

# Skills for Life:

The national strategy for improving adult literacy and numeracy skills



Version 1

# Literacy

Initial Assessment for use in the workplace  
Learner Answer Booklet

This assessment is in two parts:

**PART A:** Listening skills (you will need a CD or audio cassette for this part).

**PART B:** Reading and writing skills.

Try to answer all of the questions in the spaces provided in the booklet.

Please write clearly in **blue** or **black** pen.

Dictionaries are **not** allowed.

## PART A LISTENING

Column for  
assessor mark.

For each of the next ten questions, listen to the audio CD/cassette and answer each question in this answer booklet. You may replay the CD/cassette as many times as you wish.

**01** Tick the box for the job that is mainly done outside.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

☐

**02** Tick the box showing the day that Tom will visit the firm.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐

**03** How long has the person being interviewed worked for the company? Write A, B, C or D in the answer box.

- A six years
- B six months
- C five years
- D three years

Answer:

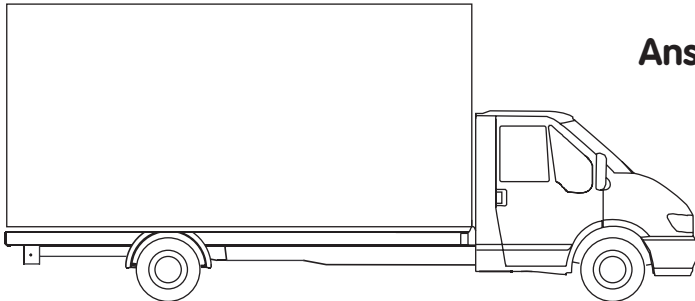
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Page total

## PART A LISTENING

Column for  
assessor mark.

**04** At what time are the goods being picked up?



Answer:

pm

**05** Which statement best describes the conversation?  
Write A, B, C or D in the answer box.

- A** Push-on fittings aren't very good.
- B** Screw fittings are best.
- C** The wrong fittings were sent.
- D** Rupinder placed the wrong order.

Answer:

**06** What is the first thing you should do when using  
this machine? Write A, B, C or D in the answer box.

- A** Switch on at the mains.
- B** Press the green button.
- C** Put on safety glasses.
- D** Wait for the blue light.

Answer:

Page total

## PART A LISTENING

Column for  
assessor mark.

**07** Was the cause of the conveyor stopping a faulty motor?

Tick True, False or Can't tell.

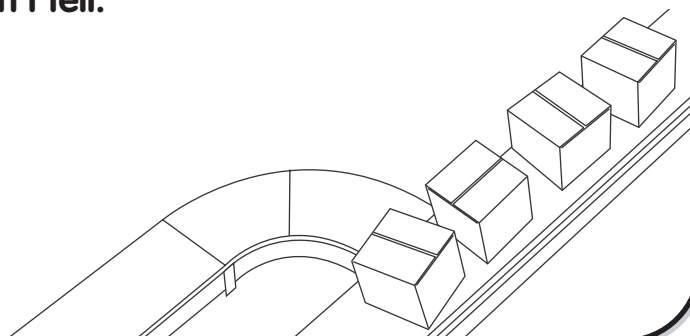
True

☐

False

☐

Can't tell

☐



**08** Which key should you press for PAYE information?

Answer:



**09** Write numbers below the words to show the sequence in which they appeared or happened during the accident.

red Fiesta

rain

firefighters

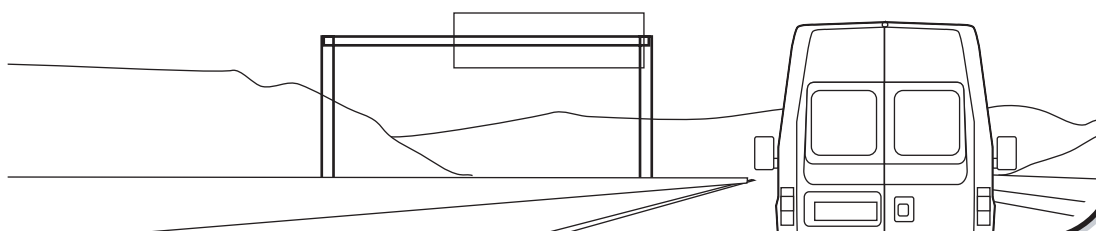
jack-knifed

white van

spin





Page total

## PART A LISTENING

Column for  
assessor mark.

10

Which is the correct version of the message from those given on your answer sheet? Write A, B, C or D in the answer box.

Answer:

- A. Julian is away from his desk between 3.00pm and 3.30pm.
- B. Julian is away from his desk from 11.15am until 3.30pm.
- C. Julian is at his desk between 3.00pm and 3.30pm.
- D. Julian is seeing Maureen at Rentabrick after 3.30pm.

**End of PART A (listening skills).**

Page total

11

Look at the picture of Sunil at work.

Use all the words and the full stop below to write a sentence about Sunil.

garage a . in works Sunil

Answer:



12

Which of these 'Safety at Work' signs warns about slippery floors? Write A, B or C in the answer box.

A



**Caution**  
Trip  
hazard

B



**Caution**  
Hot  
surface

C



**Warning**  
Slippery  
surface

Answer:

Page total

## PART B READING AND WRITING

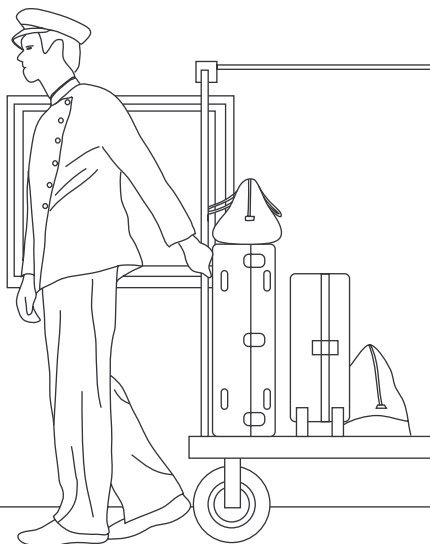
Column for  
assessor mark.

13

Which of these statements about David is not a complete sentence? Write A, B, C or D in the answer box.

- A My name is David Morris.
- B I work in a big hotel.
- C My job is really good fun.
- D Meeting famous people.

Answer:



Page total



## PART B READING AND WRITING

Column for  
assessor mark.

14

Which of these signs tells you not to block the way out?  
Write A, B or C in the answer box.

A



B



C



Answer:

15

Read about this firm.

Was the firm 'Bags' started thirty years ago?

Yes

No

Can't tell

☐  
☐  
☐

Our firm is called 'Bags'. Thirty people work here. The firm started twenty years ago. We make all sorts of plastic bags. We are very busy. I have worked here for five years.

Page total

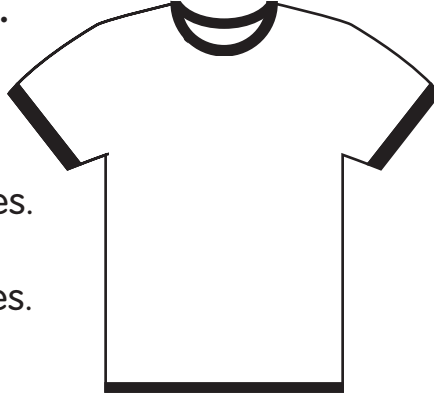
## PART B READING AND WRITING

Column for  
assessor mark.

16

Which of the following statements about this firm has the correct punctuation and is a complete sentence?  
Write A, B, C or D in the answer box.

- A Making shirts for the large stores.
- B our firm makes shirts.
- C We make shirts for the big stores.
- D Supplying all the main shops.



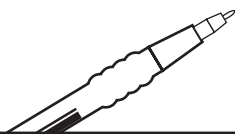
Answer:

17

Read the work diary entry below. Which is the correct order in which Ali does things each morning? Write A, B, C or D in the answer box.

- A kettle; post; computer; emails
- B kettle; computer; emails; post
- C computer; kettle; emails; post
- D computer; kettle; post; emails

Answer:



### ALI'S WORK DIARY

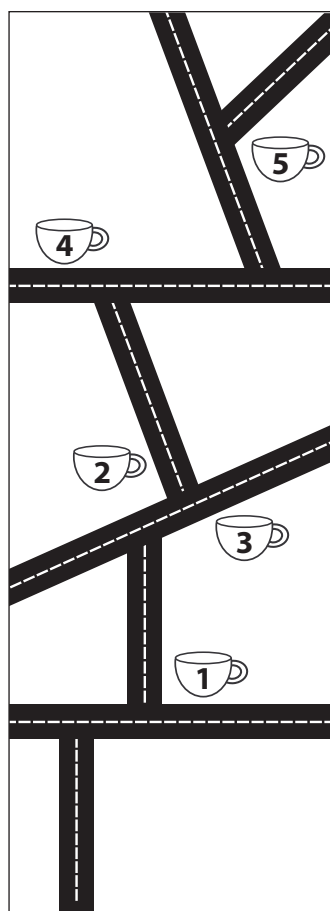
When i arrive in the office each morning, I switch on my computer and then put the kettle on. I then check my emails and, after that, collect the post.

Page total

18

Follow these directions from the hospital to the café.

At which café would you arrive?



Hospital  
Café



From the hospital, go along the street. Turn right at the junction, then next left. Go on to the next junction and turn right. Take the next left and the café is a short way on your left.

Answer:

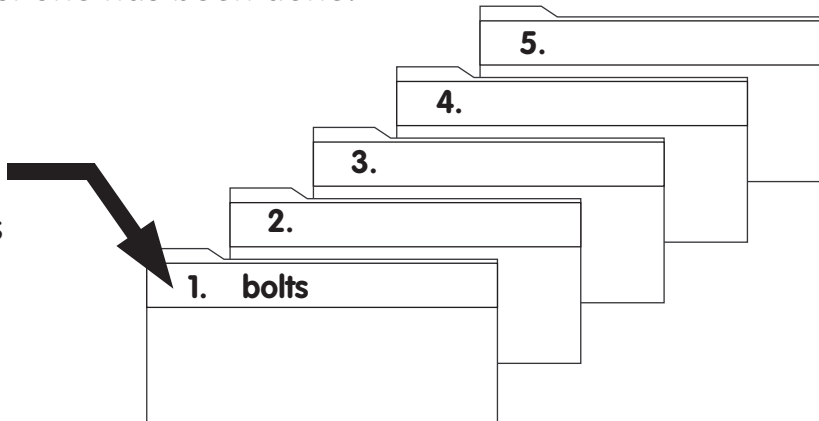
## PART B READING AND WRITING

Column for  
assessor mark.

- 19 Write the headings on the cards in the correct alphabetical order.

The first one has been done.

nuts  
bolts  
screws  
hinges  
glue



- 20 Choose the most suitable joining word for this sentence.  
Write A, B, C or D in the answer box.

To use the copier, switch on at the mains \_\_\_\_ pressing the green button.

- A and  
B before  
C or  
D so

Answer:

- 21 Circle any of the words below that should have been started with a capital letter.

I will see you next thursday at 2 o'clock. Please thank lindsay for her help.

## PART B READING AND WRITING

Column for  
assessor mark.

- 22** How should the missing word in the sentence be spelt?  
Write A, B, C or D in the answer box.

\_\_\_\_\_ should always follow safety instructions.

- A** People
- B** Peeple
- C** Poepel
- D** Peopel

**Answer:**

- 23** Read the three sentences. One is trying to persuade; one is trying to inform; and one is trying to explain.

Write A, B or C in the three boxes below.

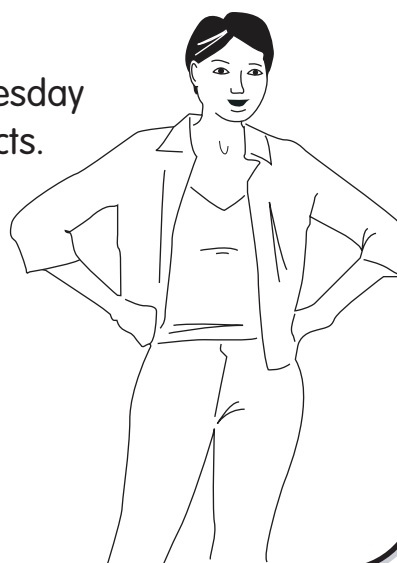
- A** The meeting is on Tuesday.
- B** Why not come to the meeting on Tuesday?  
We would love to see you there.
- C** The purpose of the meeting on Tuesday  
is to tell you about our new products.

**Persuade**

**Inform**

**Explain**

<input type="text"/>
<input type="text"/>
<input type="text"/>



## PART B READING AND WRITING

Column for  
assessor mark.

24

Look at the application form. On which line would you include information about a person who will support your application?

**IBL** Application Form

1. Name:
2. Gender:
3. Occupation:
4. NI Number:
5. Referee:
6. Reference No:
7. Previous employment:

Answer:

25

In the answer box write the FULL address to which the computer should be sent.

64 Holly Road,  
Wigan,  
WN2 7FT

Dear Sir/Madam

I recently ordered a computer from your firm to be delivered to 32 Field Lane, Wigan, WN13 7PQ. I discovered it was, in fact, delivered to 23 Great Fields, Wigan, WN13 9TH in error. Please arrange for the goods to be collected and delivered to the address at the top of this letter.

Yours faithfully  
Yasir Omar

Answer:

## PART B READING AND WRITING

Column for  
assessor mark.

26 One word in the note below is wrongly spelt.

Write it correctly in the answer box.

Karolina

It would appear there is a problem with the last order you sent out. The firm ordered 500 lables and you sent 500 envelopes. Please telephone them and sort this out. Hopefully, no harm has been done.

Imran

Answer:

27 The notice below needs proofreading.

One word is incorrectly used in one of the sentences.  
Circle the word that is wrongly used.

### NOTICE FOR ALL STAFF

It is important that staff do not leave copiers on at night. Last week a member of staff didn't switch one of and it broke down.

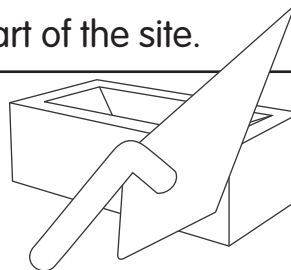
Page total

## PART B READING AND WRITING

Column for  
assessor mark.

**28** Circle the verb in the sentence below.

The builder moved the bricks to another part of the site.



**29** Read this section from a safety report and decide which of the following statements is correct. Write A, B, C or D in the answer box.

- A** Safety is the responsibility of the union.
- B** All safety standards had fallen.
- C** Floors in the factory were slippery.
- D** Certain safety standards were slipping.

**Answer:**

### Safety

At the Union meeting, Urzula Clarkson (Safety Officer) reported that she felt that some safety standards were slipping. Floors were often untidy and two doorways were blocked with rubbish. She said that it was important that the management dealt with these matters urgently.



**How are you doing?**

**Happy to go on?  
If not, tell the person in charge.**

## PART B READING AND WRITING

Column for  
assessor mark.

**30** Proofread this memo. On which line is there a spelling error?

Write the line number in the answer box.

Answer:

MEMO: For the attention of all staff

15/05/05

Line 1

All staff are reminded that the Social Committee will  
meet at 5 pm next Wednesday to plan future activities.

Line 2

Line 3

There have been some arguments over the plans put  
forward so far, so it is necessary for all to attend.

Line 4

Line 5

**31** Read this accident witness statement. On which line is  
there a grammatical error?

Write the line number in the answer box.

Answer:

Nuvi and Sanjay was preparing the Escort for its MOT.  
I had been working on the radiator on the Land Rover.  
At coffee break Chris returned from the breakdown.  
He was playing about when there was a loud bang.

Line 1

Line 2

Line 3

Line 4

Page total

32

Read the information from a driving licence application form.

9.a

Signing your photograph

If you are providing identity documents other than an up-to-date UK, EC or EEA passport, someone reliable must sign the back of the photograph.

Warning:

This person must have known you personally for at least two years, and must not be a relative or a member of the Post Office staff processing the application.

Do you need to have your photograph signed if you are using a UK passport for identification purposes?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Can't tell	<input type="checkbox"/>

Page total

## PART B READING AND WRITING

Column for  
assessor mark.

33

Proofread this document to find the word that is correctly spelt, but incorrectly used.

Write the word as it should be written in the answer box.

Answer:

I would like to be aloud to move from the day ward to night duties because the work looks interesting and varied. I'm also attracted to evening work, as this will make it possible for me to take time off with my family.

Page total

34

Which type of extinguisher would be most suitable to use on a fire in a faulty washing machine? Write A, B, C or D in the answer box.

Answer:

A



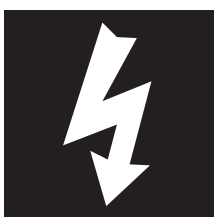
**Class A Extinguishers** will put out fires in ordinary combustibles, such as hair, wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

B



**Class B Extinguishers** should be used on fires involving flammable liquids, such as grease, hair spray, oils, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.

C



**Class C Extinguishers** are suitable for use on electrically energized fires. This class of fire extinguisher does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.

D



**Class D Extinguishers** are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium.

Page total

**How are you doing?**

**Happy to go on?  
If not, tell the person in charge.**

## PART B READING AND WRITING

Column for  
assessor mark.

35

What is the missing punctuation mark at X ?  
Write A, B, C or D in the answer box.

- A :
- B ;
- C .
- D ,

Answer:

### CARTRIDGE REPLACEMENT

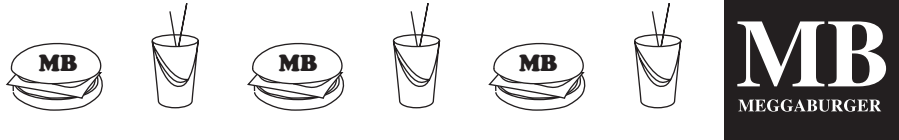


To replace a used cartridge follow this sequence X  
locate the red release lever at the rear of the  
equipment; push it back to the mark indicated;  
remove the cartridge by sliding forwards; then insert  
the new one.

Page total

**36**

**Read the information below.**



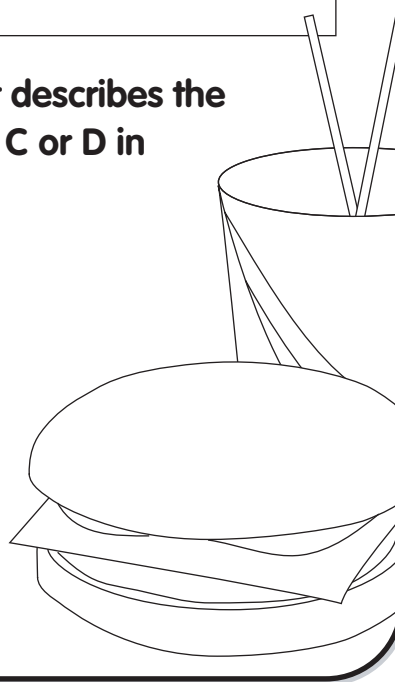
Lo Chan, the Meggaburger Bar supervisor, spoke to her team at their regular Monday meeting.

She said, "Congratulations to you all. Sales must have really shot up judging by the amount of litter and overflowing rubbish bins in the customer car park. I would like to thank Mikhail especially for saving the company's money by not using too many bin liners."

**Which of the following descriptions best describes the supervisor's talk to her staff? Write A, B, C or D in the answer box.**

- A** She is displeased with sales.
- B** She is praising her staff.
- C** She is being ironic.
- D** She is happy with staff economies.

**Answer:**



Page total



## PART B READING AND WRITING

Column for  
assessor mark.

37

According to the information below, taken from a security firm's terms of employment, is it true that you will lose money by not providing the required documents and information?

Tick one of the three boxes below.

As soon as you take up employment with GUARDRITE you will need to provide your:

- . Medical record
- . P45
- . NI number

You should do this immediately; failure to do so could delay your first month's payment. The company's terms of employment also require you to complete a 'personal details' form providing contact details for your home, doctor, next of kin etc. You must answer all questions on the form that apply to you.

YES ☐

NO ☐

CAN'T TELL ☐

☐

Page total

☐

## PART B READING AND WRITING

Column for  
assessor mark.

38

Read the memo.

Which of the statements is correct? Write A, B, C or D in the answer box.

- A** All staff must agree to and sign a Data Protection form at 4.00pm Friday.
- B** All staff must agree to and sign a Data Protection form by 4.00pm Friday.
- C** All staff must meet their Data Protection manager by 4.00pm Friday.
- D** All staff must sign a Data Protection form by 4.00pm 16 January 2005.

Answer:

### MEMO

To: All staff

From: Personnel

Date: 16 January 2005

Ref: Data Protection

Time: 10.45am

I am writing to remind you that it is imperative that you meet the company's requirement that all personnel should read and comply with the Data Protection Act. Consequently, you must agree to and sign Form DP501. Your line manager will have a copy of the form for you to sign. Please complete it by 4.00pm next Friday.

Page total

## PART B READING AND WRITING

Column for  
assessor mark.

39

One word in this document is incorrectly spelt.

Write it correctly in the answer box.

Answer:

Dear Sir

I would like to apply for promotion as advertised on the firm's bulletin board. I have always wanted to transfer to Marketing ever since I joined the organisation. As you know, I have all the necessary qualifications and consider that I am sufficiently competent to take on the additional responsibilities and demands required by the job.

40

Select the most suitable word to insert at X. Write A, B, C or D in the answer box.

An estimated 75% of the UK working population spend their working day sitting on a chair. X, not sitting on the right chair can cause abdominal, spine, neck or leg damage.

- A Consequently
- B However
- C Because
- D Subsequently

Answer:

Page total

Tool total

Level

<b>Name:</b>	
<b>Centre Name:</b>	
<b>Scores</b>	
Overall Score	<input type="text"/>
Level	<input type="text"/>