

**Key skills communication
Adult literacy
Level 2**

Practice Test Paper F

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 the following document.

THE HIGHWAY CODE

SPEED LIMITS

- You must not exceed the maximum speed limits for the road and for your vehicle.
- Street lights usually mean that there is a 30 mph speed limit unless there are signs showing another limit.

CAUTION






- The speed limit is the absolute maximum and does not mean that it is safe to drive at that speed irrespective of conditions.
- Driving at speeds too fast for the road and traffic conditions can be dangerous.

REDUCE SPEED WHEN

- The road layout or condition presents hazards, such as bends.
- Sharing the road with pedestrians, cyclists, particularly children and motorcycles.
- Weather conditions make it safer to do so.
- Driving at night as it is harder to see other road users.

NATIONAL SPEED LIMITS

- The table below shows national speed limits.
- The 30 mph limit applies to all traffic on roads in England and Wales and class C and unclassified roads in Scotland with street lighting unless signs show otherwise.

Type of vehicle	Built up areas	Elsewhere	
		Single carriageways	Dual carriageways
			
Cars and motorcycles (including car derived vans up to 2 tonnes maximum laden weight)	30 mph	60 mph	70 mph
			
Cars towing caravans or trailers (including car derived vans and motorcycles)	30 mph	50 mph	60 mph

- 1 Speed limit is defined as
- A the minimum speed you must travel
 - B the national speed for all roads
 - C the recommended speed for night driving
 - D the maximum speed you may drive at
- 2 According to the document, which statement is true?
- A Visibility is reduced at night
 - B The speed limit is always 30mph
 - C Speed limits change at night
 - D Street lights mean the limit is always 30mph
- 3 What is the speed limit when towing on a dual carriageway?
- A 30 mph
 - B 50 mph
 - C 60 mph
 - D 70 mph
- 4 Sub-headings in capital letters are used in this document because
- A similar information has been grouped together
 - B there are four unrelated areas of information
 - C each section refers to a different type of vehicle
 - D different sections were written for different readers
- 5 Graphics are used in this document to
- A make it look more attractive
 - B replace unnecessary sections of text
 - C take the place of text
 - D aid understanding of the text

Questions 6 to 10 are based on the following document.

Microwaves from mobile phones could kill you

A batch of lethal mobile phones circulating in the area has prompted Trading Standards to issue warnings to buyers.

line 1
line 2

Trading Standards believe the phones, marked as Zap 502s, emit 20 times more microwaves than average and could be fatal. They are silver and black with a small indentation on the reverse saying ZAP. These phones have been imported illegally and are not approved by British Standards.

line 3
line 4
line 5
line 6
line 7

Officer Charlie Kendall, Trading Standards officer, said, "We have reports that, when the phone is used, the person in all cases has suffered headaches, nausea, and, in some cases, lost consciousness."

line 8
line 9
line 10

Diane Peters, spokesperson for Intel, added, "We just don't know what level of radiation is being emitted. When you combine that with the unknown potential of what each human body can take, it makes the user very vulnerable."

line 11
line 12
line 13
line 14

If you have been offered these mobiles, call Trading Standards on 01784 450261 or Crimestoppers on 0800 555111.

line 15
line 16

6 The **main** purpose of the headline is

- A to educate and inform people
- B to prevent people buying telephones
- C to frighten people
- D to arouse interest and curiosity

7 Which of the following does the writer **not** intend to do?

- A Explain what a 'zap phone' looks like
- B Request information from buyers
- C Promote the use of 'zap phones'
- D Inform the reader of the zap phone's effects

8 The word 'illegally' on line 6 could best be replaced with

- A unlawfully
- B legitimately
- C properly
- D recently

9 A new paragraph starts on line 11 because there is a

- A change of place
- B change of time
- C change of speaker
- D change of subject

10 According to the document

- A using a zap phone will cause you to lose consciousness
- B Diana Peters is concerned about the level of radiation
- C if offered a phone you should ring Trading Standards on 01784 452061
- D Trading Standards want approval of the phone by British Standards

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

Microwave Safety and Tips	line 1
Do not use the microwave for deep frying or heating baby bottles.	line 2
These applications do not allow adequate tempriture controls for safe results.	line 3
Do not dry or disinfect clothing or other articles in the microwave because of the risk of fire.	line 4 line 5
<u>Utensils</u>	line 6
Use only microwave-safe utensils. Hot food melts some plastics such as margerine tubs. Its not a good idea to use glass for fatty foods, which get particularly hot, _____ not all glass and ceramics are microwave-safe.	line 7 line 8 line 9
<u>Safety</u>	line 10
Properly used, a microwave oven is extremely safe. Ovens manufactured after 1971 meet a radiation standard requiring two independant interlock systems to stop microwave production the moment the latch is released and the door is opened.	line 11 line 12 line 13 line 14
To be sure radiation levels from a microwave oven remain as low as possible, consumers should observe the following rules:	line 15 line 16
<ul style="list-style-type: none">• Do not use the oven if an object is caught in the door, or if the door does not close firmly.• Do not operate an empty oven if the instruction manual warns against this.• Have the oven repaired if there are signs of rusting inside the oven.• Follow the manufacturer’s instructions.	line 17 line 18 line 19 line 20 line 21 line 22
None of the above rules are to be ignored so please read carefully.	line 23

11 The word 'tempriture' on line 3 is incorrectly spelt. It should be

- A temprature
- B tempereture
- C tempreture
- D temperature

12 There is a grammatical error of agreement on

- A line 7
- B line 13
- C line 19
- D line 23

13 Which of the following words is most appropriate to fill the gap on line 9?

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

14 There is a spelling mistake on

- A line 11
- B line 12
- C line 13
- D line 15

15 There is a missing apostrophe on

- A line 3
- B line 8
- C line 15
- D line 21

Questions 16 to 20 are based on the following document.

George Lucas Takes a Break!!	
Film maker George Lucas begins a sabbatical today, November 1 st , stepping back from his day-to-day responsibilities of overseeing his many film making ventures.	line 1 line 2 line 3 line 4
Lucas was born in 1944 in California. In his youth he hoped to become a racing driver, but two days before his high school graduation, a near fatal accident changed his mind.	line 5 line 6 line 7
Lucas spent three years developing his Star Wars Project, which he wrote and directed and released in 1977. Although a simple good-versus-evil story, the film boasted groundbreaking special effects and became one of the most successful movies of all time.	line 8 line 9 line 10 line 11
After Star Wars, Lucas stepped away from directing, to spend time producing the sequels like The Empire Strikes Back. He also produced the 'Indiana Jones' films, directed by Stephen Spielberg, at this time.	line 12 line 13 line 14
His businesses include a 2,500 acre ranch, a production company, a software company and a special effects shop called Industrial Light and Magic.	line 15 line 16

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

- A George Lucas was born in 1934
- B The Star Wars project took three years
- C Lucas retired for three years
- D In his youth, Lucas was a racing driver

17 Who directed the 'Indiana Jones' films?

- A George Lucas
- B Stephen Spielberg
- C George Spielberg
- D Stephen Lucas

18 The word 'overseeing' (line 3) in this passage means

- A being in another country
- B keeping an eye on
- C not noticing something
- D quick to react

19 A new paragraph has been started on line 12 because

- A there is a gap in time
- B there is a new subject
- C there is a new person involved
- D there is a change of place

20 The document is most likely to be

- A an entry in a biographical dictionary
- B a report in a daily newspaper
- C a feature in a cinema programme
- D an article in a book about film actors

Questions 21 to 25 are based on the following document.

JUNIOR SOFTWARE SUPPORT TECHNICIAN	line 1
We are looking for someone to join the Technical Support team. We develop, market and support the leading software product for the Business Centre Industry. We are a forward thinking company with plans for expansion and new products in development.	line 2 line 3 line 4 line 5 line 6
Suitable candidates will have:	line 7
<ul style="list-style-type: none"> • a genuine enthusiasm for IT and problem solving • good communication skills, particularly a good telephone manner • IT qualifications to college/sixth form level (BTEC, NVQ, A Level, AS Level) • at least six months' experience in software support or a similar environment 	line 8 line 9 line 10 line 11 line 12 line 13 line 14
The Software Edge is a growing company and opportunities may include advancement to 'On Site Consultancy'. Full training will be provided for the right candidate. Salary is negotiable and dependent on experience. Closing date: 8 th July 2003	line 15 line 16 line 17 line 18 line 19
<i>Please contact the Hebden office and ask Janet for an application form</i>	line 20 line 21
THE SOFTWARE EDGE 1st Floor, 1 Albert Street, Hebden, HX6 7DJ E-mail: support-job@software.com	line 22 line 23 line 24

21 This document appeared in a newspaper. It is intended to

- A sell computers to industry
- B give the company good publicity
- C recruit more staff for The Software Edge
- D help you to improve your lifestyle

22 One of the following statements is **false**. Which one?

- A Applicants must have 6 months' experience in software support
- B Applicants are advised to contact Janet for an application form
- C Applicants should be able to speak a second language
- D Applicants should have a genuine enthusiasm for IT

23 The Software Edge **does not** ask applicants to

- A be between 18 and 35 years old
- B hold a qualification
- C work well with other people on the telephone
- D have experience of this work

24 The Software Edge is described in lines 4/5 as a 'forward thinking' company.
This could **best** be replaced by

- A energetic
- B progressive
- C old fashioned
- D collaborative

25 A person wishing to apply to The Software Edge would be expected to do so

- A by telephone
- B in person
- C by e-mail
- D in writing

Questions 26 to 30 are based on the following draft document.

Hi Peter	line 1
Hope you're well. Thanks for the cristning presents. They will serve us and the twins well. I will use the basket daily and the baby clothes will come in very useful.	line 2 line 3 line 4
Now for our other news! We have decided to move house from our tiny flat with it's two rooms to a new three-bedroomed house that will _____ our growing family. It's only twenty miles away so it will be much nearer to you.	line 5 line 6 line 7 line 8
I'll give you a call next week, if you like and you can come and see us for a snack!	line 9 line 10
Thanks again from the twins as well as David and I.	line 11
<i>Danielle</i>	line 12

26 An apostrophe has been used incorrectly on

- A line 2
- B line 6
- C line 8
- D line 9

27 There is a grammatical error on

- A line 3
- B line 5
- C line 9
- D line 11

28 The word 'cristning' has been mis-spelt on line 2. It should be

- A cristening
- B chrisening
- C christening
- D chrisning

29 A comma has been missed out on

- A line 3
- B line 5
- C line 8
- D line 9

30 A word has been left out in line 7. The missing word should be

- A accomodate
- B acommodate
- C accommodate
- D acomodate

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

RIDE A BIKE WEEK	
	line 1
Here is your invitation to join the UK's nationwide 'celebration of cycling', the annual opportunity to celebrate cycling for leisure, sport and transport.	line 2 line 3
If this is the first time you have heard about Ride a Bike Week, you may be wondering why UK cycling has dedicated a week of promotion.	line 4 line 5
In recent years the main cycle user groups (including cycle sports organisations) have come together with the retail trade and industry to co-ordinate a fantastic nine days of hundreds of events that offer something for people of all ages and abilities.	line 6 line 7 line 8 line 9
You can find out what events are happening in your area by asking in a bike shop, contacting a cycling campaign group or phoning your Local Authority.	line 10 line 11
Nearly one million UK cyclists already bike to work every day, and who can blame them? They have discovered that for trips of up to five miles in most urban areas, a bicycle is usually the fastest and always the most convenient 'door to door' mode of transport.	line 12 line 13 line 14 line 15
But consider the wider environmental and social benefits. More people cycling to work, education or the local shops means less traffic congestion. That reduces car exhaust pollution and increases road safety. It can also help Local Authorities to focus on the needs of cyclists and pedestrians.	line 16 line 17 line 18 line 19

31 For the environment, the benefit of cycling is that

- A more people buy bicycles
- B there is less traffic congestion
- C more fun events can be held
- D it encourages the use of cars

32 For people who cycle, the **main** advantage is that

- A they have fun days in the local area
- B it is fast and convenient for most short journeys
- C bicycles are cheap to buy and run
- D it provides more contact with the Local Authority

33 Which word has the same meaning as 'convenient' in line 14?

- A** close
- B** suitable
- C** adequate
- D** speedy

34 The main purpose of the document is to

- A** attract funds from trade and industry for Bike Week
- B** reduce the amount of pollution caused by traffic
- C** encourage more people to use bicycles instead of cars
- D** celebrate cycling for leisure, sport and transport

35 According to the document, people who want to know more about Ride a Bike Week should

- A** write for details from their Local Authority
- B** get in touch with a cycling campaign group
- C** look in the window of any shop selling bicycles
- D** telephone the Department of the Environment

Questions 36 to 40 are based on the following document.

Fly, Fly Away!	line 1
Enjoy the trip of a lifetime with Busby Balloons. Experience a bird's-eye view of the countryside while slowly drifting across the landscape, taking part in the magnificent sport of hot air ballooning. For a unique birthday present, anniversary gift or special treat, rise above it all! Book a flight or buy one of our flexible flight vouchers, which are valid for 12 months.	line 2 line 3 line 4 line 5 line 6
_____ (heading)	line 7
Age is no barrier to enjoying this spectacular sport; our passengers' ages range from nine to ninety! We provide a friendly and personal service. You may like to help lay out and launch the balloon or simply leave this to our ground crew. For your safety and comfort we suggest you wear outdoor clothing suitable for the time of year. A balloon basket is an excellent platform for photography so bring a camera or camcorder and plenty of film!	line 8 line 9 line 10 line 11 line 12 line 13
_____ (heading)	line 14
The flight will last for about one hour; the whole outing usually takes between 3 and 4 hours. We fly in the late afternoon or evening and soon after dawn to take advantage of the stable air and light winds found at these times of day. We do not fly if it is raining or very windy and where we go is entirely dependent upon the wind. No two flights are the same and we travel about ten miles.	line 15 line 16 line 17 line 18 line 19 line 20
_____ (heading)	line 21
At the end of the flight, each passenger _____ a commemorative flight certificate signed by the pilot. Our experienced retrieve crew, who are in radio contact with the balloon, meet us on landing and will, if necessary, return you to the launch site.	line 22 line 23 line 24 line 25
_____ (heading)	line 26
Busby Balloons operates to strict safety standards laid down by the Civil Aviation Authority. We have over ten years' experience of balloon flights and we hold an Air Operator's Certificate. Our balloons are built with special high-sided baskets to ensure your safety, comfort and a superb panoramic view. We carry third party and passenger legal liability insurance.	line 27 line 28 line 29 line 30 line 31

36 Only one of the following statements is true. Which one?

- A A flight in a Busby Balloon usually takes over three hours
- B All retrieve crew are in radio contact with the balloon
- C A person over the age of ninety is not allowed to fly
- D Flights take place in late morning and early afternoon

37 The main purpose of the second paragraph is to

- A inform the customers
- B reassure the customers
- C impress the customers
- D persuade the customers

38 The following headings have been left out of the document:

- 1: **Coming prepared**
- 2: **Getting back home**
- 3: **Where do we go?**
- 4: **For your safety**

In which order should the headings have been used?

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

39 The word 'flexible' in 6 means most nearly the same as

- A exchangeable
- B adaptable
- C adjustable
- D convertible

40 Passengers of Busby Balloons are required to

- A help lay out and launch the balloon they are flying in
- B follow the Civil Aviation Authority's safety standards
- C ensure that they have full legal liability insurance
- D provide their own clothing suitable for ballooning

End of test