

**Key skills communication
Adult literacy
Level 1**

Practice Test Paper C

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 this document.

What to do if you have a new kitten



Early days

- Settle your new kitten quickly into a regular routine.
- Just during the first few days try to be at home with the kitten.
- Keep the doors and windows closed.
- Fit it with an identity collar and give it a bed.

Feeding

- Introduce any new food to the kitten gradually.
- 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. Do not feed it scraps.
- Give your kitten fresh water at all times. Cat milk is fine but do not give it cows' milk.

Health care after the first few weeks

- Take the kitten to a vet for a health check.
- The vet will advise on treatment for roundworms.
- The vet will give an injection against flu and other cat illnesses and check the kitten for fleas.

line 1

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line 12

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line 14

line 15

line 16

line 17

line 18

line 19

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

- A Provide fresh cows' milk
- B Be at home with the kitten
- C Take the kitten to the vet
- D Give the kitten two meals a day

2. When can you start giving a kitten only two meals a day?
- A Within the first twelve months
 - B After three months
 - C After twenty-four weeks
 - D During the first few days
3. Which of these should **not** be given to kittens?
- A tinned food
 - B water
 - C injections
 - D scraps
4. Without changing the meaning, the word "routine" on line 3 could **best** be replaced with
- A programme
 - B ritual
 - C task
 - D performance
5. The **main** purpose of this document is to
- A persuade owners to change their cat's diet
 - B instruct people on how to check their kitten's health
 - C warn owners of the dangers of cat illnesses
 - D advise people on how to care for a new kitten

Questions 6 to 10 are based on this draft document.

Dave Lang & Son, Builders	line 1
Is your house looking wrecked?	line 2
Is your garden wall crumbling away?	line 3
Do your windows rattle and your roof leak?	line 4
Are you just too busy for those DIY jobs.	line 5
No job, from cellars to rooftops, are too small for us.	line 6
Does your house need a complete facelift?	line 7
We also undertake larger construction projects.	line 8
We can build anything from Foundations to chimney pots.	line 9
We provide free estimates and all our works are fully guaranteed. Why not ring Dave now on 01359 336336?	line 10
	line 11

6. A question mark is missing or wrongly used on

- A line 2
- B line 3
- C line 5
- D line 11

7. There is a grammatical error on

- A line 5
- B line 6
- C line 9
- D line 10

8. The correct spelling of the word "projects" on line 8 should be

- A projects
- B probjects
- C projects
- D projecks

9. A capital letter has been incorrectly used on

- A line 1
- B line 5
- C line 9
- D line 11

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

- A estermates
- B estimates
- C estirmates
- D estemates

Questions 11 to 15 are based on this document.

The Road Less Travelled - Ellen MacArthur



Starting Sailing

It was on holiday on the Norfolk Broads when I got the travel bug.

I was on my first trip alone, aged 17, the boat was called Iduna.

Brittany, France, is a special place for me because that is where I did my first race alone. I also love the food (especially oysters), and the people are quite astonishing.

On my most recent trips I have often been alone; if not I've usually got my project manager with me or my boyfriend. To travel alone is great because there is nobody there to bother you. You make the decisions. In the Southern Ocean you're never really alone. You nearly always see albatrosses, which often stay with the boat for days.

line 1

line 2

line 3

line 4

line 5

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line 7

line 8

line 9

line 10

line 11

11. What is the **main** reason that Brittany is special to Ellen MacArthur?

- A It was where she made her first trip alone
- B She met her Project Manager there
- C Her first solo race was there
- D She likes the people and the food

12. Ellen MacArthur likes to travel alone because

- A she sees lots of albatrosses
- B her recent projects have all been solo trips
- C she can get away from her manager
- D no-one disturbs or interrupts her

13. The document is called "The Road Less Travelled" because
- A Ellen MacArthur doesn't like travelling by road
 - B few people choose to sail single-handed on long trips
 - C Ellen MacArthur doesn't visit France as often as she'd like
 - D very few people travel in the Southern Ocean
14. According to the document, which of these statements is true?
- A Ellen MacArthur has always hated travelling alone
 - B Albatrosses often follow boats in the Southern Ocean
 - C Ellen MacArthur's first solo race was on the Norfolk Broads
 - D On recent trips Ellen's boyfriend was always on board
15. The **most** suitable heading for the last paragraph, on line 6, is
- A Missing My Mates
 - B My First Race
 - C Advantages of Sailing Solo
 - D Sea Birds You Can See

Questions 16 to 20 are based on this draft document.

<p style="text-align: right;">15 The Drive Taunton Somerset TA1 6RT</p> <p>The Manager Knights Restaurant Ludlow Street Taunton TA1 8ER</p> <p>8 May 2003</p> <p>Dear Sir</p> <p>I have passed your restaurant many times, as it is quiet near to where I live. 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.</p> <p>I found the food excellent, the portions large and the wine cheap. You deserve to be sucesfull.</p> <p>Unfortunately my meal took over half an hour to arrive. Although the restaurant was busy there was only four waiters and clearly that was not enough. The waiters themselves did their best to be helpful and to cope with orders as quickly as they could.</p> <p>I hope that you will investigate this matter because customers who have to wait so long may not pay you a second visit.</p> <p>Yours faithfully</p> <p><i>Philip Murphy</i></p>	<p>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 line 20 line 21 line 22 line 23</p>
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16. A word is correctly spelt but wrongly used on

- A line 11
- B line 13
- C line 15
- D line 22

17. There is a grammatical error on

- A line 12
- B line 17
- C line 18
- D line 21

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

- A "time" and "only" line 12
- B "Friday" and "a friend" line 12
- C "busy" and "there" line 18
- D "matter" and "because" line 21

19. Which word should always start with a capital letter?

- A Manager
- B Restaurant
- C Street
- D Friday

20. The correct spelling of the word "sucesfull" on line 16 should be

- A succesful
- B sucessful
- C successful
- D successfull

Questions 21 to 25 are based on this document.

Remember, when decorating the exterior areas of your house you don't have to be a professional painter and decorator. However, whatever your line of business, always take time to make your ladder safe. DIY can save you money and time, but it can also be dangerous.

Important DIY ladder tips:

- Do not take risks when using a ladder.
- Do not lean the ladder sideways.
- Never have more than one person on the ladder.
- Secure the foot of the ladder.
- On soft ground, rest the ladder on a stout board.
- Use stabilisers on hard ground to prevent slipping.



21. The main idea of the document is to

- A tell people how to decorate a house
- B help people to save money
- C encourage the safe use of ladders
- D stop people using painters and decorators

22. Without changing the meaning, the word 'exterior' on the first line could be replaced with

- A outside
- B front wall
- C first floor
- D paintwork

23. The **best** title for this document is

- A Safety First
- B DIY Short Cuts
- C DIY Money Savers
- D Using Ladders Indoors

24. According to the document, a ladder should only be used on soft ground if

- A the person using it is a professional painter and decorator
- B it is standing on a solid plank of wood
- C someone stands on the bottom rungs to help steady it
- D it is held in place with stabilisers

25. The document can **best** be described as a

- A memorandum
- B business letter
- C set of instructions
- D short report

Questions 26 to 30 are based on this document.



LAKESTAY HOTEL
Situations Vacant (May)

A catering worker is needed for the Lakestay Hotel (near Ambleside, Cumbria). You will be working in a modern, 30 roomed, well-equipped hotel. Experience is preferred but is not essential. You must be over 21 and willing to train for the food hygiene certificate. The wage is £36.60 per day for a six-day week (8 hours per day). Duties will include food preparation, washing up and keeping the food preparation area clean. This position is available immediately and will last until the end of the Christmas Season. Accommodation is available at a reasonable rate and can be extended through our closed season, January to April.

line 1
line 2
line 3
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line 8
line 9
line 10

26. To apply for this job, the candidate must

- A be over 21 years old
- B have a food and hygiene certificate
- C have some experience of hotel work
- D be prepared to live in

27. The job is being advertised as

- A a permanent position
- B only for the summer season
- C starting immediately
- D lasting for a six week period

28. The wage quoted in the document is

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


29. Without changing the meaning, the word 'available' on line 8 could **best** be replaced with

- A free
- B obtainable
- C required
- D acceptable

30. According to the document, which of these statements is true?

- A The job involves cleaning and servicing rooms
- B Lakestay is a traditional old fashioned hotel
- C The wages quoted are for a five day week
- D Lakestay Hotel is not open all year round

Questions 31 to 35 are based on this document.



EXPRESS VISION

At EXPRESS VISION our prices are easy to understand. The price you see on the spectacles is what you pay if you want ordinary lenses.

If you want a special type of lens then you pay the extra price shown in the table below.

SPECIAL LENS OPTIONS

Bifocal lenses (for close & long distances)	£50.00
Tinted lenses (make a fashion statement)	£30.00
Plastic lenses (more scratch-resistant)	£40.00
Reactors (Change to dark in bright sunshine)	£60.00

Call today and our friendly staff will be pleased to help you.

line 1
line 2
line 3
line 4
line 5
line 6
line 7
line 8
line 9

31. At EXPRESS VISION, they say that it is easy to understand

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

32. Without changing the meaning, the word "special" on line 3 could **best** be replaced with
- A ordinary
 - B particular
 - C peculiar
 - D expensive
33. In the special lens options, how much extra does a customer have to pay for plastic lenses?
- A £30.00
 - B £40.00
 - C £50.00
 - D £60.00
34. According to the document, which special lenses are made to be worn in sun and shade?
- A Reactors
 - B Plastic
 - C Tinted
 - D Bifocal
35. Which words could **best** replace the phrase 'more scratch-resistant' on line 8?
- A less easily damaged
 - B more light-weight
 - C more easily broken
 - D less eye protection

Questions 36 to 40 are based on this draft advertisement.

Farm Cottage to Let: £300 / Month	line 1
A small farm cottage is available to let.	line 2
The tenancy would suit a young couple.	line 3
Both with jobs in the surrounding area.	line 4
A cheaper rent is offered in exchange	line 5
for occasional help in the farmhouse	line 6
and with the livestock. No previous	line 7
experience of farming was necessary.	line 8
The let can start at the end of July.	line 9
For further enquiries, contact Sheila or	line 10
John on 01458 736421.	line 11

36. There is a grammatical error on

- A line 2
- B line 3
- C line 5
- D line 8

37. The correct spelling of the word "available" on line 2 should be

- A available
- B avable
- C available
- D available

38. Which word from the document should always be spelt with a capital letter?

- A Cottage
- B Month
- C Let
- D July

39. There is an incomplete sentence on

- A line 2
- B line 3
- C line 4
- D line 9

40. The correct spelling of the word "necessery" line 8 should be

- A necessary
- B neccessary
- C neccessery
- D neccesary

End of test