

**Key skills communication  
Adult literacy  
Level 2**

**Practice Test Paper G**

**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**

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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.

## PEDESTRIAN CROSSINGS

### **At All Crossings**

You should

- Always check that traffic has stopped before you start to cross.
- Always cross over the zebra markings or between the studs.
- You must not loiter on a zebra or pelican crossing.

Help other road users see you.

Wear or carry something coloured when it is dark or use reflective materials eg arm bands, sashes or jackets.

These can be seen by drivers up to 3 times as far away as non-reflective materials.

### **Zebra Crossings**

- Give traffic plenty of time to see you
- Stop before you start to cross
- Vehicles will need more time to stop when the road is slippery.

### **Pelican Crossings**

These are signal controlled crossings operated by pedestrians

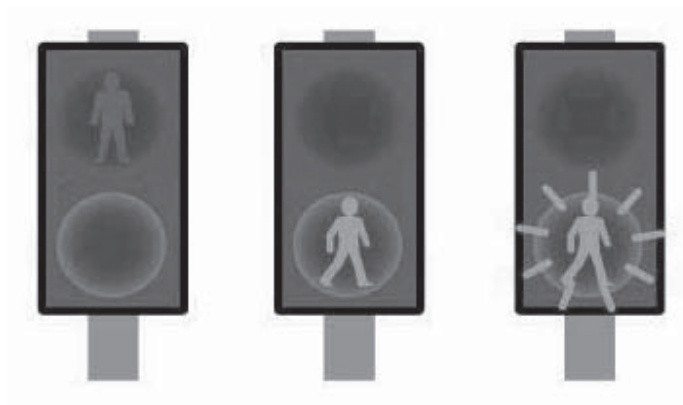
- Push the control button to activate the traffic signal.
- When the red figure shows do not cross.
- When a steady green figure shows, check the traffic has stopped then cross with care.

### **Crossing controlled by an Authorised Person**

- Do not cross the road unless you are signalled to do so.
- Always cross in front of them.

### **If there is no Pavement or Footpath**

- Walk on the right hand side.
- Be prepared to walk single file.
- Keep close to the side of the road.



**Do not cross      Cross with care      Do not start to cross**

**Pedestrian signals at traffic lights and pelican crossings**

- 1 A pelican crossing is defined as
- A a signal controlled by drivers
  - B an automatic crossing
  - C a crossing operated by pedestrians
  - D a crossing controlled by the police
- 2 Which statement is true?
- A Reflective clothing should be worn when using a crossing
  - B During wet weather cars need more time to be able to stop
  - C Pedestrians have priority anywhere near a zebra crossing
  - D Walk across quickly, don't run, when the red figure shows
- 3 When there are no pavements you should walk
- A on the left hand side of the road
  - B between the zebra crossing markings
  - C on the right hand side of the road
  - D in the middle where you can be seen
- 4 Subheadings in bold type are used in this document because
- A similar information has been grouped together
  - B there are four unrelated areas of information
  - C each section refers to a different type of crossing
  - D different sections were written for different readers
- 5 Graphics are used in this document to
- A make it look more attractive
  - B replace unnecessary sections of text
  - C take the place of text
  - D aid understanding of the text

Questions 6 to 10 are based on the following document.

### **DEBT PROBLEMS INCREASE!**

Young people are running up five-figure debts that could affect them for many years, in many cases into their 30s and 40s. This has prompted an anti-debt campaign by youth organisations.

line 1  
line 2  
line 3

The increase in bank overdraft and credit cards has given the young easier access to money. In today's world of choice there is very little to prevent the purchase of designer labels and other goods.

line 4  
line 5  
line 6  
line 7

A spokesperson for the Customer Credit Counselling Service said, "The average amount of debt owed by young people under 30 has soared by 28%."

line 8  
line 9  
line 10

John Davies from Youth Challenge added that "this figure relates to the first quarter of this year with some people owing as much as £30,000."

line 11  
line 12  
line 13

If you are experiencing debt problems, call the Customer Credit Counselling Service on 0800 993 6151 or the Citizens' Advice Bureau in your local area.

line 14  
line 15  
line 16

- 6 What is the **main** purpose of the headline?
- A to educate and inform people
  - B to prevent people getting into debt
  - C to frighten people
  - D to arouse interest and curiosity
- 7 Which of the following does the writer **not** intend to do?
- A Explain to readers what debt is
  - B Invite young people to seek help
  - C Promote the spending of money
  - D Inform the readers of debt problems
- 8 The word 'prevent' on line 6 could best be replaced with
- A cease
  - B stop
  - C demand
  - D allow
- 9 A new paragraph has been started on line 11 because there is
- A a change of place
  - B a change of time
  - C a change of speaker
  - D a change of subject
- 10 According to the document
- A twenty-eight per cent of people under the age of thirty are in debt
  - B youth organisations are leading the way with anti-debt campaigns
  - C for advice, ring Customer Credit Counselling on 0800 993 1651
  - D John Davies said he knew people who had spent £30,000 in 3 months

Questions 11 to 15 are based on the following document.

<b>CHOPPERS AWAY!</b>	line 1
Enjoy the sensation of a helicopter flight and the opportunity to use the controls with Chopper Helicopters. Experience a bird's-eye view of the country while speeding across the skies. This trial lesson is a perfect gift for a friend, a relative, or you can even treat yourself. Book a flight or buy one of our operating vouchers, valid for 6 months.	line 2 line 3 line 4 line 5 line 6
_____ (heading)	line 7
The flight will last for twenty minutes and you can expect to spend one and a half hours at your chosen helicopter centre. We fly at any time of the day, but we do not fly in very windy or wet weather. All training helicopters have dual controls so that the instructor can safely monitor the handling of the aircraft.	line 8 line 9 line 10 line 11 line 12
_____ (heading)	line 13
At the end of the lesson all students are presented with a commemorative flight certificate, signed by the pilot, which is presented at the champagne de-briefing in the pilots' lounge.	line 14 line 15 line 16
_____ (heading)	line 17
You must be at least eighteen years of age and not exceeding 17.2 stone in weight or 6ft. 4 inches in height. After arriving at the helicopter centre your trial lesson will begin with a ground briefing session and an introduction to controls. Then it is time for takeoff!	line 18 line 19 line 20 line 21
_____ (heading)	line 22
Chopper Helicopters operates to strict safety standards laid down by the Civil Aviation Authority. We have over ten years' experience of flights and we hold an Air Operator's Certificate. All tuition takes place in our Robinson 22 Bera Aircraft. We carry third party and passenger legal liability insurance.	line 23 line 24 line 25 line 26 line 27

11 Only one of the following statements is true. Which one?

- A A flight in a Chopper Helicopter usually takes over three hours
- B All students must take control of the aircraft
- C Chopper Helicopters impose age restrictions on their passengers
- D Flights take place early in the morning and in the evening

12 The **main** purpose of the second paragraph is to

- A inform the customers
- B reassure the customers
- C impress the customers
- D persuade the customers

13 The following headings have been left out of the document:

- 1: **General information**
- 2: **On your return**
- 3: **Agenda for the trip**
- 4: **For your safety**

In which order should the headings have been used?

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

14 The word 'monitor' is used in line 11 to mean

- A control
- B oversee
- C supervise
- D check

15 According to the document, Chopper Helicopters will

- A let students decide which helicopter they wish to fly in
- B refund money paid for vouchers not used in six months
- C give all students some basic instruction before they fly
- D give each student a certificate and a bottle of champagne

Questions 16 to 20 are based on the following draft document.

Jennifer Court 7 The Willows Bedgrund BD2 7XT	
Dear Chris	line 1
How are you? Thanks for the postcard from your holiday. I assume you're back safely by now. I hope you weren't too badly affected by the train strike. I had trouble getting home from work last week, but I think it's all settled now.	line 2 line 3 line 4 line 5
Now for the good news! My new car has finally arrived. After all the problems I was beginning to think it would never come. Well it arrived early on Saturday morning and I already drove 250 miles in it. It is blue, it's engine is small and therefore it is very ecanomicle. I can't wait to show it to you.	line 6 line 7 line 8 line 9 line 10 line 11
I'll _____ my promise and give you a lift into town next Saturday if you like as we are both going to the same football match. Let me know what time to pick you up.	line 12 line 13 line 14
See you soon.	line 15
Jenn	line 16

16 An apostrophe has been used incorrectly on

- A line 3
- B line 5
- C line 9
- D line 10

17 An incorrect tense has been used on

- A line 3
- B line 7
- C line 9
- D line 12

18 A word has been left out in line 12. The missing word should be

- A fulfil
- B fullfil
- C fulfill
- D fullfill

19 A comma has been missed out on

- A line 2
- B line 6
- C line 8
- D line 14

20 The word 'ecanomicle' has been incorrectly spelt on line 10. It should be

- A economicle
- B ecanomical
- C economical
- D economacal

Questions 21 to 25 are based on the following document.

**1899 The first woman is executed in the electric chair**

Martha Place was the first woman to be executed in the electric chair. The electric chair, ostensibly designed to be less barbarous than hanging, was first used in the execution of William Kemmler in 1890.

The use of electricity as a means of capital punishment came about in the 1880s after the governor of New York claimed that hanging was a method from the dark ages and that electricity was the modern, scientific way to kill people. People were beginning to feel squeamish about the public spectacle of hangings at the time. The electric chair also had the advantage of taking up less space than the gallows.

As electricity was being developed and touted by early supporters for commercial uses in the United States, its energy-source competitors attempted to raise questions about its safety. Those competitors desperately hoped that its association with executions would scare the public away from using electricity. Of course, it's obvious, with the widespread use of electricity today, that it didn't quite work out that way.

The controversy surrounding the method of execution has come full circle as the 21<sup>st</sup> century begins. Most American states have discontinued the use of the electric chair in favour of lethal injection.

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

line 15

line 16

line 17

line 18

line 19

21 According to the document, which one of these statements is true?

- A Electricity was invented in New York in the 1880s
- B People's views turned against public hangings
- C The electric chair took up more space than the gallows
- D The first execution of a woman was in 1890

22 The word 'ostensibly', as it is used in line 3, means

- A spectacularly
- B apparently
- C humanely
- D secretly

23 The word 'touted' (line 11) in this passage means

- A produced in quantity
- B offered for sale
- C introduced to people
- D advertised as available

24 A new paragraph has been started on line 11 because

- A there are new people involved
- B time has passed since lines 9/10
- C a new subject is introduced here
- D the action moves to a new place

25 The document is most likely to be

- A a report in a daily newspaper of 1899
- B an entry in a biographical dictionary
- C an article in a book on capital punishment
- D a feature in a book on female criminals

Questions 26 to 30 are based on the following document.

<b>ENTERPRISE PEOPLE</b> <b>is looking for</b> <b><i>ENTERPRISING PEOPLE</i></b>	line 1 line 2 line 3
Are you fed up with your job?	line 4
Do you want to earn lots of money?	line 5
Do you want to make new friends?	line 6
Have you got a brilliant idea?	line 7
Are you out-going, fun-loving, enthusiastic and 18-35 years old?	line 8 line 9
Then we can help you.	line 10
<b>Enterprise People</b> can offer FREE information, advice and training to start-up and existing businesses.	line 11 line 12
You must	line 13
<ul style="list-style-type: none"><li>• have excellent communication skills</li><li>• be able to work on your own</li><li>• enjoy dealing with the public</li><li>• be able to deal with the unexpected</li><li>• have a sense of humour</li><li>• have a desire to improve your life</li></ul>	line 14 line 15 line 16 line 17 line 18 line 19
This is a fantastic opportunity to improve your lifestyle and earn an income to be able to enjoy it.	line 20 line 21
Hard work will bring you great success!	line 22
For further details contact Daniel Smith on 01906 786 765 Do it immediately!	line 23 line 24
Alternatively you can send your CV to <b>Enterprise People</b> , 23 Moor Street, Keighly, KT34 7KL	line 25 line 26
References are not required.	line 27

26 This document appeared in a newspaper. It is intended to

- A sell businesses in the local area
- B give the company good publicity
- C recruit more staff for The Enterprise People
- D help you to start up or improve your own business

27 One of the following statements is **true**. Which one?

- A Applicants must be able to leave the country within 2 - 6 weeks
- B Applicants are advised to telephone Daniel Smith at once
- C Applicants should be able to speak Spanish fluently
- D Applicants can apply for a grant, dependent on status

28 Enterprise People **do not** ask applicants to

- A be between 18 and 35 years old
- B provide satisfactory references
- C be able to work independently
- D have a good sense of humour

29 'Enterprising People' is used on line 3 to mean

- A those who have great ideas and want to make lots of money
- B those who are willing to risk everything on a good business idea
- C those ready to embark on new ventures full of boldness and initiative
- D those who are tired of their jobs and will do anything for a change

30 Anyone wishing to know more about Enterprise People is advised to do so

- A in writing
- B in person
- C by telephone
- D by e-mail

Questions 31 to 35 are based on the following document.

<b>Housekeeping Service</b>	line 1
<b>Dear Guest</b>	line 2
We at the Craven Conference Centre would like to draw your attention to our Environmental Charter.	line 3 line 4
We are constantly looking for new ways to protect our environment and would like to invite you to help us in our endeavours.	line 5 line 6
Laundry amounts are extremely high during conference times so, in an effort to reduce the usage of fuel, detergents and packaging products by 5% overall, we would like you to please observe the following message:	line 7 line 8 line 9
<b>‘A towel on the rail = I will use it again.’</b>	line 10
<b>‘A towel on the floor = I need a replacement.’</b>	line 11
Should you require any additional toiletries, please place the empty wrappers and/or bottles in your wash basin. This will indicate to your Domestic Assistant what you require.	line 12 line 13 line 14
In order to have sufficient time for our staff to clean and prepare rooms for new guests, on the day of your departure we politely request that you vacate the room by 9.30am and ensure your keys are returned to your organiser. We thank you for your help. If you require any further information on environmental issues, especially for the home, please use <a href="http://www.washright.com">www.washright.com</a>	line 15 line 16 line 17 line 18 line 19 line 20

31 Which word has the same meaning as 'endeavours' in line 6?

- A enterprises
- B efforts
- C economies
- D experiments

32 For the housekeeping department, the advantage of the Environmental Charter is that it

- A improves the home laundry
- B aims to reduce usage by 5%
- C ensures that guests leave their keys
- D encourages guests to pay an additional fee

33 The hotel's Environmental Charter enables guests to

- A avoid additional charges for laundry
- B choose whether to replace their towels or not
- C ensure that personal belongings are not lost
- D order toiletries at a small additional cost

34 Which word has the same meaning as 'sufficient' on line 15?

- A minimum
- B excess
- C adequate
- D maximum

35 According to the document

- A guests must ask their Domestic Assistant if they require toiletries
- B amounts of laundry increase by 5% during high conference times
- C washing towels less frequently is said to be environmentally friendly
- D guests must leave their rooms by 9.30 and hand keys in at Reception

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

<b>Mobiles ‘to carry health warnings’</b>		
Mobile phones will have to carry health warnings after a study into their effects on the brain is published, according to a newspaper report.		line 1 line 2
The Observer says the government _____ on mobile phone safety has found public concern is justified.		line 3 line 4
The Stewart Inquiry, due to report next week, had been expected to dismiss fears that radiation from mobiles could cause memory loss, Alzheimer’s Disease and cancer.		line 5 line 6 line 7
_____, the newspaper says committee members were “angered” by earlier reports that they would find the phones are safe.		line 8 line 9
The warnings will tell people to be cautious about how long they use their mobile phones.		line 10 line 11
The inquiry, headed by professor Sir William Stewart of Tayside University, is expected to reccommend further research into the issue.		line 12 line 13
<b>Phone masts</b>		line 14
It is also likely to say that some of the £22bn raised by the sale of mobile phone licences should be ploughed into further research.		line 15 line 16
The independent group set up by the government is believed to be in favour of the siting of mobile phone masts.		line 17 line 18
The panel features experts in physics, telecommunications, engineering, neuroscience and radiobiology, none of whom have any financial interests in mobile phone technology.		line 19 line 20 line 21
Earlier this week, Alasdair Philips, of consumer watchdog Powerwatch, said, “Our understanding is that the report will state that, for the majority of people, reasonable mobile phone use should not cause any adverse health consequences.”		line 22 line 23 line 24 line 25



36 The missing word on line 3 is

- A comittee
- B comitee
- C commitee
- D committee

37 There is a grammatical error of agreement on

- A line 5
- B line 10
- C line 20
- D line 23

38 Which of the following words is most appropriate to begin the sentence on line 8?

- A So
- B However
- C Then
- D Because

39 There is a spelling mistake on

- A line 3
- B line 12
- C line 13
- D line 19

40 The word "angered" on line 8 is in inverted commas because

- A it is a slang expression
- B it is not factually true
- C it is being quoted
- D it is the key word in the sentence

**End of test**