

**Key skills communication  
Adult literacy  
Level 1**

**Practice Test Paper D**

**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 these book reviews.

|   |   |
|---|---|
| <p>☆☆☆<br/> <b>The Brown Creek by Brad Robson (£6.99)</b><br/> Brad Robson's romance is set in the early 20<sup>th</sup> century. Amy Keller is a farm girl alone on the family farm with her father, dreaming of her future. She meets oilman Hunter Price and falls in love. Robson's warm-hearted novel keeps you reading to the last page. An excellent book for readers of all ages.</p> | <p>☆<br/> <b>Dying Angel by Jackie MacLean (£5.50)</b><br/> Jackie MacLean is a heroine to thousands of young girls. <i>Dying Angel</i>, her latest book, is about Lisa, a beautiful girl of thirteen who is dying of cancer. Lisa's mum doesn't understand what a treasure she has until Lisa dies. A bland and corny story for adolescents.</p> |
| <p>☆☆<br/> <b>Dutch Pictures by Marco Basten (£10.99)</b><br/> <i>Dutch Pictures</i> is about Tony, a film director in Amsterdam one hundred years from now. Tony makes films for television. He specialises in tiresome heroes who clash with tedious villains in boring battles. One day Tony starts meeting his characters in real life. A book to miss. It's completely unconvincing.</p> | <p>☆☆☆☆<br/> <b>The Secretary by Donna Valgan (£8.99)</b><br/> Lauren's husband Ray shoots himself. Lauren, a legal secretary, decides to help the police investigate. Soon Lauren discovers that Ray was involved in a plot to smuggle heroin. A fabulous book for detective-lovers but perhaps not as interesting to a wider audience.</p>      |

| KEY TO SYMBOLS |             |
|----------------|-------------|
| ☆☆☆☆☆          | Outstanding |
| ☆☆☆☆           | Very good   |
| ☆☆☆            | Good        |
| ☆☆             | Average     |
| ☆              | Poor        |

- 1 The review rates 'The Brown Creek' as
  - A outstanding
  - B very good
  - C good
  - D average
  
- 2 Which book is set in the future?
  - A The Brown Creek
  - B Dying Angel
  - C Dutch Pictures
  - D The Secretary

- 3 From the information in the review, 'Dying Angel' is **best** described as
- A a love story
  - B teenage fiction
  - C science fiction
  - D a murder mystery
- 4 The reviewer thinks 'Dutch Pictures' is
- A tiresome
  - B tedious
  - C boring
  - D unconvincing
- 5 From the information in the reviews, which book is likely to appeal to most people?
- A The Brown Creek
  - B Dying Angel
  - C Dutch Pictures
  - D The Secretary

Questions 6 to 10 are based on the following information from a brochure.

| <h2>PORTSMOUTH HARBOUR</h2>   |   |
|---|---|
| A warm and friendly welcome waits at Portsmouth Harbour, the United Kingdom's leading waterfront destination. Just 70 unhurried miles down excellent roads from London, it's a breath of fresh air for tourists. Discover this world-class attraction on England's beautiful south coast.   | line 1<br>line 2<br>line 3<br>line 4  |
| Recently-opened Gunwharf Quays is Britain's best waterfront shopping and leisure complex. Cleverly designed and in a pedestrianised environment for safe shopping, Gunwharf Quays enjoys an exciting location looking over Portsmouth Harbour.  | line 5<br>line 6<br>line 7  |
| Portsmouth Dockyard is a must. You can see three magnificent warships, Mary Rose, HMS Victory and HMS Warrior. You can also find out about the incredible stories of the Royal Navy's heroes and heroines. Exciting developments have taken place at the Royal Naval Museum. Another new attraction, Action Stations, brings to life the drama of today's Royal Navy. Everyone says Southsea is special, with its four miles of seaside fun including two piers, Sealife Centre, Royal Marines and D-Day Museums and much more. Visit Port Solent, a large marina with impressive shops and restaurants. On the west side of Southsea, Gosport contains the Royal Navy Submarine Museum and the seafront areas of Alverstoke and Lee-on-Solent. | line 8<br>line 9<br>line 10<br>line 11<br>line 12<br>line 13<br>line 14<br>line 15<br>line 16 |

- 6 Which words are used to describe Portsmouth Harbour in paragraph 1?
- A warm, beautiful
  - B leading, world-class
  - C unhurried, excellent
  - D fresh, friendly
- 7 In paragraph 2, the writer's **main** suggestion is that Gunwharf Quays is
- A in an exciting location overlooking the harbour
  - B a new design for waterfront shopping and leisure complexes
  - C a less dangerous environment to shop in
  - D the best retail and leisure complex in Britain

- 8 The overall purpose of paragraph 3 is to persuade tourists to
- A discover the drama of the modern navy
  - B find out about a Royal Navy hero
  - C visit the attractions in Portsmouth Dockyard
  - D see a magnificent warship
- 9 Paragraph 3 could be split into two. The **best** place to start the new paragraph would be
- A You can also (line 9)
  - B Another new attraction (line 11)
  - C Everyone says Southsea (line 12)
  - D On the west side (line 15)
- 10 What is special about Southsea?
- A It provides impressive restaurants
  - B It offers four miles of things to do on the seafront
  - C It contains a large marina with attractive shops
  - D The Royal Navy Submarine Museum is located there

Questions 11 to 15 are based on the following draft letter.

|  |                                      |
|--|--------------------------------------|
| Thank you for your article on Variant Computers. Since the launch of Variant's new IFX computer, my friends and I is convinced that Variant have got their prices very wrong once again.   | line 1<br>line 2<br>line 3           |
| Variant computers are the last choice of buyers in today's computer market. They are under-powered and over-priced machines. The IFX computer, with a minimum random memory of 128Mb, would probably have sold very well priced at £750. | line 4<br>line 5<br>line 6<br>line 7 |
| Does the management of Variant ever look at the advertisements for other PCs most other systems with the same specifications sell for about £700.  | line 8<br>line 9<br>line 10          |
| Variant – and those who seek to promote to the fantastic capabilities of Variant's software and hardware – will have to work very hard to sell the products.   | line 11<br>line 12<br>line 13        |

11 In line 2 the word 'is' is not correct. It should be

- A were
- B am
- C are
- D was

12 The word 'probarbly' in line 7 is wrongly spelt. The correct spelling is

- A probably
- B probaly
- C proberly
- D probably

13 Which line has an extra word included in it by mistake?

- A line 4
- B line 8
- C line 11
- D line 12

- 14 Paragraph 3 needs punctuating. The correct punctuation should be
- A the management of Variant ever look? At the
  - B for other PCs. Most other systems
  - C for other PCs? Most other systems
  - D most other systems? With the same
- 15 It has been decided to add the sentence: 'However, the current price of £1,400 is just ridiculous.' The best place to add it would be
- A at the end of paragraph 1
  - B at the end of paragraph 2
  - C at the end of paragraph 3
  - D at the end of paragraph 4

**Please go on to the next page**

Questions 16 to 20 are based on the following document.

### **Rail**

*Senior Railcard.* This costs £18 a year and entitles you to discounts of up to 34% on most rail services. You must be at least 60 and provide proof of your age when you apply.

*Disabled Person's Railcard.* This costs £14 a year and is not age-related. It entitles you, and a person accompanying you, to 34% off most rail journeys. You must be registered as blind or partially-sighted, suffer from epilepsy or be getting DSS means-tested benefits.

### **Coach**

*Senior Coachcard.* This costs £8 a year and entitles you to up to 30% off standard fares on any National Express coach. You must be at least 50.

### **Bus**

*Senior Citizen's County Bus Pass.* If you are 60 or over you can get a bus pass which allows travel at reduced rates on bus services. County bus passes are issued free of charge if you meet the age requirements.

### **Community Transport**

*Dial-A-Ride.* If you cannot use local public transport, perhaps because of your age or because it is not available, or if you can't drive because of your age or a disability, there are several Dial-A-Ride schemes. They are only available for people of the age of 65 and above.

You must pay for your journey. You can reduce the cost with a Senior Citizen's County Bus Pass.

16 The most suitable title for this leaflet is

- A 60 plus? Travel Free
- B 60 plus? Cheaper Travel for Older People
- C 60 plus? Community Transport
- D 60 plus? Money off Train Fares

17 Someone would be eligible for a Disabled Person's Railcard if they

- A paid 34% of the rail fare
- B were over the age of 50
- C paid £14 a year for the railcard
- D were getting DSS means-tested benefits

18 Which card costs the least?

- A Senior Railcard
- B Disabled Person's Railcard
- C Senior Coachcard
- D Senior Citizen's County Bus Pass

19 Dial-A-Ride is only available to people who

- A don't want to use local public transport
- B are 65 and have no local bus service
- C can't drive or don't have a car
- D are 60 years old and have a disability

20 Capital letters are used in the words 'Dial-A-Ride' because

- A it is the start of a new sentence
- B it is the name of a scheme
- C they make the words stand out
- D the words are all linked together

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

|   |  |   |
|---|--|---|
|   | 24 Watton Road<br>Knebworth<br>ST9 6FG |   |
| Dear Brian  |  |   |
| It was great to speak to you on the phone. I'm glad you're getting away. It's about time you had a really paeceful holiday. Here is the directions we spoke about. I thought I'd better send them before I forgot, you know what I'm like.  |  | line 1<br>line 2<br>line 3<br>line 4  |
| Walk down the B3254 to Porthtowan. The road bends to the left. Keep going for about half a mile. On the right you will pass a pub. It's called the Commodore Inn. Continue passed the pub and soon you'll see the place I mentioned. The Stone Circle consists of six tall granite pillars. They are about 2000 years old. They were brought on wooden rollers from a quarry twenty miles away. It's amazing to think of them being pulled across this countryside all those years ago. |  | line 5<br>line 6<br>line 7<br>line 8<br>line 9<br>line 10<br>line 11<br>line 12 |
| I'm sure you'll have a great time in cornwall. Don't forget to give me a ring when you get back. Give my love to Fran. That's all for now.  |  | line 13<br>line 14<br>line 15   |
| Bob   |  |   |

21 In which line did Bob make a grammatical error?

- A line 1
- B line 3
- C line 6
- D line 9

- 22 Which of these phrases from paragraph 2 contains a wrongly-used word?
- A The road bends to the left
  - B Keep going for about half a mile
  - C On the right you will pass a pub
  - D Continue passed the pub
- 23 Paragraph 2 could be split into two. The **best** place to start the new paragraph would be
- A Keep going for (line 6)
  - B It's called the (line 7)
  - C The Stone Circle (line 8)
  - D They were brought (line 10)
- 24 Which of the following words, as used in the document, should start with a capital letter?
- A road (line 5)
  - B pillars (line 9)
  - C quarry (line 10)
  - D cornwall (line 13)
- 25 In line 2 the word 'paeceful' is wrongly spelt. The correct spelling is
- A peacefull
  - B pieceful
  - C peaceful
  - D piecefull

Questions 26 to 30 are based on the following motor car insurance claim form.

| <h2>INS Insurance: Motor Accident Report</h2>   |  |  |
|---|--|--|
| <b>VEHICLE DETAILS:</b>   |  |  |
| <p><b><u>Your vehicle</u></b></p> <p>Owner's name      Jan Hayes<br/>           Driver's name    Jan Hayes<br/>           Address            14 Bank Road<br/>                                 Blackpool<br/>           Post Code        BP4 4KW<br/>           Tel. No.            01253 499612<br/>           Make and Model   Rover 218<br/>           Reg. No.            L934 VFN</p>  | <p><b><u>Other vehicle</u></b></p> <p>Owner's name      Ron Green<br/>           Driver's name     Ron Green<br/>           Address            61 Leeds Road<br/>                                 Skipton<br/>           Post Code        SK4 9CU<br/>           Tel. No.            01203 509365<br/>           Make and Model   Ford Focus<br/>           Reg. No.            G471 PCS</p> | <p>line 1<br/>line 2<br/>line 3<br/>line 4<br/>line 5<br/>line 6<br/>line 7<br/>line 8</p>   |
| <p>My friend, Jane Harman and I had come up the new dual carriageway. I was driving. We were just going onto the roundabout near Tesco, which is the last roundabout before the M63 Motorway.</p> <p><b>Driver Statement</b></p> <p>I had just driven onto the roundabout. There was a car on my outside. It was going round the roundabout and turning right. I wanted to go straight. The yellow car drove in front of me. I then crashed into his side.</p> <p>Signed: <i>Jan Hayes</i></p> <p><b>Independent Witness Statement</b></p> <p>It was windy but it had stopped raining. Both cars drove onto the roundabout at the same time. The driver of the yellow car wanted to go right. What really caused the accident was when he suddenly cut in front of the Rover. Mrs Hayes didn't have time to stop. She braked hard and skidded into the yellow car and smacked it right up.</p> <p>Signed: <i>Alan Rose</i></p> <p>21 Belsize Park Road<br/>London, NW2 14JD</p> <p>Were other witnesses present      If yes, tick box      <input type="checkbox"/></p> |  | <p>line 9<br/>line 10<br/>line 11<br/><br/>line 12<br/>line 13<br/>line 14<br/>line 15<br/><br/>line 16<br/><br/><br/>line 17<br/>line 18<br/>line 19<br/>line 20<br/>line 21<br/>line 22<br/><br/>line 23<br/><br/>line 24<br/>line 25<br/><br/>line 26</p> |

- 26 The **most** appropriate sub-heading to give the main point of lines 9 to 11 is
- A Time of accident
  - B Location of accident
  - C Distance from motorway
  - D Position of Tesco
- 27 The word 'Statement' in line 12 begins with a capital letter because it is
- A a very important part of the document
  - B followed by details of the crash
  - C part of a section title
  - D at the beginning of a separate section
- 28 Who was driving the yellow car?
- A Jan Hayes
  - B Ron Green
  - C Jane Harman
  - D Alan Rose
- 29 According to the independent witness, what happened immediately before the accident?
- A the wind was blowing but it was raining hard
  - B both cars went onto the roundabout at the same time
  - C the driver of the yellow car wanted to turn right
  - D the driver of the yellow car cut in front of the Rover
- 30 One of the writers has used a phrase that is more informal than the rest of the formal language in this document. The phrase is on
- A line 9
  - B line 15
  - C line 20
  - D line 22

Questions 31 to 35 are based on the following document.

Fire Officers and police are investigating an explosion that reduced a restaurant and several shops to rubble. One unidentified man was taken to Jubilee Hospital in Park Street after the blast, which involved gas or flammable materials and which is being treated as suspicious.

Emergency services arrived at the Hina Restaurant in Princes Street at 3:30am. The restaurant, a plumbers' merchants, J Grimshaw Ltd and Cooper's Turf Accountants on the other side of the road collapsed in the blast. Smith's Store, at the corner of Princes Street and Byron Street, was also badly damaged and may have to be pulled down. However, other buildings in Byron Road such as the Post Office, Spice Tandoori and St Wilfred's School escaped severe damage.

The explosion closed Princes Street and Byron Street for eight hours. Representatives of damaged properties were called to the scene. Among them were Jane Harris of Grimshaw's, Samira Jumblat from the Post Office, headteacher Carol Charlton, Mary Robinson from the turf accountants and Naseer Sajid of Spice Tandoori. Mr Sajid said: "The fire brigade was fabulous. I live just round the corner but the firefighters were here before me."

- 31 This document is **most** likely to appear in
- A an insurance claim form for fire damage
  - B a newspaper dealing with local news
  - C a letter of thanks to the fire brigade
  - D a police memo about the explosion
- 32 In paragraph 1, what was 'suspicious'?
- A the restaurant
  - B the unidentified man
  - C the blast
  - D the flammable materials

- 33 Which of these places is in Princes Street?
- A St Wilfred's School
  - B the Post Office
  - C Jubilee Hospital
  - D Cooper's Turf Accountants
- 34 Which person from the plumbers' merchants did the police call to the scene?
- A Naseer Sajid
  - B Carol Charlton
  - C Mary Robinson
  - D Jane Harris
- 35 The **most** suitable heading for the document would be
- A Explosion rips through restaurant and shops
  - B Post Office to be pulled down
  - C Unidentified man taken to Jubilee Hospital
  - D 'Fire brigade fabulous,' says headteacher

Questions 36 to 40 are based on the following advert for a dating service.

## Phone-a-Friend

Phone us!

0845 6774 4150 to learn about dating

0800 138 8234 to place your free advert

0906 600 6477 to hear responses

0906 751 7734 to hear the latest adverts

0800 136 7635 to hear other messages

How to use Phone-a-Friend

- 1 You will hear an introduction to Phone-a-Friend.
- 2 You will be told about our new mobile service.
- 3 You will be asked to leave a message for callers to your voice box.
- 4 You will be given your voice box number.
- 5 Your advert will appear in our paper, website and phone dating service.

### Some new adverts

#### WOMEN for MEN

**Mel** good-looking blonde, 35, non-smoker is looking for tall, handsome man, 30 to 35 to share her life with; must be vegetarian.

**Voice Box 5948**

**Hazel** attractive single mum, smoker, 45, fun-loving lady, would like to meet amusing gentleman for wining and dining.

**Voice Box 9161**

**Nicola** 5ft 2ins, 24, slim redhead who hates sports, would like to meet handsome man, 20 to 30, for friendship and nights out.

**Voice Box 3754**

#### MEN for WOMEN

**Mark** 33, 5ft 4ins, blue eyes, fit, slim, likes walking, football and jogging, seeks fun-loving female 18 to 25, for friendship.

**Voice Box 4912**

**Cas** outgoing Asian man, 38, into opera, dance and drama would like company at events of mutual interest.

**Voice Box 2710**

**Sam** 34, doesn't eat meat, 6ft, good-looking, wants attractive lady non-smoker of similar age for long-term relationship.

**Voice Box 2851**

- 36 Which number should advertisers call to advertise in Phone-a-Friend?
- A 0845 6774 4150
  - B 0800 136 7635
  - C 0906 600 6477
  - D 0800 138 8234
- 37 In the section 'How to use Phone-a-Friend', why are the sentences numbered?
- A to draw attention to the new mobile phone dating service
  - B to explain Phone-a-Friend dating to new readers
  - C to show step by step what will happen when you phone
  - D to make the advert look neat, tidy and attractive
- 38 Voice Box 2710 is looking for someone to
- A go to the theatre with
  - B play sports with
  - C share his life with
  - D wine and dine with
- 39 From the information in the advert, which of these words best describes Mark?
- A stylish
  - B shy
  - C fun-loving
  - D active
- 40 From the information in the adverts, which two people have most in common?
- A Hazel and Cas
  - B Mel and Sam
  - C Nicola and Mark
  - D Nicola and Cas

**End of test**