about this concert programme.

**BURSLEY COLLEGE  
SUMMER CONCERT 7th JUNE**

**PROGRAMME**

**GUITAR GROUP**

The Dancing Sea

by Hammond

The Blue Rock

by Lauder

**JAZZ BAND**

American Pie

by McLean

Ballad in Blue

by Freed

**CHOIR**

Selection from Cats

by Lloyd Webber

I Still Believe

by Schonberg

**BRASS BAND**

Accidental Blues

by McLean

Fast Forward

by Melling

**INTERVAL**

**SAXOPHONE TRIO**

Rhapsody in Blue

by Gershwin

Norwegian Wood

by Lennon/ McCartney

**JAZZ BAND**

Starlight

by Carter

Basin Street Blues

by Edmonson

**CHOIR**

Yesterday

by Lennon/McCartney

Getting To Know You

by Rogers/Hammerstein

**FUTURE EVENTS:** Jazz & Blues Evening

22nd July

Songs From The Shows

19th September

Brass Band Festival

1st October

29 Who performed 'Accidental Blues' in the Summer Concert?

- A The Guitar Group
- B The Jazz Band
- C The Brass Band
- D The Saxophone Trio


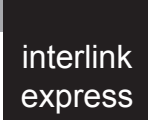
30 Who wrote 'The Blue Rock'?

- A McClean
- B Lauder
- C Carter
- D Melling

31 What piece of music by McClean was performed by the Jazz Band?

- A Basin Street Blues
- B American Pie
- C Ballad in Blue
- D Accidental Blues

Questions 32 to 34 are about this document.

<b>INTERLINK</b> HUNTS CROSS LIVERPOOL  0151-43270335	<b>ATTEMPTED DELIVERY NOTIFICATION</b>	
Date: <i>14/5/01</i>	TIME: <i>10.03</i>	PARCEL NO: <i>FD 80165/7</i>
We have attempted to deliver the above parcel to you at (Address). <i>10, Hawthorn Rise</i>		
As there was no one to receive the package, we are returning it to our local depot, telephone number as above.		
Will you please contact us in advance as soon as possible to arrange EITHER:		
a) collection from the depot (please bring this card and some form of identification) or:		
b) redelivery to this address at a mutually convenient time during normal working hours.		
<b>PLEASE NOTE</b>		
We are unable to leave the consignment without a signature, or deliver it to an alternative address without written authority of the sender.		

32 The purpose of this document is to

- A advertise Interlink Express to people in Liverpool
- B record a package being received from a client
- C inform a person that a package is awaiting collection
- D provide a code for packages received

33 Another word used in this article to mean 'package' is

- A parcel
- B depot
- C card
- D form

34 This document can best be described as

- A a formal letter
- B a receipt
- C a notification
- D a progress report

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Questions 35 to 37 are about this draft document giving information on four new computer games.

<p><b>MEGA WARRIOR</b>  <b>£29.99 Ages 11+</b>          The player controls a war machine in a battle of the future. The speed and controls are difficult. There is fast fighting with great sound and graphics. It is difficult to learn, but once you are into it, you will never want to stop.</p> <p style="text-align: right;">Box 1</p>	<p><b>FOOTBALL FINAL</b>  <b>£39.99 Ages 3+</b>          An action packed football game that is difficult at first. Teams fight to win the Cup Final in a thrilling match. The graphics are excellent but the sound quality could be better. Overall this is a game you will be glad you bought.</p> <p style="text-align: right;">Box 2</p>	<p>line 1          line 2          line 3          line 4          line 5          line 6          line 7          line 8          line 9</p>
<p><b>FLIGHT FANTASY</b>  <b>£35.99 Ages 9+</b>          An amazing flying adventure but the graphics may seem boring and the controls are hard to learn. However, when you are really playing you will love every moment.</p> <p style="text-align: right;">Box 3</p>	<p><b>DAGGER</b>  <b>£45.99 Ages 15+</b>          The high price may put off many people dagger claims to offer a deadly fight between vampire clans. It does have some good points but the fighting is boring. The graphics are above average and it is easy to learn.</p> <p style="text-align: right;">Box 4</p>	<p>line 10          line 11          line 12          line 13          line 14          line 15          line 16          line 17          line 18</p>

35 Which of the computer games is easy to learn?

- A Mega Warrior
- B Football Final
- C Flight Fantasy
- D Dagger

36 Which game's graphics are **not** very interesting?

- A Mega Warrior
- B Football Final
- C Flight Fantasy
- D Dagger

**37** There is a full stop and capital letter missing in Box 4 on

- A** line 12
- B** line 13
- C** line 15
- D** line 17

Questions 38 to 40 are about this draft recipe.

<b>Today's Recipe</b>	line 1
<b>Spiced Apples with Grapes</b>	line 2
<b>Ingredients</b>	line 3
30g of butter	line 4
1 onion (chopped)	line 5
salt	line 6
black pepper	line 7
1 teaspoon of ground spice	line 8
1 piece of root ginger	line 9
2 apples (chopped)	line 10
250g of grapes	line 11
3 tablespoons of sugar	line 12
3 tablespoons of vinegar	line 13
1 tablespoon of raisins	line 14
Melt the butter in a saucepan and cook the onion until it is soft. Season with salt and pepper. Stir in the spice and ginger and cook for a further 2 minutes.	line 15
Add the apples and grapes, followed by the sugar and vinegar. Add 3	line 16
tablespoons of water. Increase the heat and boil until there is about 3	line 17
tablespoons of liquid left. Stir in the raisins and cook for one minute. Turn off the	line 18
heat and leave the mixture to cool.	line 19
	line 20

**38** The first thing to do after adding water is to

- A increase the temperature
- B allow the mixture to cool
- C stir in the raisins
- D add 3 tablespoons of liquid

**39** The ingredients are listed in

- A alphabetical order
- B order of importance
- C the order they are used
- D order of their size

**40** There is a spelling mistake on

- A** line 15
- B** line 16
- C** line 18
- D** line 20

**END OF TEST**

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