

**Key skills communication  
Adult literacy  
Level 2  
Test Paper M**

**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 the test paper, your answer sheet and all notes to the supervisor
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**REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST**

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Questions 1 to 5 are based on the following document.

# Should we let a 4 year old be rude?

**DEAR ANNA** - My four year old granddaughter, Sally, has been picking up rude words at nursery school. Although she doesn't know the meaning of these words, she persists in using them – they cause much giggling among her friends. Recently she shocked her grandfather by calling him something rather obscene.

My daughter says she doesn't want to reprimand her or explain the meaning of the words. However, I maintain that if she isn't told they are unacceptable, she will not learn to be polite. I feel she should be taught the difference between good and bad behaviour. Your comments would be welcome.

Mrs JPW, Kent

## **Agony Anna replies:**



**I agree with you. Children need information about right and wrong, as well as examples of good behaviour. Sally should be told that her swearing is unacceptable – it's not fair to keep her in ignorance.**

**However, there is a more important issue here: how much should you interfere? You have made your views known, and your daughter does not agree with them. So what now? By and large, it is best to let parents bring children up in their own way. Foul language in a four year old will not bring the world to an end. Indeed, by the time she's 16, she is unlikely to be embarrassing you in this way.**

**I should leave things as they are. If she is rude to you or your husband, tell her off – but don't be too heavy handed if her parents are around, as this is really their job. If she is staying in your house, you can insist on your own standards, and tell her certain words are against your rules. Otherwise, try to turn a deaf ear.**

line 1

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line 30

- 1 The **main** reason Mrs JPW has written this letter is because she is worried that her granddaughter Sally
  - A will upset her mother with her rude language
  - B is not being brought up properly by her parents
  - C often giggles when her friends are swearing
  - D has been deliberately taught how to swear at school
  
- 2 Agony Anna's reply suggests that
  - A swearing should be viewed as an important issue
  - B Sally should be told the meaning of the swear words
  - C Mrs JPW should avoid interfering too much
  - D bad behaviour should always be punished
  
- 3 Agony Anna has made the content of her reply easier to follow by
  - A mentioning all the important points in the first paragraph
  - B putting all the important points in the last paragraph
  - C grouping several important points into long paragraphs
  - D placing each important point into a new paragraph
  
- 4 Agony Anna uses the phrase 'by and large' in line 22 because she is
  - A stating a general rule
  - B being tactful to Mrs JPW
  - C exaggerating her point of view
  - D referring specifically to Sally
  
- 5 The style of Agony Anna's reply could **best** be described as 'informal' because she uses
  - A technical vocabulary
  - B complex sentences
  - C supporting evidence
  - D a chatty tone

Questions 6 to 10 are based on the following document.

# UK seals hit by mystery bug

A mysterious killer virus that wiped out two thirds of the UK's common seals in 1988 has returned to Britain's shores.

The Phocine Distemper Virus (PDV) has killed more than 300 seals from the Norfolk coastal area in East Anglia.

RSPCA staff are taking four or five casualties to the Norfolk Wildlife Hospital every day.

Alison Charles, the hospital deputy manager, said: "What we find hard is we can't say which ones are going to survive. Some come in very sick and we give them medicine and they battle on to survive. Others seem to have minor symptoms but rapidly worsen and die."

The new outbreak, which has killed another 400 seals elsewhere in Britain and 4,000 more off the Scandinavian coasts and the Netherlands, has the authorities on high alert.

The first report of sick seals was in early May in Danish waters. Back in 1988 in Norfolk alone 1,500 seals died of PDV.

**A mysterious virus is putting Britain's seals at risk**



In its earlier stages PDV causes disorientation and convulsions. Later, it attacks the seals' immune systems and they die of secondary conditions like pneumonia, stomach ulcers, skin and oral infections. It is very painful. Seals become so sore they can't dive for food, further weakening them.

*Sick live seals should be reported to the RSPCA on 0876 336 55 99 and dead seals should be reported to the Department of the Environment, Fisheries, Regions and Agriculture (DEFRA) on 0876 2454 7799.*

- 6 This document suggests that Phocine Distemper Virus is a condition which is
- A inevitable and curable
  - B puzzling and distressing
  - C new and unique
  - D minor and infrequent
- 7 This document suggests that the **main** reason seals are dying from PDV is because they are
- A incapable of diving for food
  - B confused and weak
  - C vulnerable to a variety of illnesses
  - D unresponsive to medicines
- 8 The writer includes a quotation in the fourth paragraph in order to
- A present a contrasting point of view
  - B add more detail to the facts in the article
  - C present a solution to the problem
  - D show that the statistics are true
- 9 This document is **most** likely to come from
- A a veterinary report giving scientific evidence
  - B a transcript of an interview with the RSPCA
  - C guidelines from DEFRA on the movement of dead animals
  - D a newspaper article to raise public awareness
- 10 The information in the box at the end has been kept separate from the rest of the text because it contains
- A important instructions to the reader
  - B extra new information about the virus
  - C confidential telephone numbers
  - D quotations from the RSPCA

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

 <h1>WEST</h1> <h2>painting &amp; decorating</h2>	
<p>Do you need a reliable efficient and clean professional decorating service?</p>	line 1 line 2
<p>My name is Pat West and I have been running a highly competitive painting and decorating business for over twenty years.</p>	line 3 line 4 line 5
<p>I employ a small team of well trained and highly qualified decorators that is well respected in the area. We work hard and provides excellent value for money.</p>	line 6 line 7 line 8 line 9
<p>I have a high number of satisfied clients _____ not only give us outstanding referances, but also reccommend us to others.</p>	line 10 line 11 line 12
<p>We are currently working in your area and would welcome any enquiries from you. I would happily supply you with a free quotation for any interior or exterior work.</p>	line 13 line 14 line 15 line 16
<p>PLEASE DO TRY US!</p>	line 17
<p>Call 03385 728 9971 today.</p>	line 18
<p>'You get the best when you choose Pat West.'</p>	line 19

11 There is a spelling error on

- A line 2
- B line 5
- C line 12
- D line 15

12 There is a grammatical error on

- A line 3
- B line 6
- C line 7
- D line 8

13 The **best** word to fill the gap on line 10 is

- A whom
- B which
- C who
- D what

14 There is a missing comma on

- A line 1
- B line 4
- C line 6
- D line 8

15 There is a spelling error on

- A line 4
- B line 7
- C line 11
- D line 14

Questions 16 to 20 are based on the following document.

# PARKING FINES



**N**othing raises the blood pressure quite like a parking ticket, especially one you don't think you deserve. But new figures show it's worth appealing against a parking ticket if you have doubts about its validity.

Many local authorities have followed London's lead and taken over parking control from the police, which means parking disputes are judged by independent adjudicators rather than the courts. This system is more transparent because the adjudicators publish annual reports that benchmark good and bad authorities.

APPEALS IN LONDON	
listed in order of the <b>most</b> appeals won	
Council	Appeals Won %
Haringey	95
Hounslow	93
Ealing	88
Richmond	78
Southwark	72

In London, where councils took over from the police in 1994, the majority of motorists win appeals. In some London boroughs, the success rate for motorists is as high as 95 per cent. Elsewhere in the country, where councils seem less cavalier, motorists still win around one in three appeals.

Motoring organisations advise that if you are in any doubt about a parking ticket, appeal straight away to the council that issued it. If they reject the appeal, you may then be able to appeal to a parking adjudicator – the council will provide the details.

APPEALS OUTSIDE LONDON	
listed in order of the <b>most</b> appeals won	
Council	Appeals Won %
Neath	41
Bristol	36
Luton	35
Canterbury	32
Portsmouth	31

- 16 This document advises motorists to
- A avoid getting a parking ticket
  - B take their local council to court
  - C query incorrect parking tickets
  - D refuse to pay any parking fines
- 17 According to the document, the council outside London which is least likely to reject appeals is
- A Bristol
  - B Neath
  - C Southwark
  - D Portsmouth
- 18 According to the document, in London
- A the police are in charge of parking controls
  - B independent adjudicators judge appeals
  - C parking disputes are resolved by the courts
  - D the majority of motorists receive parking tickets
- 19 The words 'more transparent' in the second paragraph could **best** be replaced by
- A more complicated
  - B more careful
  - C cleverer
  - D clearer
- 20 The **main** reason the information in the boxes has been included in the document is to
- A support points made in the document
  - B make the document look official
  - C indicate how many appeals have been lost by each council
  - D make the document more attractive

Questions 21 to 25 are based on the following document.

## Poor parents who go without to feed their children

**B**RINGING up a child to the age of 17 costs on average £50,000, according to a study by the Rowntree Foundation.

The Foundation offers a new definition of poverty. Their survey classifies one in ten children as “poor” on the basis that their families cannot afford at least three of the eight things most families take for granted – such as three meals a day, a bed of their own and shoes bought new and properly fitted. One in thirty children it says are “severely poor” as they lack all these things.

However, as many as 85 per cent of mothers said they sometimes went without clothes, shoes, holidays or entertainment to provide for their children.

One in twenty, particularly lone mothers on Income Support, went without food sometimes, to ensure their children had enough to eat.

“It seems that, despite some politicians' claims that child poverty does not exist in Britain because children do not go without food, one in a hundred do not have a diet which almost all parents deem essential for a healthy life,” the study says. One per cent of children do not have a bed and mattress to themselves, almost one in twenty goes without new shoes, fresh fruit every day or live in damp housing.

Most family spending goes on food, which rises from £15.00 a week for babies to £24.00 for secondary school children. For parents on

Income Support, feeding the children takes up 63 per cent of their total child-related allowance.

Sue Middleton of Loughborough University, co-author of the report, said, “This study makes it clear that politicians need to improve their understanding of what it costs to be a parent. Our survey findings suggest that the costs of younger children, in particular, are seriously underestimated in benefit calculations. But they also raise the question of how far it is reasonable to expect low income parents to make sacrifices with their own food and necessities in order to prevent their children from going without.”

- 21 According to the document, some politicians claim that child poverty does not exist in Britain because
- A only a few children live in poor housing conditions
  - B nearly all parents feel that their children get a healthy diet
  - C all children manage to have food to eat
  - D the majority of children have a bed to themselves
- 22 According to the document, one of the conditions in the Rowntree Foundation's definition of poverty is if
- A parents make sacrifices
  - B children don't have properly fitting shoes
  - C children have an unhealthy diet
  - D children live in damp houses
- 23 Sue Middleton states that
- A poor parents should spend more on food each week
  - B all politicians need to understand parents' costs
  - C children should eat healthier meals
  - D families should make financial sacrifices
- 24 The document is intended to make the reader feel
- A shocked and concerned
  - B informed and reassured
  - C guilty and helpless
  - D satisfied and relieved
- 25 The final paragraph of the document
- A exaggerates the costs of childcare
  - B discusses the statistics of weekly spending
  - C summarises the conclusions of the survey
  - D outlines a contrasting viewpoint

Questions 26 to 30 are based on the following document.



## Britons Failing with Toothbrush

Four hundred years after the toothbrush was introduced to Europe from China, a government survey has discovered that two in three Britons still do not know the proper way to clean their teeth. Even though almost three quarters of the population brush twice a day, serious plaque affects all but a handful of systematic cleaners.

The statistics were published by the Office for National Statistics. On a positive note, however, they said that there is a marked decline in national tooth loss and a growth in non-toothbrush hygiene, including flossing and use of mouthwash.

Improvements in dental care mean that most of us can look forward to having our own teeth for life. Rooma Begum of Newcastle University's research team said, "If you want your teeth to last for the whole of your life, you'll need to keep brushing, and do it right! You need thought and planning to make sure that nothing gets missed." Most brushers go in for

vigorous but disorganised scrubbing, according to the data, using the considerable time they spend on it to poor effect. Plaque was often overlooked on the back teeth, while a reluctance to floss left gaps between teeth uncleaned.

The baffling range of toothbrushes available may be adding to the problem, as people experimented with styles instead of sticking to a consistent regime. Dr Begum said a narrow head with tightly packed bristles was the only essential, with floss and mouthwash also recommended.

The survey found that the majority of the respondents had their last course of dental treatment on the NHS. Only a small minority went private and the remainder mixed the two. It found that the number of people having regular check-ups had risen quite significantly, with women more conscientious than men.

- 26 According to the document, the government survey suggests that most people
- A ought to brush their teeth more often
  - B don't know how to care for their teeth
  - C should visit the dentist more regularly
  - D will lose their own teeth by old age
- 27 According to the document, teeth are cleaned **best** by
- A regularly trying out different types of toothbrush
  - B using flossing alone to remove plaque
  - C systematic and planned brushing
  - D replacing brushing with mouthwashing
- 28 In the last paragraph, the document states that
- A men attend more check-ups than women
  - B increasingly fewer people attend regular check-ups
  - C women prefer to have private dental treatment
  - D NHS treatment is more popular than private
- 29 The **main** purpose of this document is to
- A persuade people to visit their dentist
  - B describe the findings of a survey
  - C give reassurance to dental patients
  - D commend dentists for their hard work
- 30 The quotation in the third paragraph could **best** be described as
- A an informal instruction
  - B technical vocabulary
  - C an advertising slogan
  - D a formal command

Questions 31 to 35 are based on the following draft document.

Dear Sir	line 1
I was interested in your letter in the local paper, offering to buy second-hand antique furniture.	line 2 line 3
My experience suggests that the value of good quality pieces are often seriously underestimated.	line 4 line 5
The items I want to sell include an imitation leather armchair and two beautiful oak side tables. They are all in exceptional condition. I shall be looking for a good offer.	line 6 line 7 line 8
If you are interested in these items, any enquiries can be made on 0304 921 550. I am at home most evenings after seven o'clock. I look forward to hearing from you and I hope we can come to a successful arrangement.	line 9 line 10 line 11 line 12
Yours faithfully	line 13
Mr Smith	line 14

31 There is a spelling error on

- A line 2
- B line 6
- C line 7
- D line 9

32 The two short sentences on lines 7 and 8 could **best** be joined by the word

- A however
- B when
- C so
- D because

**33** If the words 'you are' on line 9 were to be abbreviated, the correct abbreviation would be

- A you're
- B you'r
- C your'e
- D your

**34** There is a grammatical error on

- A line 2
- B line 4
- C line 9
- D line 11

**35** The word 'sucesful' on line 12 is spelt incorrectly. The correct spelling is

- A successfull
- B sucesful
- C successful
- D succesfull

Questions 36 to 40 are based on the following document.

# The Hot Debate: Regional Accents

## Should we get rid of them?

In our readers survey we asked whether **you** thought we should get rid of regional accents. Thanks for all your replies. The vast majority of you thought that the way people talked did not affect how they got on in the world.

## Here's what you said...

### Yes

It may be controversial to say that children should have compulsory elocution lessons to get rid of their regional accents, but it is right.

Anyone with a strong regional accent is at a serious disadvantage when it comes to getting on in the world.

People with such accents often sound uneducated. You won't hear the boss of a big company or a top politician talking with a Scouse, Cockney or Brummie accent. They know that to get to the top you have to talk properly, which means getting rid of those awful twangs that get up the noses of people from other parts of the country.

A regional accent means that no one will take you seriously. Regional accents should be eliminated.

### No

What a ridiculous idea! Of course we should not get rid of regional accents. They are all part of the rich tapestry that makes up our wonderful English language.

If you have the ability, you will make it to the top, in business or in any other field, however you talk.

People who take elocution lessons to get rid of their regional accents are guilty of affectation. In short – they are snobs. How we speak depends on where we were born. It is our heritage and we should be proud of it, not ashamed. People who speak with an accent are far more liable to be genuine than those who try to put on a posh-sounding voice.

The way we talk does not affect how we get on in the world.

- 36 The **main** point made in the 'Yes' column is that people with strong regional accents are
- A unlikely to be educated
  - B unlikely to do well in life
  - C more likely to run a large company
  - D more likely to have elocution lessons
- 37 The word 'eliminated' at the bottom of the 'Yes' column could **best** be replaced by
- A wiped out
  - B given status
  - C updated
  - D blamed
- 38 The **main** point in the 'No' column is that people with strong regional accents
- A will speak English very accurately
  - B sometimes behave in a snobbish manner
  - C can succeed in any walk of life
  - D often talk about their background
- 39 The **main** reason this document has been presented in two columns under simple headings is so that the reader can
- A be persuaded to change their mind
  - B be presented with all the arguments
  - C check that the information is accurate
  - D easily compare both sides of the argument
- 40 This information is most likely to be found in
- A a reply to a problem page letter
  - B an article on the results of a questionnaire
  - C a memo on regional accents in the workplace
  - D an English textbook for use in school

## End of test