

**Key skills communication
Adult literacy
Level 1**

Practice Test Paper F

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.

FIRST AID IN THE HOME: treatment of burns and scalds	line 1
	
Burns – are a result of touching very hot things such as a toaster, a fire, an oven, a cigarette.	line 2 line 3
Scalds – are caused by wet heat or hot liquids e.g. boiling water, coffee, tea or hot fat.	line 4 line 5
WHAT YOU MUST DO TO TREAT BURNS AND SCALDS	line 6
<ul style="list-style-type: none">• Place injury under cold water to reduce heat.• Remove tight fitting items from the damaged area e.g. where rings, watches, shoes are worn.• Cover the injury with a plastic food bag or cling film to keep it clean.• Seek medical assistance as soon as possible.	line 7 line 8 line 9 line 10 line 11
WHAT YOU MUST <u>NOT</u> DO	line 12
<ul style="list-style-type: none">• Apply cream or ointment.• Put on a bandage or sticking plaster.• Pierce blisters.	line 13 line 14 line 15

1. The **main** purpose of this document is to

- A explain the difference between a burn and a scald
- B provide instructions on treating burns and scalds
- C persuade people to use first aid in the home
- D describe the use of cling film in first aid

2. Which of the following can cause a burn?

- A boiling water
- B an oven
- C very hot fat
- D a cup of tea

3. What should you never put on a burn?
- A a plastic bag
 - B cling film
 - C cold water
 - D ointment
4. Without changing the meaning, the word "assistance" on line 11 could **best** be replaced with
- A nurses
 - B needs
 - C help
 - D drugs
5. According to the document, which of these statements is true?
- A burns can be caused by boiling liquids
 - B it is best to puncture blisters caused by burns
 - C tight clothes should be left in place on burn victims
 - D scalds should be run under cold water

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

34 John Dawson Street	line 1
King's Lynn	line 2
Norfolk	line 3
PE30 5TY	line 4
	line 5
May 21, 2003	line 6
Jane Summers	line 7
87 East Street	line 8
Peterborough	line 9
Cambs	line 10
PE2 7JH	line 11
Dear Jane	line 12
I am writing to confirm your tenancy of 23 Station Road.	line 13
The rent for the property will be £350 per calendar month.	line 14
This is to be paid to this office monthly in advance.	line 15
Begining on the first working day, or week, of each month.	line 16
Before the tenancy starts, I will need a deposit of £400.	line 17
The property will be let to you for no less than 6 months.	line 18
Should you wish to move out, you need to give 1 month's notice.	line 19
	line 20
Two copies of the contract is enclosed with this letter. One	line 21
is for your files; the other is for you to sign and return to	line 22
me by June 1st.	line 23
Your sincerlye	line 24
P Roberts	

6. A word is incorrectly spelt on

- A line 13
- B line 14
- C line 16
- D line 17

7. The correct spelling of the word "sincerlye" on line 24 should be
- A sincereley
 - B sincerley
 - C sincerely
 - D sincerly
8. Which word should **always** start with a capital letter?
- A King's
 - B May
 - C Street
 - D June
9. Which of these statements from the letter is not a complete sentence?
- A The rent for the property will be £350 per calendar month.
 - B This is to be paid to this office monthly in advance.
 - C Begining on the first working day, or week, of each month.
 - D Before the tenancy starts, I will need a deposit of £400.
10. There is a grammatical error on
- A line 13
 - B line 18
 - C line 19
 - D line 21

Questions 11 to 15 are based on the following document.

FLAT FOR SALE – SUPER LOCATION!



This attractive, first-floor apartment is tucked away near Coventry city centre. line 1
The flat is in Oxford Road, close to the junction with Church Road. The front line 2
door opens into a small hallway. A doorway leads into a large sitting-room line 3
with an outside balcony overlooking the garden. Leading off the sitting room line 4
is a newly fitted kitchen, one spacious double bedroom, with garden views, line 5
and a bathroom. The gardens, backing onto Church Road, are shared by all line 6
the flats in the house and are for the use of residents only. A parking space is line 7
available. To view, contact Williams' Estate Agency, Denby Place, Coventry. line 8

11. The **main** purpose of this document is to

- A persuade the reader to buy the flat
- B persuade the reader to rent the flat
- C explain why the flat has a super location
- D explain the layout of the flat

12. According to the document, the flat is

- A in Coventry city centre
- B in Oxford Road
- C in Denby Place
- D on Church Road

13. The flat's hallway opens directly into the

- A fitted kitchen
- B bedroom
- C bathroom
- D sitting room



14. According to the document, the gardens are

- A just for the use of the owners of the flat
- B for the use of residents in Church Road
- C only for the use of those living in the house
- D open to the general public

15. Without changing the meaning, the word "spacious" on line 5 could **best** be replaced with

- A roomy
- B modern
- C special
- D bright

Questions 16 to 20 are based on the following document.

GARDENING COURSE			
	Adult Education Centre		line 1
<hr/>			line 2
<p>This is an ideal course for those beginning to get interested in the garden. We cover the essentials of gardening. There are 3 sections that everyone must take: hedges, lawns and borders. You can also start to learn about indoor plants if you wish. You can gain a certificate for individual sections as well as for the overall qualification. You can attend this course either in the mornings or in the afternoons.</p>			line 3
			line 4
			line 5
			line 6
			line 7
			line 8
<p>You will need to buy the following book before starting the course: "My First Garden" (£7.99)</p>			line 9
			line 10
<p>DURATION: 17 weeks</p>			line 11
			line 12
<p>ATTENDANCE: Tuesday 9am-12pm or Thursday 2pm-5pm</p>			line 13
			line 14
<p>ENTRY REQUIREMENTS: None</p>			line 15
<p>FEE: £30 plus £6 registration</p>			
<p>CONTACT: Mary Robinson, Adult Education Centre</p>			

16. How many times a week does the centre offer this course?

- A once
- B twice
- C three times
- D seven times

17. What is the least number of course sections you can do?

- A 1
- B 3
- C 4
- D 6

18. The course is aimed at people who have

- A little or no experience of gardening
- B already taken an introductory course in gardening
- C a good understanding of gardening
- D have some knowledge of indoor plants

19. The **most** suitable heading on line 2 would be

- A Advanced Gardening
- B The Indoor Gardener
- C The Experienced Gardener
- D Introduction to Gardening

20. Without changing the meaning, the word "essentials" on line 4 could **best** be replaced with

- A requirements
- B needs
- C basics
- D qualifications

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

CAR ACCIDENT REPORT Car Accident in Stoke Crescent, 19 April 2003	line 1 line 2
I was walking home from work on Tuesday 19 April and entered Stoke Crescent from Oak Road at about 5.30pm. I walk a few paces when I suddenly saw a Fiat (REG No G642 JNV) reversing out of the drive of number 29. It reversed steadily then started to pull away a BMW (REG No X853 RNU) suddenly appeared around the bend a little further on. Although it tried to stop it went into the back of the Fiat. The Fiat jumped forward. Then it stopped, its windscreen was _____. I ran to the Fiat. On seeing the driver had recieved some injuries I used my mobile to phone the emurgency services.	line 3 line 4 line 5 line 6 line 7 line 8 line 9 line 10 line 11 line 12 line 13
Signed 20 April 2003	

21. There is a grammatical error on

- A line 3
- B line 4
- C line 5
- D line 9

22. The word which should be used in the blank space on line 11 is

- A break
- B broken
- C broke
- D braked

23. A full stop followed by a capital letter are needed between

- A "work" and "on Tuesday" line 3
- B "away" and "a BMW" line 7
- C "stop" and "it went" line 9
- D "injuries" and "I used" line 12

24. A word is incorrectly spelt on

- A line 2
- B line 6
- C line 9
- D line 12

25. The correct spelling of the word "emurgency" on line 13 should be

- A emergensy
- B emergencey
- C emergency
- D emergincy

Questions 26 to 30 are based on the following document.

Step Into The Past



Historic buildings from all around the Midlands have been moved. They have been rebuilt brick by brick at the Textile Museum in recognition of the traditional skills and enterprise of the people who once lived in the heart of Britain.

We're not like other museums where you mustn't touch a thing! Here we want you to have a go. Why not take a lesson in the Apprentice House or walk around the mills? With a changing programme of demonstrations there are always activities for you to try your hand at from *carding*, *weaving* and *bobbin winding* to *spinning*. Visit the mill houses, enjoy a pint of ale in the Clog and Whippet Inn and chat by the real coal fire to soak up the atmosphere.

Large Groups

For groups of 12 or more visitors, please ask for the **Group Application Form** at Reception. Special notes and work sheets can be provided for School Parties

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

26. What has been done to create a tribute to the people who once lived in the heart of the textile areas?

- A Lessons have been provided in the Apprentice House
- B Buildings have been brought from different locations
- C There has been a programme of demonstrations
- D Visitors have been encouraged to soak up the atmosphere

27. A visitor to the museum would go to the Clog and Whippet to

- A watch a demonstration
- B see the mill houses
- C have a drink of beer
- D practise bobbin-winding

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

- A describe where to find the Textile Museum
- B explain why buildings have been moved
- C provide instructions on how to make cloth
- D persuade people to visit the Textile Museum

29. The **most** suitable heading for the second paragraph (line 6) would be

- A Don't Touch the Exhibits
- B Rebuilding The Past
- C Start Your Textiles Apprenticeship
- D The "Hands On" Museum

30. The document could **best** be described as

- A a memorandum
- B an advertisement
- C a business letter
- D a set of notes

Questions 31 to 35 are based on the following document.

NAAN BREAD

Some Indian breads, like chapattis, are baked on a griddle or in a heavy frying pan and some are oven-baked. Naan bread is simple to make without the need for any special tools such as mixers or blenders.

WHAT YOU NEED

225g plain white flour
2.5g baking powder
½ teaspoon salt
100-125ml plain, low fat yoghurt



WHAT TO DO TO MAKE THE BREAD

Sift the flour into a bowl with the baking powder.

Add the salt. Mix well.

Add the yoghurt and mix with your hands to make a soft dough.

When the dough has been made, knead it for 2 minutes. Do this by rolling it around the bowl and pressing down on it with your knuckles.

Cover with a cloth and leave to stand in a warm place for 30 minutes.

Divide the dough into 4 round shapes and arranged them on lightly greased baking trays.

Cook for 10 minutes in a very hot oven until they are lightly browned.

Naan bread can be made the day before and reheated in foil for about 5 minutes.

31. To cook Naan bread you will need

- A 100ml plain white flour
- B 125ml plain white flour
- C 2.5g plain white flour
- D 225g plain white flour

32. When making Naan bread, you should

- A cook the dough for 30 minutes in a very hot oven
- B sift the yoghurt with the baking powder
- C leave the dough covered for 30 minutes
- D divide the dough into 5 round shapes

33. When the Naan bread dough has been made, the next step is to

- A cover it with a cloth
- B divide it into round shapes
- C arrange on lightly greased tray
- D knead it for 2 minutes


34. The ingredients for Naan bread are listed

- A in alphabetical order
- B with the smallest first
- C in a random order
- D in the order of use

35. The **main** purpose of this document is to

- A explain the different ways to make bread
- B persuade more people to try Indian recipes
- C instruct people on how to make Naan bread
- D describe the different bread making equipment

Questions 36 to 40 are based on this draft document.

<p>Clean Image Cleaning Services</p> 	<p>line 1</p>
<p>Remember, first impressions really count in bussines.</p>	<p>line 2</p>
<p>Is your office looking wrecked?</p>	<p>line 3</p>
<p>Is your reception area looking a mess?</p>	<p>line 4</p>
<p>Are your widows covered in grime?</p>	<p>line 5</p>
<p>Are you just too busy to clean that carpet?</p>	<p>line 6</p>
<p>No job, from front door to canteen, is to small for us.</p>	<p>line 7</p>
<p>Does your company car need spring cleaning.</p>	<p>line 8</p>
<p>We can also undertake larger contract cleaning.</p>	<p>line 9</p>
<p>We also supply a domestic and indurstrual service.</p>	<p>line 10</p>
<p>We provide free estimates and all our contracts is fully insured. Why not ring Clean Image now on 01359 336336?</p>	<p>line 11</p>
	<p>line 12</p>

36. A question mark is missing or wrongly used on

- A line 3
- B line 4
- C line 6
- D line 8

37. There is a grammatical error on

- A line 5
- B line 9
- C line 10
- D line 11

38. The correct spelling of the word "bussines" on line 2 should be

- A busines
- B business
- C buisness
- D buisnes

39. A word has been correctly spelt, but wrongly used on

- A line 3
- B line 4
- C line 6
- D line 7

40. The correct spelling of the word "indrustrial" on line 10 should be

- A industriel
- B industryle
- C industrial
- D industrail

End of test