

**Key skills communication  
Adult literacy  
Level 2**

**Practice Test Paper K**

**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 information.**

Tariq arrives at work at 9:00 am on Monday morning to find these notes from his boss

Tariq

I can't come in to the office today. My son is ill, but hopefully I'll be back tomorrow. I need you to deal with the following –

1. Collect the new sales brochure from Marketing and send a copy to Ms S Dohl at Maffey and Stout – address is in the file – usual letter welcoming her order etc.
2. Phone John Cotter in Accounts and cancel my appointment with him – I think it was 9.30 today – apologise and ask if he can see me on Thursday at 9.30.
3. Book lunch for myself and 2 guests at that new restaurant in the High St – Fentons, I think it's called – for 12.30 this Friday. I hear they serve good food at reasonable prices. Make sure we are seated in the non-smoking area. Also, one of my guests is a vegetarian and the other is a wheelchair user.
4. Write to the four candidates we decided to interview for the trainee designer's job – Mr Green, Ms Foster, Mr Badin and Miss Ohmaya.

The interviews will be on Monday (2 weeks from today). I want them to be here at 9.00 am for a short introductory talk and you can show them around. The formal interviews will start at 9.30 and each should last about half an hour ie the second interview will be at 10.00, the third at 10.30 and the last at 11.00. I'll see the candidates in alphabetical order ie Mr Badin first. Make sure you send them each a map so they can find us! We should be able to make a decision on the day. All four look promising although Miss Ohmaya doesn't have much experience.

I think that's it! See you tomorrow.

**1 Which item should Tariq deal with first?**

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

- 2 Tariq writes to Ms Dohl as instructed. This letter begins 'Dear Ms Dohl'. How should it end?
- A Yours faithfully
  - B Yours Faithfully
  - C Yours sincerely
  - D Yours Sincerely
- 3 Tariq telephones Fentons to book lunch. Which of the following would it **not** be accurate to say?
- A One guest eats only vegetarian food
  - B Lunch booking is for 12.30 this Friday
  - C Access for a wheelchair is required
  - D They will sit in the smoking area
- 4 At what time will Ms Foster be interviewed?
- A 11.00
  - B 10.30
  - C 10.00
  - D 9.30
- 5 In Tariq's letter inviting Miss Ohmaya to her interview, which item of information should he **not** include?
- A She is comparatively inexperienced for this job
  - B The time of her interview and how long it should take
  - C She should arrive at 9.00 for a brief talk and tour
  - D A map of the area giving directions to the company

Questions 6 to 10 are based on the following document.

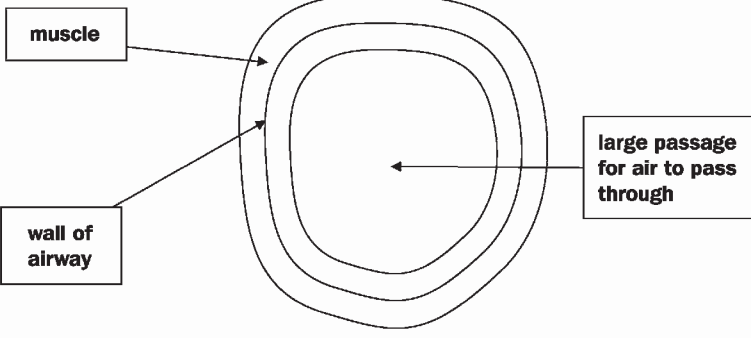
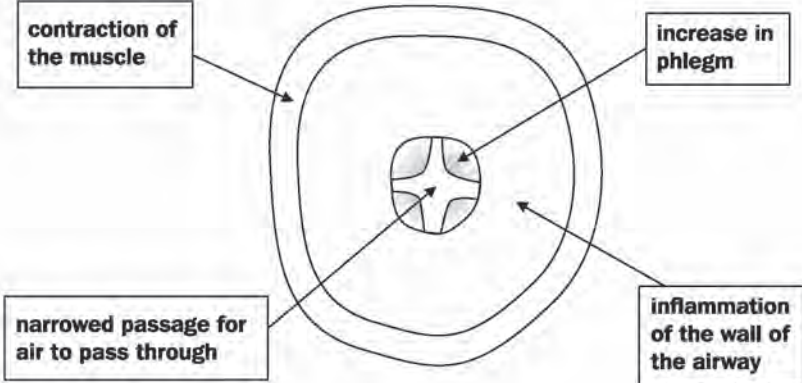
<b>Aromatherapy</b>	line 1
Some people use aromatherapy to help them relax, but few people know what it is or how it works. Aromatherapy involves the use of aromatic plant extracts and oils in massage. These oils are known as essential oils and are very potent.	line 2 line 3 line 4 line 5
An essential oil is a delicate fluid which forms the fragrance of a plant or flower. It can be stored in the stem, leaves, roots or bark, depending on the plant. Although called oil, it doesn't actually feel like oil, but is a highly scented and an extremely potent liquid.	line 6 line 7 line 8 line 9
The powerful aroma of essential oils is said to affect the way we feel. Experts say the reason for this is that their aroma is 'transported' from nerve cells in the nose to the part of the brain that is concerned with emotion. Therefore, different oils are often used to help relieve anxiety and stress, and to lift depression.	line 10 line 11 line 12 line 13 line 14
Essential oils are antiseptic and help the skin to heal faster. Lavender is said to be excellent for treating acne, boils, burns and eczema, whereas Tea Tree oil is good for spots, pimples and insect bites.	line 15 line 16 line 17
You need to smell pure undiluted essential oils to appreciate their potency but they should never be applied neat. Eucalyptus and Peppermint, for instance, can irritate the skin if applied undiluted.	line 18 line 19 line 20

6 The passage does **not** claim that aromatherapy can

- A treat some skin problems
- B help people to relax
- C make people smell nice
- D make people less depressed

- 7 Another word for 'aroma' in line 10 is
- A feel
  - B taste
  - C scent
  - D sight
- 8 According to the document a bite from a mosquito would be **best** treated by
- A Lavender oil
  - B Eucalyptus oil
  - C Peppermint oil
  - D Tea Tree oil
- 9 Eucalyptus oil applied to the skin neat is likely to
- A help the skin to heal faster
  - B help relieve anxiety and stress
  - C cause irritation to the skin
  - D cure spots, burns and boils
- 10 'Potent' is used twice in the passage (on line 5 and line 9). It means
- A important
  - B strong
  - C valuable
  - D expensive

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

<b>ASTHMA</b>	
<p>Asthma is a common disease which affects about one in ten children and one in twenty adults. It can occur for the first time at any age. It can disappear completely during the teenage years but about 50 per cent of children with asthma cannot be cured although it can be kept under control. Most people with asthma can live normally as long as they are receiving proper treatment.</p> <p>Our lungs are very important. When we breathe in they extract oxygen from the air and when we breathe out they remove unwanted carbon dioxide. The air travels to and from the lungs via the bronchial tubes. People with asthma have bronchial tubes which contract, ___making it more difficult for them to breathe in and out. Phlegm is also produced, making the chest feel congested. As a result, asthmatics get symptoms of wheezing and shortness of breath.</p>	<p>line 1 line 2 line 3 line 4 line 5 line 6</p> <p>line 7 line 8 line 9 line 10 line 11 line 12 line 13 line 14</p>
<p><b>Figure 1: Cross section of normal airways</b></p>	
 <p>The diagram shows a cross-section of a normal airway. It consists of three concentric layers: an innermost oval-shaped central passage, a middle layer representing the wall of the airway, and an outermost layer representing the muscle. Arrows point from labels to these components: 'muscle' points to the outer layer, 'wall of airway' points to the middle layer, and 'large passage for air to pass through' points to the central passage.</p>	
<p><b>Figure 2: Cross section of the contracted airways of a person with asthma</b></p>	
 <p>The diagram shows a cross-section of a contracted airway in a person with asthma. The central passage is significantly narrowed compared to Figure 1. The wall of the airway is thicker, and the muscle layer is contracted, further narrowing the passage. There is also an accumulation of phlegm in the center. Arrows point from labels to these features: 'contraction of the muscle' points to the outer layer, 'increase in phlegm' points to the central area, 'inflammation of the wall of the airway' points to the thickened middle layer, and 'narrowed passage for air to pass through' points to the small central opening.</p>	

- 11 According to the document, which of the following statements is correct?
- A Children with asthma can rarely lead a normal life.
  - B Asthma can be cured given the proper treatment.
  - C An adult with asthma will have had asthma as a child.
  - D People with asthma often have breathing problems.
- 12 The word 'contract' as used on line 11 in the document means
- A legal agreement
  - B become smaller
  - C expand
  - D elongate
- 13 Which word **best** fits the gap in line 11?
- A however
  - B thus
  - C nevertheless
  - D although
- 14 Which of the following is shown by Figures 1 and 2?
- A Our lungs are used to extract oxygen from the air.
  - B Air travels to the lungs through our bronchial tubes.
  - C The air passage of an asthmatic becomes narrower.
  - D The wall of a normal airway is larger and inflamed.
- 15 Figure 1 and Figure 2 can **best** be described as
- A pictures
  - B tables
  - C diagrams
  - D charts

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

<b>BOX Y</b>	
According to the Royal Society for the Prevention of Accidents, more than 1,000 people in the U.K. are injured by barbecues every year.	line 1 line 2
The West Midlands Fire Service has issued a series of warnings on how to enjoy the sunshine without being hurt.	line 3 line 4
<b>BOX Z</b>	
<ul style="list-style-type: none"><li>• Keep young children away from the barbecue.</li><li>• Only use approved lighter fuels; do not use petrol.</li><li>• Light your barbecue an hour before you commence cooking.</li><li>• Do not use too much charcoal.</li><li>• Never pour oil on food while cooking; take care with fatty foods.</li><li>• Try not to drink too much whilst cooking.</li><li>• Never pour petrol on the charcoal to re-ignite it.</li><li>• After cooking extinguish the burning coals and then leave the barbecue to stand for about three hours before checking that the fire is completely out.</li></ul>	line 5 line 6 line 7 line 8 line 9 line 10 line 11 line 12 line 13

16 There should be a headline for this article in BOX Y. Which would be the **most** suitable?

- A Barbecues Kill 1000 People Each Year
- B Stay Away from Garden Barbecues
- C Best to Enjoy Barbecues in the Sunshine
- D Barbecues: Better Safe than Sorry

17 There should be a sub-heading in BOX Z. Which would be the **most** suitable?

- A Safety Guidelines
- B Important Information
- C Legal Warnings
- D Protection Policy

18 There is a spelling mistake on

- A line 3
- B line 6
- C line 10
- D line 13

19 The words 're-ignite it' in line 11 could be replaced with

- A start it up
- B increase the heat
- C refresh the fire
- D light it again

20 Look again at the last bullet point (lines 12-13). There should be a comma after the word

- A cooking
- B then
- C stand
- D hours

Questions 21 to 24 are based on the following document.


**Getting into good habits**

*Diet tips*

*During the teenage years, growing puts great demands on your body. Eating well helps to supply your body with the nutrients you need.*

**DO** enjoy plenty of bread, rice, breakfast cereals and pasta.  
**DO** eat plenty of fruit and vegetables, including potatoes.  
**DO** try low fat milk, cheese and yoghurt. Milk and dairy products are our best source of calcium. Other sources include tofu, sesame seeds, sardines, salmon, soy beans and green vegetables.  
**DO** try to eat protein foods such as fish, meat, nuts, beans and green vegetables. Foods such as tomatoes and citrus fruit help us absorb iron.  
**EAT REGULARLY:** Don't miss out meals. If you don't have time for a full meal try a snack of cheese, fruit, nuts or a baked potato.  
**VEGETARIAN DIETS:** Eating eggs and dairy products helps to minimise the risk of vitamin and mineral deficiencies.  
**SNACK FOODS:** As part of a varied diet, eating chocolate, crisps and fast foods is not a problem but do not overdo them. Make sure you have a healthy balance of food in your diet. Remember – no food is inherently good or bad.

*Diet tips*



**YOUR WEIGHT:** It is better to exercise than go on a diet. Simply walking for twenty minutes every day, swimming or playing team sports will make you fitter and healthier. It is not a good idea to start a severe diet without first consulting your doctor.

21 Which of the following is a source of calcium?

- A bananas
- B pasta
- C cheese
- D cod

22 Which of the following is a good source of protein?

- A milk
- B bread
- C nuts
- D tomatoes

23 What point suggested by the document is supported by the image?

- A You should not eat snacks between meals.
- B Eating between meals does not make you fat.
- C You should always have a drink with your meal.
- D Fruit is a healthier snack than fast foods.

24 There are many ways to lose weight. According to the leaflet, what should be avoided?

- A Going on a strict diet without seeing a doctor.
- B Playing team sports such as hockey and football.
- C Exercising every day at the local leisure centre.
- D Walking for about half an hour every day.

Questions 25 to 29 are based on the following draft document.

<b>LOST PROPERTY</b>	line 1
Somewhere in your school, probably in the secretary's office, there	line 2
is a cupboard marked Lost Property. It's full of horrible things, like	line 3
2,000 year-old gym shorts, matchboxes full of dead beetles, a	line 4
million smelly old socks that no one has ever claimed, footballs with	line 5
punctures, handkerchiefs with all kinds of disgusting things in them,	line 6
worms and bicycle pumps that don't work.	line 7
The mysterious thing about this cupboard is you'll never find	line 8
anything you loose in it. Nice things, like your high-top trainers, your	line 9
pen that writes with gold ink, your potato pellet gun or your Die Hard	line 10
2 video never, ever end up in the lost property cupboard, neither	line 11
does your lost maths homework or your DTP project work. Where	line 12
do they go? No one knows, not even the police. This is a scandal	line 13
and something should be done about it.	line 14

25 The purpose of this document is to

- A educate
- B explain
- C examine
- D entertain

26 The **main** point made in the second paragraph is

- A you will never find anything you have lost in the lost property cupboard
- B only items such as potato pellet guns can be found in the lost property cupboard
- C if you have lost your homework it could be in the lost property cupboard
- D the lost property cupboard is usually found in the school secretary's office

27 There is a spelling mistake on

- A line 5
- B line 9
- C line 11
- D line 13

28 The word 'scandal' as used in the document on line 13 means

- A disappointment
- B disturbance
- C disagreement
- D disgrace

29 This document is **best** described as a

- A letter of complaint
- B short article
- C business report
- D school memorandum

Questions 30 to 33 are based on the following document.

### WHAT'S ON?

BRIDGET JONES'S DIARY (15) Romantic comedy starring Renee Zellweger as the confidence - lacking British girl who finds romance. \* \* \* \*

THE CONTENDER (15) Brilliant political thriller about a woman up for Vice President, starring Gary Oldman, Jeff Bridges and Joan Allen. \* \* \* \*

EXIT WOUNDS (18) Steven Seagal returns as a failing cop. Muddled plot and ultra violent. \*

I'M ALRIGHT JACK (U) Ian Carmichael, Peter Sellers and Irene Handl in a hilarious comedy about the stupidity of class war. \* \* \* \*

RUGRATS IN PARIS (U) Adventures in Paris that will offer more for parents than Pokemon. \* \*

SPY KIDS (U) Family friendly, James Bond meets Willy Wonka action adventure. \* \* \* \*

THE TAILOR OF PANAMA (15) Uncomfortable adaptation of John le Carre's spy novel, even though the locations are great. \* \*

VALENTINE (18) Serial killer movie, chilling start, but grows increasingly silly and predictable. \* \*

THE WEDDING PLANNER (12) Comedy with wedding organiser Jennifer Lopez finding that love does not run smoothly. \* \* \*

\* Terrible      \* \* Bearable      \* \* \* Enjoyable      \* \* \* \* Excellent

30 Which of the following films is **most** highly recommended?

- A Rugsrats in Paris
- B The Wedding Planner
- C Exit Wounds
- D Spy Kids

31 Which of the following actresses stars in a serious role?

- A Renee Zellweger
- B Joan Allen
- C Irene Handl
- D Jennifer Lopez

32 Which of the following **best** describes the nature of the writing?

- A fact
- B fiction
- C opinion
- D advice

33 Which film is said to become worse as it progresses?

- A The Tailor of Panama
- B Valentine
- C Rugrats in Paris
- D Spy Kids

Questions 34 to 35 are based on the following document.

**E DEN PROJECT**



**It is already being called the 8th wonder of the world. 500,000 visited in 2000 - just to see it being built. It is home to the world's largest greenhouses. The Eden Project opened in 2001.**

**What is Eden?**

An unforgettable experience in an epic location, Eden will be a gateway into the fascinating world of plants and people as well as a vibrant reminder of how we need each other for our mutual survival.

**A showcase ...**

Eden will draw together and provide a platform for the many individuals and organisations that share its vision. We will showcase examples of good practice in the commercial, scientific, environmental and educational fields.

**And finally ...**

Wherever you are in the world you will instantly recognise this spectacular place with its stunning architecture and breathtaking living plant collection as the Eden Project, Cornwall, UK.


34 The document suggests that one of the aims of the Eden Project is to

- A publicise their visitor figures
- B provide good examples of helping the environment
- C become the Eighth Wonder of the World
- D build the world's largest greenhouse

35 Which of the following sentences about the Eden Project is an example of persuasive writing?

- A 500,000 people visited in 2000 to see it being built.
- B It is home to the world's largest greenhouses.
- C The Eden Project opened in 2001.
- D Eden is an unforgettable experience in an epic location.

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

FEEDING YOUR BABY - 6 TO 12 MONTHS	
	
<p>Try not to get tense at mealtimes. The most important rule of all is not to pit your will against the baby's. In the end there is no way you can force babies to take food and you should never reach that point. Even if you are worried that your baby isn't taking enough food, they will be really. Children will always eat if they are hungry, and will always eat to satisfy their needs.</p>	line 1 line 2 line 3 line 4 line 5
<p>Think in the long-term don't think of your baby's nutritional intake as what has been eaten that day but rather what has been eaten that week, and try to balance it out in that time scale. You should take your lead from your baby. Regardless of what some baby books say about nutrition your baby doesn't have to have every kind of food at each meal. Try to let go of the urge to control your baby's diet and not to think that being a good parent means that there has to be "good" food at every meal.</p>	line 6 line 7 line 8 line 9 line 10 line 11
<p>Your baby won't need more than one or two big meals a day. In between times, simply provide a snack. Don't confine eating to meal times; with a stubborn baby they will become pitched battle grounds. Be prepared to bend a little and supplement a small meal with a snack later on. If you argue with your baby about food, the baby will become upset and mealtimes will become unpleasant. Your baby will come to associate unhappiness with mealtimes and this will only make feeding difficult.</p>	line 12 line 13 line 14 line 15 line 16 line 17

36 The purpose of this document is to

- A compare how healthy and unhealthy babies eat
- B give parents strict guidelines for feeding a baby
- C provide reassurance and advice for parents
- D explain how parents can make babies eat more

37 According to this document, it is important when feeding a baby to

- A stay calm and be flexible
- B keep to a regular routine
- C prepare large meals
- D give plenty of snacks

38 Another word which could be used instead of 'associate' (line 17) is

- A like
- B link
- C require
- D reject

39 There is a spelling mistake on

- A line 13
- B line 14
- C line 15
- D line 16

40 There is a punctuation mark missing on

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

**End of test**