

**Key skills communication  
Adult literacy  
Level 1**

**Practice Test Paper I**

**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 this document.

## What to do if you have a new puppy



### Early days

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

### Feeding

- Introduce any new food to the puppy gradually.
- Dry food is ideal and can be given freely up to six months.
- Moisten dry food with water, not cows' milk.
- Tinned food can be given four times a day up to 12 weeks and three times a day up to 36 weeks. After this only two meals a day are needed. Do not feed it bones.
- Give your puppy fresh water at all times.

### Health care after the first few weeks

- Take the puppy to a vet for a health check.
- The vet will advise on treatment for worms.
- The vet will give an injection against flu and other dog illnesses and check the puppy for fleas.
- Monitor the puppy's weight. If it's too thin take it to the vet.

line 1

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line 19

line 20

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

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

- 2 When can you start giving your puppy only two meals a day?
- A within the first twelve months
  - B after three months
  - C after thirty six weeks
  - D during the first few days
- 3 Which of these should **not** be given to puppies?
- A tinned food
  - B water
  - C injections
  - D bones
- 4 Without changing the meaning, the word "monitor" on line 20 could **best** be replaced with
- A revise
  - B weigh
  - C check
  - D read
- 5 The **main** purpose of this document is to
- A persuade owners to feed dry food to their dogs
  - B advise people on how to care for a new puppy
  - C warn owners of the dangers of dog illnesses
  - D instruct people on how to check their puppy's health

Questions 6 to 10 are based on this draft document.

<b>DÉCOR LADIES</b> All female Painting and DIY Team	line 1 line 2
Is your bedroom looking tired and shabby?	line 3
Is your paintwork chipped and faded?	line 4
Does your wallpaper go back to the 70's?	line 5
Are you just too busy for those DIY decerating jobs.	line 6
No jobs, from curtains to stencils, is too small for us.	line 7
<b>Does your house interier need a complete facelift?</b>	line 8
We also undertake complete makeover projects.	line 9
We can work from your own ideas or provide designs?	line 10
<b>We provide free Estimates and all our works are fully guaranteed. Why not ring Patsy now on 01359 336336?</b>	line 11 line12

6 A question mark is missing or wrongly used on

- A line 4
- B line 5
- C line 8
- D line 10

7 There is a grammatical error on

- A line 3
- B line 4
- C line 7
- D line 10

8 The correct spelling of the word "decerating" on line 6 should be

- A decarating
- B decorating
- C decorateing
- D decourating

9 A capital letter has been incorrectly used on

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

10 A word is incorrectly spelt on

- A line 7
- B line 8
- C line 9
- D line 10

Questions 11 to 15 are based on this document.

### The Road Less Travelled - Ellen MacArthur



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

line 1

Norfolk has always been special to me; I sailed alone there for the first time, aged 17. Brittany, France, is also one of my favourite places; it is where I did my first race alone. I also love the food (especially oysters), and the people are quite astonishing.

line 2

line 3

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line 5

#### Sailing Solo

line 6

On my most recent trips I have often been alone, if not I've usually got my project manager with me or my boyfriend. I've always preferred to sail alone, 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 or dolphins, which often stay with the boat for days.

line 7

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line 10

line 11

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

- A It was where she first sailed 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 be alone on her trips because

- A she sees lots of dolphins
- B no-one disturbs or interrupts her
- C it is easier to observe wildlife
- D her recent projects have all been solo trips

13 The document is called "The Road Less Travelled" because

- A Ellen MacArthur doesn't like sailing alone
- B not many people sail alone on long trips
- C Ellen MacArthur doesn't visit Norfolk anymore
- D very few people go sailing nowadays

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

- A Ellen MacArthur has always enjoyed sailing alone
- B Albatrosses rarely follow boats in the Southern Ocean
- C Ellen MacArthur's first solo race was on the Norfolk Broads
- D On recent trips Ellen's manager or boyfriend have been on board

15 The **most** suitable heading for the first paragraph is

- A Travelling with Dolphins
- B My Last Race
- C Starting Sailing
- D Eating Oysters

Questions 16 to 20 are based on this draft document.

	<b>12 Station Drive</b>	line 1
	<b>Otley</b>	line 2
	<b>Yorkshire BA1 6BR</b>	line 3
The Manager		line 4
Youngs Restaurant		line 5
Bray Street		line 6
Shipley		line 7
SA1 8ER		line 8
<b>8 November 2003</b>		line 9
Dear Sir		line 10
Your restaurant is quite near to where I live I have passed it many times, but I visited it for the first time only last Saturday. My wife had read about it in the newspaper and heard about it on local radio, so we came because she said we should try it.		line 11
		line 12
		line 13
		line 14
I found the portions of food generous and the meals and the wine was cheap. We thought the menu was interesting, but the service was very disappointing.		line 15
		line 16
Unfortunately my meal took over half an hour to arrive. Although the restaurant was busy there were 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.		line 17
		line 18
		line 19
		line 20
I hope that you will investigate this matter because customers who have to wait to long may not pay you a second visit.		line 21
		line 22
Yours faithfully		line 23
<i>Philip Murphy</i>		

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 15
- C line 18
- D line 21

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

- A "live" and "I have" line 11
- B "about it" and "in the" 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 Station
- B Street
- C Sir
- D Saturday

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

- A disapointing
- B dissappointing
- C disappointing
- D dissapointing

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, always take time to make your ladder safe. DIY can be cheaper, but it can also be dangerous.

**Important DIY ladder safety tips:**

Not every job can be done with just a ladder - or by you on your own.

So always check:

Are **YOU** up to the job?

- Don't over-rate your abilities.
- If you are elderly or not fully fit, or don't like heights - think about getting someone else to do it for you.
- 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.

Is the **LADDER** up to the job?

- Think ahead to what you'll have to do at every stage.
- If you will need to move around while you're up there, or carry lots of materials, or use heavy equipment, a ladder may not be sufficient. You might be better off using a mobile tower or scaffolding.

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21 The main idea of the document is to

- A advise older people not to use ladders
- B encourage people to use scaffolding
- C stop people using painters and decorators
- D encourage the safe use of ladders

22 Without changing the meaning, the words "Don't over-rate your abilities" on line 11 could be replaced with

- A Don't boast about how good you are
- B Don't think you can do more than you can
- C Don't exhaust yourself working
- D Don't over price your own work

23 The **best** title for this document on line 1 is

- A Saving Money with Ladders
- B Climbing to DIY Success
- C Are You up to Using ladders?
- D Using Ladders Indoors

24 According to the document, scaffolding should be used if

- A two people are working on the task
- B you are working on soft ground
- C you are using heavy equipment
- D you are elderly or not fully fit

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

- A health and safety memorandum
- B business letter
- C set of instructions
- D short building report

Questions 26 to 30 are based on this document.



## LAKESTAY HOTEL

Open all year

### Situations Vacant (May)

A catering worker is needed for the Lakestay Hotel (near Ambleside, Cumbria). You will be working in a traditional family, 20 roomed, hotel. Experience is preferred but is not essential. You must be over 18 and hold a food hygiene certificate. The wage is £210 for a five and a half day week (8 hours per day). Duties will include food preparation, washing up and keeping the food preparation area clean. This position is permanent, and will start at the end of the Summer Season. Accommodation is available at a reasonable rate.

line 1  
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line 8

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

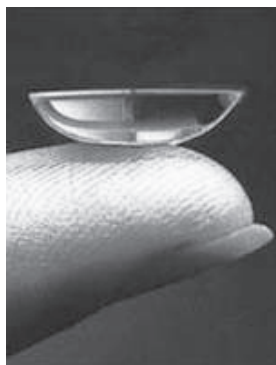
29 Without changing the meaning, the word 'reasonable' on line 8 could **best** be replaced with

- A careful
- B logical
- C required
- D fair

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

- A the job involves cleaning and servicing rooms
- B Lakestay is a traditional family 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.



### EYE- EXPRESS

At EYE- EXPRESS our staff are easy to understand. The advice you are given is designed to meet the details of your personal lifestyle.

The prices of lenses are shown below.

#### LENS OPTIONS (per month)

<b>Daily wear</b> which are disposed of at the end of each day.	£ 22.00
<b>Bi focal/varifocal</b> fortnightly or monthly disposable	from £ 30.00
<b>Monthly Disposable</b> probably the most popular choice	from £ 11.00
<b>Continuous Wear</b> for those on call / working long hours	£ 45.00
<b>Crazy Lenses</b> to see the world in a whole new way	



Available in Black Spiral, Bloodshot, Cat's Eyes, etc. £42.00

line 1

line 2

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

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

32 Without changing the meaning, the word "available" on line 9 could **best** be replaced with

- A free
- B disposed
- C obtainable
- D expensive

33 In the section on lens options, how much would a customer have to pay for Cat's Eyes?

- A £30.00
- B £22.00
- C £42.00
- D £45.00

34 According to the document, which lenses are made to be worn by people whose work requires them to be on stand by?

- A Continuous wear
- B Daily wear
- C Fortnightly disposable
- D Bifocal

35 Which words could **best** replace the phrase 'disposable' on line 5?

- A cheap
- B reduced
- C easily broken
- D throw away

Questions 36 to 40 are based on this draft advertisement.

<b>Bed and Breakfast</b> <b>MILL CLOSE FARM, Wharfedale, West Yorkshire</b> <b>Open March to October</b>	line 1
Our family home offers personal service and a warm welcome. Our traditional farmhouse retains its original interesting character and is decorated with quality furniture and antiques.	line 2 line 3 line 4
The comfortable accommodation offers peace and tranquillity off the beaten track. The spacious bedrooms all have private bathrooms.	line 5 line 6 line 7
A terraced area and a walled garden with patio and summer house. The gardens and grounds is available for the use of guests.	line 8 line 9
For further details contact John or Carol Highfield, 01256 546231	line 10

36 There is a grammatical error on

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

37 The correct spelling of the word "available" on line 9 should be

- A avialable
- B availible
- C available
- D availeble

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

- A Bed
- B Mill
- C Open
- D March

39 There is an incomplete sentence on

- A line 5
- B line 6
- C line 8
- D line 9

40 A word is incorrectly spelt on

- A line 2
- B line 3
- C line 4
- D line 5

**End of test**