

**Key skills communication  
Adult literacy  
Level 1**

**Practice Test Paper G**

**YOU NEED**

- This test paper
- An answer sheet

You may **NOT** use a dictionary

---

**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**

---

**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**

---

Note for learners and tutors. This is a practice test that has been put together using questions similar to those that you would find in a "live" Key skills communication or Adult literacy test. The layout of the test is also the same as that used for a live test.

Questions 1 to 5 are based on the following document.

## RAINBOW RENTALS

\*Quality cars at low prices\*



### NOW

## 7 DAYS FOR THE PRICE OF 5

Get two days hire for free on these cars!

Examples of Cars:

**Group 1**  
Fiat Uno  
From  
£120

**Group 2**  
Vauxhall Corsa  
From  
£140

**Group 3**  
Vauxhall Astra 1.4  
From  
£154

**Group 4**  
Peugeot 406 1.8  
From  
£181

Save £50

Save £56

Save £63

Save £74

Type of car	No. of passengers	No. of doors	Air conditioning
Group 1	4	3	no
Group 2	4	3	no
Group 3	5	3	yes
Group 4	4	4	yes

**Cutting the cost of motoring**, we are the most competitive hire company wherever you are or wherever you're going!

1. According to the document, which group of cars can carry most people?

- A Group 1
- B Group 2
- C Group 3
- D Group 4

2. Which group of cars offers the chance to save exactly £63?

- A Group 1
- B Group 2
- C Group 3
- D Group 4

3. The **main** point made in the document is that you can

- A get two days hire for free
- B rent quality cars at low prices
- C hire cars with air conditioning
- D hire a car from as little as £140

4. Without changing the meaning, the words "most competitive" in the last sentence, could **best** be replaced with

- A best quality
- B most successful
- C lowest priced
- D fairest dealing

5. The **main** purpose of the document is to

- A explain the differences in the types of car
- B persuade the public to use Rainbow Rentals
- C describe how to cut the cost of motoring
- D provide instructions on how to hire a car

Questions 6 to 10 are based on the following draft letter.

	The Splendide	line 1
	Callence	line 2
	France	line 3
	10th August	line 4
Dear Lyn,		line 5
I am having a wonderful holiday here in France. I arrive last Monday		line 6
and took a bus from the railway station to this small town where I am		line 7
staying in a lovely little hotel. From my window I can see the beach, which		line 8
is about a two minute walk away. The atomsphear is so relaxed!		line 9
Five days of my holiday is gone already. I can hardly believe it!		line 10
Yesterday I went out on a fishing boat and tomorrow I am going to take a		line 11
bus ride to a famous castle on a hill about 10km from here. This morning I		line 12
went to a Market in the nearby town of Callence.		line 13
The food is delicious and I am trying out a different café every evening.		line 14
Most of my money has dissappered along with my diet, but I don't care!		line 15
I'll be home next Sunday and tell you all about my adventures.		line 16
With love,		line 17
<i>Vi</i>		

6. There is a grammatical error on

- A line 6
- B line 7
- C line 8
- D line 9

7. The word "atomspear" on line 9 is incorrectly spelt. The correct spelling is

- A atomsphere
- B atmossphere
- C atmosphear
- D atmosphere

8. A capital letter has been used incorrectly in

- A line 5
- B line 6
- C line 11
- D line 13

9. There is a grammatical error in a sentence on

- A line 8
- B line 9
- C line 10
- D line 14

10. The word "dissappered" on line 15 is incorrectly spelt. The correct spelling is

- A dissappeared
- B disappeared
- C disappered
- D dissapeared

Questions 11 to 15 are based on the following document.

### GENTLEMEN ROBBERS



I wonder how many people share my mixed feelings when they hear the word “Highwayman”? Highwaymen were robbers mounted on horseback whose heyday was in the 18<sup>th</sup> century. They were regularly helped by inn-keepers who would tell them when coaches were expected to arrive and help to sell the stolen property.

They would hold up travellers and coaches on the highways, usually near towns. London was the most popular area with these robbers as there was the best chance of selling the stolen goods and of hiding if necessary.

Although some gangs were known, highwaymen usually worked alone; but were they all bad? These solitary beings were often former army officers, ex gamblers and previously wealthy gentlemen who had lost their money and had to turn to crime. They rarely used violence in their robberies and one highwayman, James Maclean, even sent a letter of apology to a man he had accidentally wounded.

line 1  
line 2  
line 3  
line 4  
line 5

line 6  
line 7  
line 8

line 9  
line 10  
line 11  
line 12  
line 13  
line 14

11. According to the document, the writer appears to

- A strongly disapprove of highwaymen
- B quite like the historical picture of highwaymen
- C want to see highwaymen return to modern times
- D approve of violent robbery and theft

12. According to the document, the inn-keepers

- A would tell travellers about the highwaymen
- B were often ex army officers
- C would tell highwaymen when coaches were coming
- D were keen to help hide the highwaymen

13. Highwaymen worked near London because

- A it was easier to sell stolen goods there
- B inn-keepers would help them more
- C there were more coaches on the roads
- D there were many rich gentlemen on the roads

14. According to the document, highwaymen

- A used violence in their robberies
- B were often rough and rude
- C usually worked in gangs
- D mostly worked alone

15. Without changing the meaning, the word "solitary" on line 10 could **best** be replaced with

- A violent
- B friendless
- C single
- D reclusive

Questions 16 to 20 are based on the following document.

<b>CHIVES</b>		
	<b>Sowing seeds indoors</b>	<b>Sowing seeds outdoors</b>
<b>When to plant</b>	September to February	March to April
<b>Where</b>	In pots of compost	In good fine soil
<b>Care</b>	Cover seeds with 1.5cm of compost. Keep moist and in sunlight. Transfer to individual pots when seedlings appear.	Cover with 1.5cm soil. Thin to approximately 15cm between plants when seedlings appear.
<b>Harvest</b>	Cut old leaves close to the ground from May - July. Best cut before flowers start to form. For winter use, the leaves can be frozen, or put a clump in a pot and bring indoors.	
<b>Height</b>	30 cm	
<b>Spread</b>	30 - 40 cm	
<b>Uses</b>	Ideal in salads. Particularly <u>delicious</u> with soured cream on baked potatoes.	

16. The chive seeds should be sown outdoors from

- A March
- B May
- C July
- D September

17. For indoor sowing, place the seeds in

- A boxes of moist compost
- B pots of compost
- C prepared soil
- D the flowering position

18. When thinning chive seeds outdoors, how far apart should they be?

- A 1.5cm
- B 15cm
- C 18cm
- D 30cm

19. Which one of these words could **best** be used instead of the underlined word 'delicious'?

- A warm
- B tasty
- C edible
- D fruity

20. How high do the chive plants grow?

- A 1.5cm
- B 15cm
- C 30cm
- D 40cm

Questions 21 to 25 are based on the following draft document.

18 Valley Way	line 1
Witchford	line 2
WT4 6NH	line 3
----- _____	line 4
Dear Andrew,	line 5
Thank you for all the informasion about Scotland. I received it today and it	line 6
looks very usefull. We're looking forward to visiting some of the lakes and	line 7
mountains in the booklets you have sent. Walking in the hills and glens. It is	line 8
our first trip to Scotland. We plan to see as much as possible. We'll tell you all	line 9
about it next month.	line 10
regards,	line 11
Lee	

21. Which one of these would be **most** accurate if placed in the gap on line 4?

- A Thursday, 28<sup>th</sup> september
- B thursday, 28<sup>th</sup> september
- C thursday, 28<sup>th</sup> September
- D Thursday, 28<sup>th</sup> September

22. In line 6, which word is spelt incorrectly?

- A informasion
- B received
- C today
- D about

23. There is a capital letter missing on

- A line 1
- B line 7
- C line 8
- D line 11

24. In line 7, which word is spelt incorrectly?

- A usefull
- B forward
- C visiting
- D mountains

25. Which of these statements from the letter is not a complete sentence?

- A Walking in the hills and glens
- B It is our first trip to Scotland
- C We plan to see as much as possible
- D We'll tell you all about it next month

Questions 26 to 30 are based on the following document.

<b>BETTA BACON LTD</b>		line 1
<b>To:</b>	Heads of Department	line 2
<b>From:</b>	Personnel	line 3
<b>Subject:</b>	Visit to factory by Health and Safety Trainers	line 4
<b>Date:</b>	15 February	line 5
Training will take place on 22 February. The purpose is to upgrade or, in the case of new staff, undertake the following 2 topics:		line 6
9:30 – 12:30: <i>Frozen Meat and Bacon Press Safety Regulations</i>		line 7
1:30 – 5:30: <i>E.coli 157 and “Ready To Eat” meats.</i>		line 8
Please inform your staff of these times and return enclosed lists completed with names of all your staff who will be attending.		line 9
Remember it is our practice to promote and encourage safety and hygiene awareness for all staff. Please return lists by 20 February.		line 10
		line 11
		line 12
		line 13

26. This document could **best** be described as a

- A business letter
- B short report
- C memorandum
- D personal note

27. This document does each of the following **except**

- A inform people when the trainers are visiting the factory
- B ask Heads of Department to encourage attendance
- C tell people when the sessions start
- D explain how people can get more information

28. According to the document the training courses are for

- A all personnel
- B Health and Safety Trainers
- C Heads of Departments only
- D new staff members only

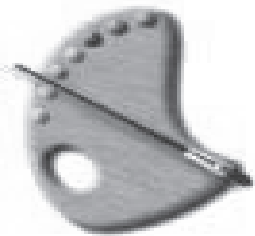
29. Without changing the meaning, the word "encourage" on line 12 could **best** be replaced with

- A enforce
- B oppose
- C support
- D permit

30. People wishing to attend the *Frozen Meat and Bacon Press* training should attend

- A on 15 February at 1.30
- B at 9.30 on 22 February
- C on 20 February at 9.30
- D at 1.30 on 22 February

Questions 31 to 35 are based on the following document.



**“ORIGINAL OUTLOOK”:**

**In 1988 Caroline Mackintosh decided to open a small art gallery called “Original Outlook”, which displayed the wonderful work of talented local artists. The gallery began in a large spare room in the lovely house, but in 1990 Caroline’s daughter, Mary, suggested that she move the gallery into the ancient brick barn in their colourful, woodland garden.**

**LOCATION:**

**Built in 1849, originally to house animals and hay, the rustic barn provided a light and airy space to show off local paintings and some stunning sculptures. In 1995 a café, selling delicious cakes, and a small quaint bookshop were added in a nearby granary. Everyone can find something of fascination here.**

line 1

line 2

line 3

line 4

line 5

line 6

line 7

line 8

line 9

line 10

line 11

31. According to the document, the original barn has been there since

- A 1849
- B 1990
- C 1988
- D 1995

32. The barn is now used

- A to display local art work
- B to house animals
- C as a café
- D as a bookshop

33. "Original Outlook" is now located in

- A Caroline Mackintosh's spare room
- B a café
- C a bookshop
- D Caroline Mackintosh's barn


34. The words the writer has used to try to persuade people to visit the gallery are

- A quaint. nearby. delicious.
- B lovely. woodland. colourful
- C wonderful. light and airy. stunning
- D original. rustic. ancient.

35. Without changing the meaning, the word "fascination" on line 11 could **best** be replaced with

- A puzzlement
- B interest
- C temptation
- D practical use

Questions 36 to 40 are based on the following draft document.

<b>SHOPFAST SUPERSTORE</b>	line 1
	
Do you like working with people?	line 2
Are you motivated and cheerfull?	line 3
If so...	line 4
Come and join us at Shopfast, brinton's newest superstore, wear an exciting new job could be waiting for you?	line 5 line 6
We are looking for retail staff to work on our tills and at are customer service desk.	line 7 line 8
Would you like to work here too?	line 9
Yes?	line 10
Write to Mrs. M. Markham, Shopfast, Fleet Road, BRINTON, BR7 8PY	line 11 line 12

36. There is a spelling mistake on

- A line 2
- B line 3
- C line 6
- D line 7

37. Which one of these words is used incorrectly?

- A new (line 6)
- B for (line 6)
- C to (line 7)
- D are (line 8)

38. Which one of these words is used incorrectly?

- A wear (line 6)
- B be (line 6)
- C our (line 7)
- D too (line 9)

39. Which line has a capital letter missing?

- A line 3
- B line 5
- C line 7
- D line 9

40. A question mark is missing or wrongly used on

- A line 2
- B line 3
- C line 6
- D line 9

**End of test**