

Materials for assessing adult literacy



Put these words in alphabetical order.

Write **one** word on each line, crossing them out as you go.

The first word in each set has been done for you.

Example:

Afia	Alex	Andrew	Abir	Aaron
------	------	--------	------	------------------

Aaron _____

Abir _____

Afia _____

Alex _____

Andrew _____

1

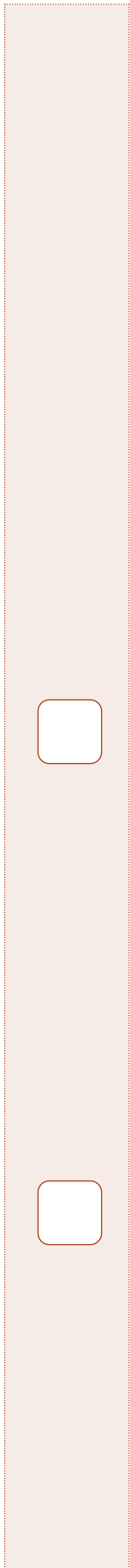
skiing	snooker	swimming	surfing	skating
--------	---------	----------	---------	--------------------

skating _____

2

crocus	carnation	cherry	clover	cornflower
--------	----------------------	--------	--------	------------

carnation _____



3

overcoat jacket ~~anorak~~ sweatshirt jumper

anorak

TOTAL

1

Read this letter. Some words are missing. Write one word from the box in each space. The first one has been done for you. You do not need to use all the words. Do not use any word more than once.

anything within arrange ~~confirm~~ vacancy
 details therefore possible but
 need positive client arranged discuss

Wildfire Recruitment
25 Hills Terrace
Wyndham

21st June

Dear Tasleen,

I am pleased to **confirm** that I have _____ an interview for you. The _____ are as follows:

Date: Monday 28th June *Time:* 10.30am

Company Name: Petrus
Address: 13b Park Road, Wyndham

This _____ is for a trainee sales assistant; _____ you should make every effort to present yourself in a _____ way.

After the interview is over, please contact me as soon as _____. I need to _____ the interview with you before I speak to our _____. If you are successful, you should hear _____ a week.

If you _____ more advice or assistance, please call me.

Yours sincerely
Eleanor Wronska
 Eleanor Wronska

TOTAL

**Waldringham Borough
Council*****Library Services*****Library Opening Hours**

Monday	CLOSED
Tuesday	9.00-1.00 2.00-6.30
Wednesday	9.00-1.00 2.00-6.30
Thursday	9.00-1.00 2.00-6.30
Friday	9.00-1.00 2.00-8.00
Saturday	10.00-5.00*

* Except Wardall Branch Library,
open 11.00-5.00 on Saturday.

Special Services

Mobile libraries visit parts of the borough which are not near a library.

We deliver books and talking books to those who cannot leave their homes.

Please phone the Special Services Section on 0345 37788 for further information.

Story Telling

This is a new service for young children at Foftall Library. Come and join us on Tuesdays from 2.00-3.00!

Learning Centre

It costs £10 to enrol in the learning centre for one year (£3 if you are claiming benefit).

This gives you unlimited use of video, audio and computer training materials. Some of the materials can be borrowed with your library card, on payment of a small deposit.

Meeting Room

The main library in Waldringham has a meeting room which can be hired for special events.

Phone 0345 67005 for details and bookings.

Waldringham Borough Council Library Services Department

Tel: 0345 77777 Fax: 0345 89893

1

The information sheet has five sections.

Number the sections to show where you can find the information.

The first one has been done for you.

Learning Centre	1
Library Opening Hours	2
Meeting Room	3
Story Telling	4
Special Services	5

<input type="checkbox"/>	mobile libraries
<input type="checkbox"/>	closing times
<input checked="" type="checkbox"/>	3 hiring a room
<input type="checkbox"/>	borrowing training videos
<input type="checkbox"/>	a children's activity

2

Ali gets to the library at 8 o'clock in the evening. It has just closed.

What day is it? Tick one box.

Tuesday

Saturday

Friday

Wednesday

3

Frank wants to phone the Library Services Department.

Which number should he ring? Tick one box.

0345 77777

0345 89893

0345 37788

0345 67005

4

Carl wants to use the training materials. He claims benefit.

How much will it cost for one year? Tick **one** box.

£1

£3

£8

£10

5

Mary wants to go to the library at 1.30pm. Which day can she go? Tick **one**

box.

Monday

Friday

Tuesday

Saturday

6

Anita wants her children to listen to stories.

What time should she get to the library?

Tick **one** box.

one o'clock

two o'clock

three o'clock

four o'clock

TOTAL

Read these instructions.

IMPORTANT STEPS TO SAFE LIFTING

- Check the work area has no hazards.
- Stand close to the object to be lifted.
- Squat, bending your knees and hips.
- Keep your head up and your back straight.
- Hold in your stomach muscles.



The instructions are not complete. Which of these sentences could be added to the instructions? Tick five more sentences.

Example:

Ask for help when the load is heavy.

- | | | | |
|----------|--|--------------------------|--------------------------|
| 1 | Lift using your leg muscles. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | I once hurt my back lifting a heavy box. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Their boxes are kept in the storeroom. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Turn your feet in the direction you are going. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Keep the load close to the body with a good grip. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | I go to the gym to keep fit. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Spread your feet wide and straddle the object. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Follow the same tips when putting the object down. | <input type="checkbox"/> | <input type="checkbox"/> |

TOTAL

Read this letter. Answer the questions.

Dear Parents,

Strandford Primary School



Spring Term Newsletter

January 2003

First of all I'd like to wish you a happy New Year.

We have a busy term ahead. On Wednesday next week Years 1 and 2 are going to Strandford Museum. There is a special exhibition about dinosaurs. The following week, on Thursday, Years 3 and 4 are visiting Gray's Brick Company to see how bricks are made. Just before half term, Years 5 and 6 will spend a day at Strandford News. They will find out about how newspapers are written and produced. After the visit they will write a report of their day and Mr Brown, the editor, will put some of their work in the paper.

All of these visits are local and within walking distance. The children will just need a packed lunch with a drink. (Lunches will be provided for children receiving free school meals.) If any parents can help look after the children for these trips, please contact me.

In the Autumn term we had a survey about school uniform. Most parents supported the idea of a school fleece/jacket, so we are adopting this as our one item of uniform. It will be green as this was the most popular colour choice. Please try to equip your son or daughter with one as soon as possible. We hope it will give the children a greater sense of school identity.

I hope to see you all at our Parents' Evening on 5th March, just after half term.

Yours sincerely

Jack Wong

Jack Wong
Headteacher

1

Tick one box.

This letter gives news about:

Summer Term Spring Term Winter Term Autumn Term

2

Who will write a report on the visit to Strandford News? Tick one box.

Years 3 and 4 Years 5 and 6 Mr Wong Mr Brown

3

Tick one box.

This school is for:

adults boys only boys and girls girls only

4

What should parents do if they are able to help with school trips? Tick one box.

pack a lunch with a drink
 buy uniform for their child
 contact the headteacher
 go to Parents' Evening

5

Where does Mr Brown work? Tick one box.

Strandford School
 Gray's Brick Company
 Strandford News
 Strandford Museum

6 How will Year 5 and 6 children go to the newspaper offices? Tick **one** box.

- by car
- on foot
- by coach
- on the bus

7 Why does the school want a uniform? Tick **one** box.

- because it will keep the children warmer
- to help the children feel part of a group
- because green is a popular colour
- to find out what parents think

8 Put these events in the order that they will happen.
The first one has been done for you.

- a visit to Strandford News
- a visit to Gray's Brick Company
- a visit to Strandford Museum
- pupils' work printed in the Strandford News
- Parents' Evening

TOTAL

Look at these pieces of paper.

Flea Market: Old clothes and bric-a-brac on Wednesday morning in the Library car park.
Self defence: New 4-week course starting on Thursday at 8pm at Thornham College. **FREE!** First 15 people only.
Car Boot Sale at Thornham High School. Sunday 15th March 8-11am. Cars £6 Vans £10 Entrance 30p Book on 0172 487623

1

Open 7 days a week

We have the largest range of fishing tackle in town and our prices are the lowest. We stock rods, reels and all angling accessories. We also sell outdoor equipment and clothing.

2

Winter Wonderland

Go dog-sledding in the Arctic!
 Try snow-boarding in the Alps!
 Slip down the slopes in Aviemore!

3

So this week we've got some recipes for you to try. Some use meat as well as beans like the classic Mexican dish, Chilli con Carne, but others are vegetarian like the Indian Saag Dhal. Give some of them a try. You'll find the recipes on pages 12-16.

4

Realtime Advertising01237 867239
 Ronald Freeman Engraving Ltd01273 643981
 Runfold Plumbing Ltd01274 832601
 Russell Printers01274 632098

5

The new club season starts on 3rd January. New members are always welcome. This year, we're going to show films from around the world and from different times. The first film, on 3rd January, will be Charlie Chaplin in 'Modern Times'.

6

These pieces of paper were thrown away.

Who had used them?

Write the correct number in each box. The first one has been done for you.

- 1 Craig was planning a holiday in January. 3
- 2 Tareena wanted to join a cinema club.
- 3 Rose needed a new central heating boiler.
- 4 Bob wanted to buy a present for his uncle. His uncle is a keen fisherman.
- 5 Rifat wanted to cook a meal for a friend.
- 6 Melek wanted something to do this week. He lives in Thornham.

TOTAL

Your tutor will read you some words.

Write **one** word on each line.

Try to spell the words correctly.

1

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2

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3

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4

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5

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6

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7

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8

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9

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10

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11

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12

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13

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14

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15

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TOTAL

Choose the correct word or words for each space.

Tick **one** box.

Example:

I _____ action adventure films.

likes has liked like was liking

1 I _____ it was green, but it isn't.

think painted paint thought

2 She _____ always a bit strange.

has been will be was wants

3 They _____ fishing until Monday.

goes has gone have gone was going

4 Last week he _____ the job.

begins has begun will begin began

5 You and Carl _____ to try harder.

need needs is needing has needed

TOTAL

Read each set of four lines.

One of the lines is wrong.

A full stop, question mark, exclamation mark or capital letter is **missing** or in the **wrong place**.

Tick the box where there is a mistake.

Example:

I feel so happy today.	<input type="checkbox"/>
Can you help me with my work?	<input type="checkbox"/>
Where shall we go next?	<input type="checkbox"/>
She loves sunny weather	<input checked="" type="checkbox"/>

1	you are not allowed to go in there.	<input type="checkbox"/>
	The message says to wait for her.	<input type="checkbox"/>
	I can tell you if you want.	<input type="checkbox"/>
	These are all the wrong size.	<input type="checkbox"/>

2	We must all do our best.	<input type="checkbox"/>
	Can you look after it for me?	<input type="checkbox"/>
	I would never do a thing like that.	<input type="checkbox"/>
	Why do you speak so loudly!	<input type="checkbox"/>

3	Please mind the gap.	<input type="checkbox"/>
	This is an Excellent game.	<input type="checkbox"/>
	I eat a lot of fruit and vegetables.	<input type="checkbox"/>
	When do you want to leave?	<input type="checkbox"/>

- 4
- None of us knew anything about that!
 - I am going to take John to the cinema.
 - Do you know smoking is bad for you?
 - There are so many places where it could happen.

- 5
- I need to send this first class. When will it arrive?
 - A toothbrush and a passport are all you need.
 - It was very late. When we left the hotel.
 - We are all going. Do you want to come?

- 6
- I know the time when the last bus goes.
 - When are you going to come and visit us?
 - How are you I haven't seen you for ages!
 - Will you ever go anywhere near there again?

TOTAL

Read each set of four lines.

One of the lines is not a complete sentence.

Tick the box by the line where there is a mistake.

Example:

The letter is different for each parent or carer.

Sent individual letters to parents and carers.

Parents and carers have received individual letters.

We have sent individual letters to parents and carers.

1 The garden is very pretty and we have three double rooms.

Having three double rooms and a pretty garden for you to sit in.

There are three double bedrooms and a very pretty garden for you to sit in.

We have a very pretty garden for you to sit in and three double rooms.

2 Spring blossom on the trees is beautiful.

The beautiful trees with the early spring blossom.

The spring blossom is beautiful and I like to see it.

The blossom on the trees is beautiful in the spring.

3 The supermarket with the new café will open on Monday.

The supermarket in the centre of town is open every Monday.

The new café opening in the supermarket on Monday.

There is a new café in the supermarket in the centre of town.

4

Going to the cinema is one of my favourite things.

The cinema has a new film next week and I want to see it.

Next week going to the cinema to see the new film.

There is a new film at the cinema next week and I want to see it.

5

They went upstairs to my room and music on my CD player.

In my room I like to listen to pop music.

My room is upstairs and I keep my CD player there.

I listened to some pop music in my room with my friends.

6

You can book in advance for all the sessions.

There are many different sessions for you to choose from.

Sessions at weekends can be booked in advance.

Sessions taken at any time over the long weekend.

TOTAL

Lucky escape for driver as hit and run van speeds away



Write a short report for the local newspaper about the driver's lucky escape. You might find these words helpful.

conditions damage worse fortunately nightmare smashed

Lucky escape for driver as hit and run van speeds away



department for
education and skills
creating opportunity, releasing potential, achieving excellence