

**Key skills communication
Adult literacy
Level 1**

Practice Test Paper K

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 draft letter which has not yet been proof read.

	K S Sports 20-23 West Gate Street Chester CH2 4AZ Tel: 44012 700243 8 October 2001	
Mrs D Davis 12 Lawn Mews Chester CH1 5BY		
Dear Mrs Davis		
Thank you for your letter of 5 October. It is very reassuring to know that the staff at K S Sports are so helpful.		line 1 line 2
I passed on your thanks at our last meeting the staff were pleased that you took the time to recognise their hard work. They were glad to be able to help you.		line 3 line 4
I hope that your young son, John, puts the football trainers and socks to good use.		line 5
We trust you will consider our store when he needs a new soccer kit.		line 6
I look forward to your continued custom.		line 7
Yours sincerely		line 8
Dave Rogers		line 9
Manager		line 10

1 There is a word used incorrectly on

- A line 1
- B line 4
- C line 5
- D line 7

2 A full stop and capital letter have been missed out on

- A line 1
- B line 2
- C line 3
- D line 6

3 There is a spelling mistake on

- A line 1
- B line 6
- C line 7
- D line 8

4 What is the name of the person writing this letter?

- A K S Sports
- B J Davis
- C D Davis
- D D Rogers

5 The letter pleased staff at K S Sports because it

- A took the time to recognise their hard work
- B requested a new soccer kit from them
- C looked forward to their continued custom
- D talked about their football trainers and socks

Questions 6 to 9 are based on this draft document.

What's On 2003			
General events for 2003 are listed below. However, the free monthly What's On guide provides up-to-the minute information about events in the area and may be picked up from the Tourist Information Centre.			
Date	Event	Venue	Free
17 th , 19 th -24 th February	Clitheroe Operatic & Dramatic Society- Mack & Mabel	Clitheroe Parish Church	no
23 rd -25 th February	Stonyhurst Antique Fair	Stonyhurst College, Hurst Green	yes
28 th May	Clitheroe Town Criers Competition	Clitheroe Castle Gates	yes
2 nd -3 rd June	Slaidburn Steam Rally	Slaidburn	no
7 th -17 th June	Mystery Plays	Whalley Abbey	no
8 th -10 th June	Great Days of Folk	Various venues around Clitheroe	no
17 th -23 rd June	International Piano Festival	Centeneries Theatre, Stonyhurst College	no
4 th -8 th July	Ribchester Festival of Music & Arts	Ribchester	no
7 th July	Goosnargh & Longridge Show	Longridge Showground	no
18 th -19 th August	Ribble Valley Vintage Club Rally	Various	no
27 th August	Chipping Agricultural Show	Chipping Showground	no
8 th September	Hodder Valley Agricultural Show	Newton	no
26 th -28 th October	Stonyhurst Antique Fair	Stonyhurst College	yes
All information correct at time of going to print. Further details about any of the above events available from Clitheroe Tourist Information Centre – Tel 02200 425566			

6 The tourist guide shows that there will be an agricultural show in which of the following places?

- A Clitheroe
- B Slaidburn
- C Stonyhurst
- D Chipping

7 According to the document, there is no charge to

- A go to antique fairs
- B watch mystery plays
- C see Mack and Mabel
- D go to a steam rally

8 The tourist guide says that, in June, visitors can

- A hear town criers competing
- B listen to a piano festival
- C visit a vintage club rally
- D go to an agricultural show

9 The document says that antique fairs are held in

- A June and August
- B February and July
- C August and September
- D February and October

Questions 10 to 14 are based on the following draft document.

From: <u>S.Ahmed@oel.ac.uk</u> Date: 4.12.00 To: <u>J.Murphy@oel.ac.uk</u> Subject: Paula's leaving	
John	line 1
We're meeting today briefly at 3.00 to discuss Paula's leaving party. Can you make it? We need to decide what present to get her. We don't want to spend too much, but at the same time we want to buy her something memorable have you any ideas to bring to the meeting? We will meet in Tom's office.	line 2 line 3 line 4 line 5
Sajid	line 6

10 This document is **best** described as

- A an instruction to organise a meeting
- B a message about a meeting taking place
- C a report of a meeting
- D invitation to a leaving party

11 The person organising the meeting is

- A Paula
- B John
- C Sajid
- D Tom

12 A word that could **best** replace 'memorable' in line 4 is

- A expensive
- B nice
- C unforgettable
- D unusual

13 There is a word used incorrectly on

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

14 The writer has forgotten to use a full stop and a capital letter on

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

Questions 15 to 19 are based on the following documents.

Box 1

Fridge, 2 year old 'Solway' fridge. Freezer section. Must be collected. **£15.**

Table and 4 chairs, Kitchen set. Ideal for a small flat. Can be delivered. **£10.**

Wardrobe, Single size. Wooden. Has a mirror on the door. Must be collected. Matching drawers are available – same price. **£12.**

Carpet, 4 metres square. Light blue. Suitable for a wooden floor. Must be collected. **£14.**

Dining table, 2 metres long/1 metre wide. Wooden. Too big for new flat. Must be collected. Six matching chairs available – £10 each. **£18.**

Double bed, 'Silent Sleep', 4 years old. Good condition. Will deliver. **£18.**

Box 2

To: S.Price
From: J. Hamlyn
Date: 1/ 5/ 02
Subject: Office furnishings

The carpet in last night's paper sounds just right for this office. Ring up about it. We'll work out wear to put it while we get rid of the old one.

You were clever to spot it.

Well done!

15 Which item is suitable for a small flat?

- A the dining table
- B the wardrobe
- C the kitchen table and chairs
- D the double bed

16 According to the list of items for sale, which of these can be delivered?

- A the double bed
- B the dining table
- C the fridge
- D the wardrobe

17 According to the advert, which item is in good condition?

- A the Solway fridge
- B the kitchen set
- C the dining table
- D the double bed

18 The document in Box 2 is a

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

19 The word used incorrectly in Box 2 is

- A wear
- B right
- C were
- D well

Questions 20 to 23 are based on the following draft document.

<p>Parent Teacher Association Weston Road School Weston Road London N8 4MT</p>	
<p>Dear Parents and Carers,</p>	
<p>Now branded ‘the coolest school in England’ by national radio, we are famous after last Saturday’s Spring Fair. Who would have thought Crouch End’s own pop stars would have joined in the children’s concert!</p>	<p>line 1 line 2 line 3</p>
<p>It was a fantastic day – maybe a bit too much sunshine could be the only complaint! A big thank you to everyone who contributed to making the day an enormous success.</p>	<p>line 4 line 5</p>
<p>Our next meeting will be next Tuesday May 21st 7.45 in the school and we will be discussing our next event – the summer disco.</p>	<p>line 6 line 7</p>
<p>Yours faithfully, Katie Limmer</p>	<p>line 8 line 9</p>
<p>Parent Teacher Association Committee Secretary</p>	<p>line 10</p>

20 This document is presented as a

- A letter of complaint
- B thank you letter
- C formal letter of invitation
- D report on fund raising

21 The committee is now planning to organise a

- A spring fair
- B summer disco
- C radio programme
- D children's concert

22 Which piece of information has been left out?

- A the name of the writer
- B who the document is for
- C the date it was written
- D the address to reply to

23 There is a spelling mistake in the document. It is in

- A line 3
- B line 4
- C line 5
- D line 7

Questions 24 to 26 are based on the following information:

SCREENWORLD SOUTHBURY CORNER
(JUNCTION OF A10 AND SOUTHFIELD ROAD, ENFIELD)

FRIDAY 9 MARCH TO THURSDAY 15 MARCH

DELUXE SCREEN	HANNIBAL (18)	8.30 pm*
WEDNESDAY SPECIAL	SMALL TIME CROOKS (PG)	2.55pm, 7.30pm
BOLLYWOOD CINEMA: (THE INDIAN FILM SEASON)	OFFICER (15)	4.00pm#, 9.40pm#
NOMINATED FOR 5 ACADEMY AWARDS	TRAFFIC (18)	6.10pm, 9.15pm daily
MOVIES FOR JUNIORS	DIGIMON (U)	Saturday 10.00 am

#Fri & Sat only
* Sun only

Please note the following classifications. The cinema takes no responsibility if these are not followed:

U Film suitable for everyone
PG Film suitable for children with parental guidance
18 Film only suitable for adults

24 The **main** purpose of this text is to

- A explain which films are showing
- B persuade people to watch a film
- C say which films are best
- D show how to get to the cinema

25 The film 'Traffic'

- A could receive several awards
- B is a film about small time crooks
- C can be seen on Friday 16th at 6.10pm
- D is part of the Indian film season

26 The number in brackets after 'Hannibal' tells the reader

- A how many seats are available
- B the price of cinema seats
- C the minimum age of the viewer
- D how often the film is shown

Please go on to next page

Questions 27 to 31 are based on the following document.

SENSIBLE DRINKING	
	line 1
A sensible drinking limit is up to 21 units a week for men and up to 14 units a week for women. The difference is because women's bodies are usually smaller than men's and contain more fat and less water. Alcohol stays in a woman's body longer and becomes more concentrated, so the liver is more likely to be damaged by alcohol.	line 2 line 3 line 4 line 5 line 6
Young people should not drink alcohol at all. Elderly people are more at risk and should drink less. Drinking more than the units allowed puts you at risk. You could damage your liver, heart and nervous system if you're driving, using equipment, taking medicine or are pregnant, then even one or too drinks are too much.	line 7 line 8 line 9 line 10 line 11

27 According to the document, compared with men, women's bodies contain less

- A water
- B fat
- C alcohol
- D liver

28 According to the document, elderly people should drink less alcohol because

- A alcohol stays in their bodies longer
- B they are at greater risk
- C their bodies are smaller
- D their bodies contain more fat

29 A full stop and a capital letter are missing from

- A line 2
- B line 3
- C line 5
- D line 9

30 There is a spelling error in the document. It is on

- A line 3
- B line 7
- C line 8
- D line 9

31 Which word has been used incorrectly in this article?

- A to (line 2)
- B to (line 6)
- C too(line 10)
- D too (line 11)

Questions 32 to 35 are based on this document.

SUNLIGHT VILLAGE THEATRE

Presenting future shows:

ALLO, ALLO

A smash-hit comedy

Thursday 10 - Saturday 12 May at 7.30pm

Ticket Prices £4 (Children & OAPs £3)

FRANKENSTEIN

A dark tale of man playing God

Tuesday 29 May at 7.15pm

Ticket Prices £6 (Children & OAPs £5)

DR BONDINI

A magic spectacular for all the family

Saturday 2 June at 7pm

Ticket Prices £9 (Children & OAPs £8)

WEST SIDE STORY

A musical feast for all the family

Thursday 21, Friday 22 and Saturday 23 June at 7.30pm

Ticket Price £7

THE SQUADDIES

A tale of life in the wartime RAF

Sunday 22 July at 7pm

Ticket Prices £10 (Children & OAPs £9)

To book - telephone the ticket hotline on 5101 456 7898

32 A magician is performing at the Sunlight Village Theatre on

- A Thursday 10 May at 7.30pm
- B Tuesday 29 May at 7.15pm
- C Saturday 2 June at 7pm
- D Friday June 2 at 7.30pm

33 The leaflet suggests *West Side Story* is a

- A suitable for a family that enjoys music
- B tale of life in the wartime RAF
- C dark tale of man playing God
- D magical spectacular for all the family

34 According to the leaflet, which show has only one ticket price?

- A *The Squaddies*
- B *West Side Story*
- C *Dr Bondini*
- D *Allo, Allo*

35 What is the price of a children's ticket for *The Squaddies*?

- A £3
- B £5
- C £8
- D £9

Questions 36 to 37 are based on the following document.

LEMON COUGH SYRUP

FOR THE TREATMENT OF MILD COUGHS

INSTRUCTIONS FOR USE

- Adults: Two 5ml teaspoons up to four times daily as required
- Children (6-12 years): One 5 ml teaspoon up to four times daily
- Not recommended for children under 6 years of age
- May be taken in warm water if required
- Consult your doctor if the cough lasts for more than 2 days
- DO NOT EXCEED THE STATED DOSE

36 How many teaspoons of cough syrup should be given to a 10 year old child at any one time?

- A** one
- B** four
- C** five
- D** six

37 The instructions say that the cough syrup

- A** ought to be taken with warm water
- B** may not be taken with warm water
- C** should be taken with warm water
- D** could be taken with warm water

Questions 38 to 40 are based on the following draft document.

KIDS' LONDON	
The best guide to London for kids – what to see, what to do and where to find it!	line 1 line 2
Look out for these cool activities for kids:	line 3
<ul style="list-style-type: none">• Keep an eye out for Her Majesty the queen as you tour Buckingham Palace.• Brave the mummies' curse at the British Museum.• Ride on the top of a red London bus.• Feed the pigeons in Trafalgar Square.• Phone a friend from a red phone box.• Teddy bears, dolls, racing cars and model trains can all be found at the world-famous Hamley's toy shop.• See the Lord Mayor's Coach at the Museum of London.• Take a cruise on the River Thames to see London's skyline.	line 4 line 5 line 6 line 7 line 8 line 9 line 10 line 11 line 12 line 13
Whatever you do, wherever you go, enjoy the sights of Britain's capital city.	line 14 line 15

38 According to the document, at the Museum of London you can

- A find racing cars
- B see the River Thames
- C brave the mummies' curse
- D see the Lord Mayor's coach

39 There is a spelling mistake on

- A line 3
- B line 9
- C line 10
- D line 14

40 In which of these sentences has a capital letter been left out where it is needed?

- A Feed the pigeons in Trafalgar Square.
- B Keep an eye out for Her Majesty the queen.
- C Phone a friend from a red phone box.
- D Take a cruise on the River Thames to see London's skyline.

End of test