## get on at work



Level 1

## English and maths quiz

## Maths

1 A security guard employed through an agency works for ten hours a day, six days a week. The work is paid by the hour at $£ 6.10$ an hour. What is the best estimate of earnings for one week's work?

A $£ 350$
B $£ 360$
C £380
D £260.
Answer:


2 A pushbike courier cycles between 35 and 50 miles a day to make 20 deliveries. The courier is paid $£ 3.50$ for each successful delivery. How much would the courier earn for making 20 deliveries?
A £60.
B £65
C $£ 70$
D £80
Answer:


3 UK fathers work the longest hours in Europe - an average of 46.9 hours per week, compared to 35.5 hours in France and 41.5 hours in Germany. What is the range of the hours worked?

A 5.4 hours
B 11.4 hours
C 13.4 hours
D 11.5 hours
Answer: $\qquad$
4 Try converting a home-size recipe into a restaurant-size one! If a home-size recipe uses three-quarters of a teaspoon of a spice, how many teaspoons of the spice would be needed for ten times the quantity?

A 8 teaspoons
B 6.5 teaspoons
C 5 teaspoons
D 7.5 teaspoons
Answer: $\square$

## English

5 This question is based on the extract from the letter below.
Thank you for taking the time to fill in our questionnaire during your stay with us. We do appreciate hearing from our customers - your comments are vital to help us continue improving our service.

The problems that you mentioned have been brought to the attention of our housekeeping department. While the lack of service you experienced is unusual and does not meet the standards of our hotel, there is no excuse for an indifferent attitude on the part of any of our employees. We are sorry for any inconvenience and annoyance this incident may have caused.

What is the main purpose of the text?
A to explain
B to argue
C to apologise
D to offer compensation
Answer:


6 Read the text below about a research study into playing simple Windows games, like Solitaire and Minesweeper, at work.

## All work and no play?

The game players kept logs of their playing habits and feelings, and were asked how they used their game playing during their working day. The results were measured against how they felt about the work they do and their job.

The results suggest that, instead of games being a waste of time at work, they might help personal productivity and make people feel better about their jobs.
'I compare games with a coffee break. If you are like me, you use them in a strategic, functional, useful way. I can imagine different games would have different effects.'

What is the text saying about games playing at work?
A that it wastes time
B that it makes people less efficient
C that it can help people do their jobs well
D that they need more coffee breaks

7 Which of the following sentences is not punctuated correctly?
A People talk about their games over coffee or on the bus.
B Could playing games improve job satisfaction.
C People were asked if they played games already.
D Up to one hour a day of playtime was allowed.
Answer: $\square$
8 The information below is about a laundry company.

## Wash ' $n$ ' Wear - ELEVEN YEARS ON THE LINE!

We can supply and launder the garments that your business requires to the standard and quality you expect. Our core range of garments allows us to meet your work wear needs quickly, supplying your specified colour and correct sizes.

Now in our second decade of trading, we are the premium service provider in the UK.

Wash ' $n$ ' Wear' is:
A over ten years old
B just ten years old
C less than ten years old
D twenty years old
Answer: $\square$
9 The question is based on the advertisement below.

WANTED: enthusiastic individual to provide a high level of administrative support. The successful applicant will be joining the UK's largest management services company.

Experienced person preferred. NVQ2 or equivalent. Excellent rate of pay. Write to Mr B Roberts, Tridias, Main Street, Derby DF1 2XP.

Which is an opinion?
A WANTED: enthusiastic individual
B Experienced person preferred
C Excellent rate of pay
D Write to Mr B Roberts
Answer: $\square$

