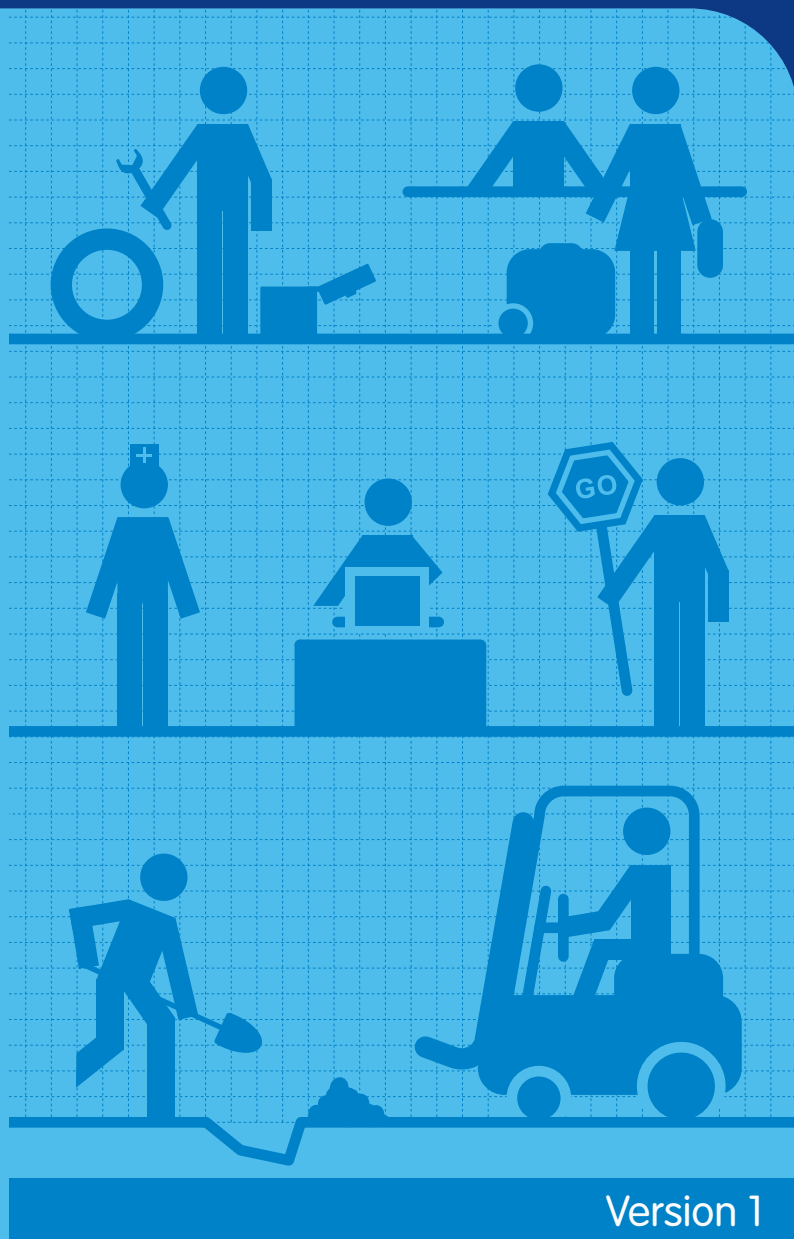


Skills for Life:

The national strategy for improving adult literacy and numeracy skills



Version 1

Numeracy

Initial Assessment for use in the workplace
Learner Answer Booklet

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

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

Calculators are **not** allowed but you may use other paper for your calculations.

01 How many people can you see in this picture?



Answer:

02 In your office there are 3 typists. One morning they type the following number of letters.

Jo	4 letters
Sam	2 letters
Lee	3 letters

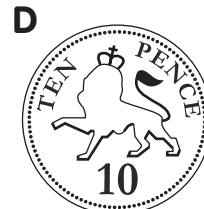
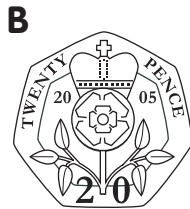
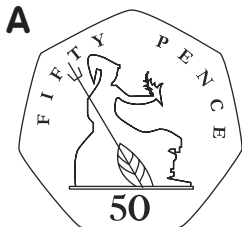
How many letters have been typed altogether?

Answer:



03 The car park near where you work costs £1 per day.

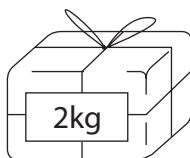
Which single coin would you use?



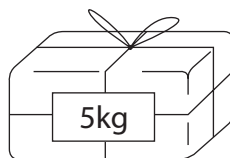
Answer:

04 In your job you have to carry parcels.

Some parcels are shown below.



X



Y



Z

Which statement is correct?

Write A, B, C or D in the answer box.

- A** Z is heavier than Y
- B** Y is lighter than X
- C** X is heavier than Y
- D** X is lighter than Y

Answer:

Page total

05

Here is a list of the telephone extension numbers in your office:

Benita White	Office Manager	2540
Jenny Haws	Sales Manager	2554
John Phillips	Site Manager	2539
Mel Hicks	Administrative Assistant	2569

You have to transfer a call to Jenny Haws.

Which number should you use?

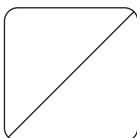
Answer:

06

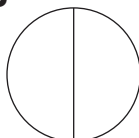
The staff in the canteen have divided a cake into quarters.

Which diagram shows this cake?

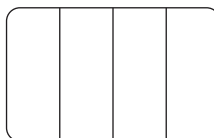
A



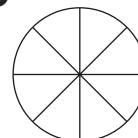
B



C



D



Answer:

07

If you are paid £5.00 per hour, how much will you earn in 7 hours?

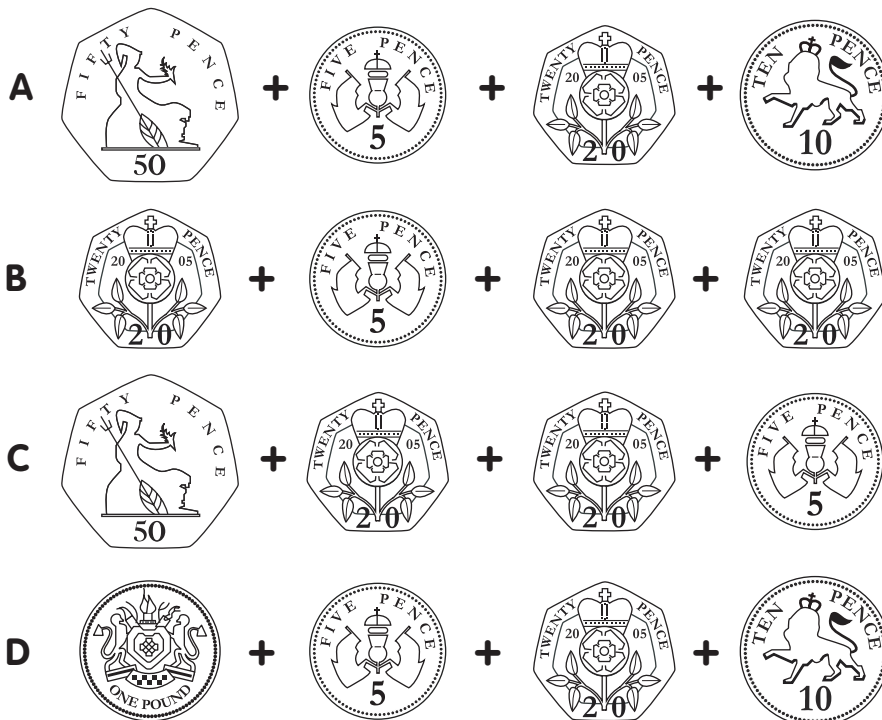
Answer:

08

In your staff canteen you are charged 85 pence for a salad.

Which of these makes up the correct money?

Write A, B, C or D in the answer box.



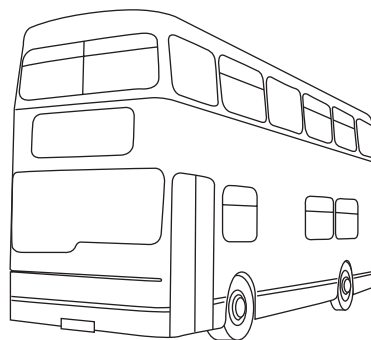
Answer:

Page total

09

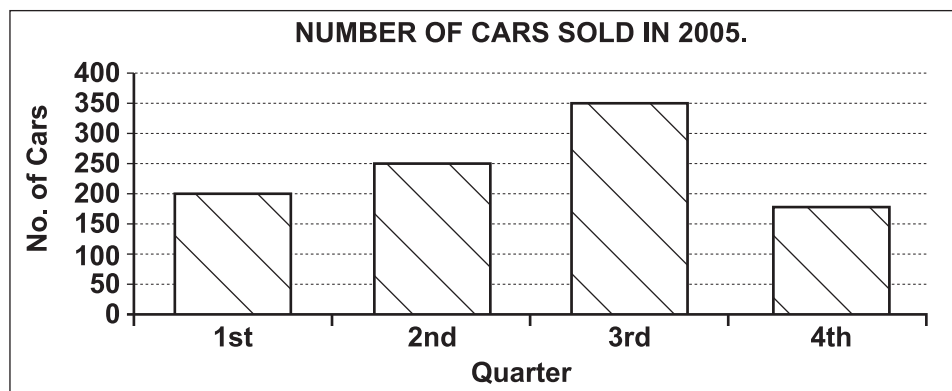
If your bus fare to and from work is 45 pence to get there and 45 pence to get back, how much change will you have left from £1.00 each day?

Answer:



10

The chart shows how many cars a company sold in 2005.



In which quarter did the company sell the fewest cars?

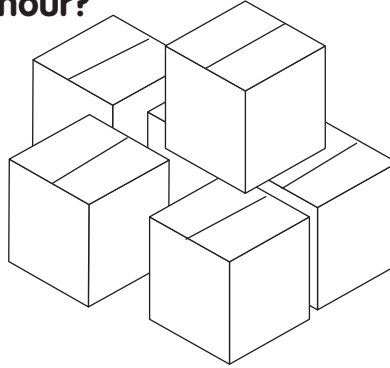
Answer:

Page total

11 You are asked to pack 32 boxes in 4 hours.

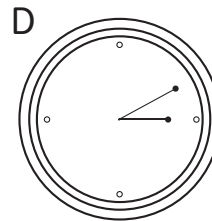
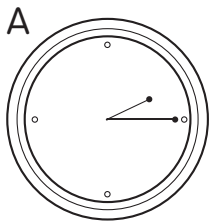
How many will you have to pack per hour?

Answer:



12 Your break is at a quarter past two in the afternoon. Which of these clocks shows that time?

Write A, B, C or D in the answer box.



Answer:

Column for
assessor mark.

13

Your wages amount to £328.00 but Tax and National Insurance of £59.00 are taken out.

How much will you receive?

Answer:

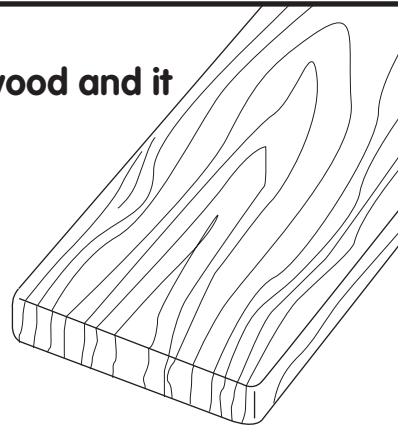
14

You measure the length of a piece of wood and it comes to 50cm.

What fraction of a metre is this?

Write A, B, C or D in the answer box.

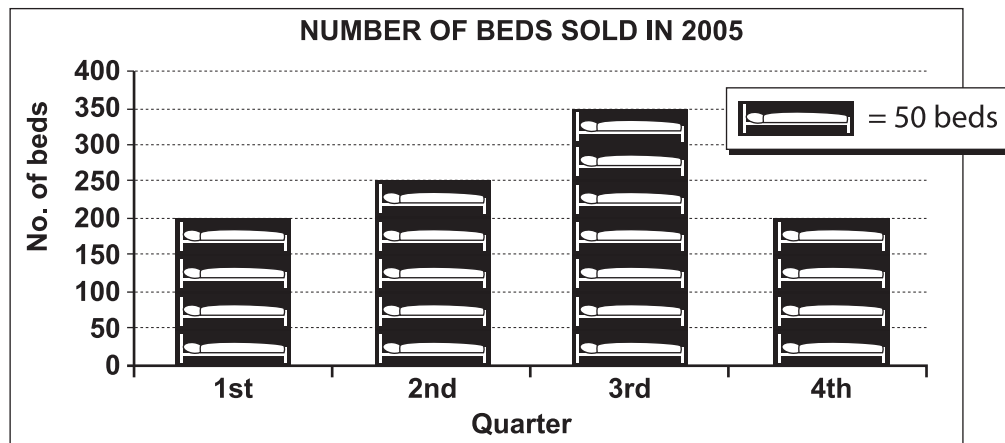
- A $\frac{1}{50}$
- B $\frac{1}{2}$
- C $\frac{1}{4}$
- D $\frac{1}{5}$



Answer:

Page total

15 The chart below shows how many beds a firm sold in 2005.



How many more beds did the firm sell in the 3rd quarter than in the 2nd quarter? Write A, B, C or D in the answer box.

- A 100
- B 250
- C 350
- D 600

Answer:

16 After your first month at work you get a 10% pay rise.

Instead of £5.00 per hour, how much will you be paid?

Answer:



Page total

How are you doing?

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

17 You are allowed to take a break from your work for $\frac{1}{3}$ of an hour.

How many minutes is this? Write A, B, C or D in the answer box.

- A 3
- B 20
- C 30
- D 40

Answer:



18 In your work you sometimes have to work out the distances travelled by the delivery van.

On the mileage chart below what is the distance from Stoke to Norton?

Write A, B, C or D in the answer box.

	Axford	Cotley	Norton	Seaton	Stoke
Axford		20	14	17	40
Cotley	20		28	24	23
Norton	14	28		9	42
Seaton	17	24	9		22
Stoke	40	23	42	22	

- A 14
- B 40
- C 42
- D 54

Answer:

Page total

19 Your weekly wages are £328.50.

You have to pay the following every week:

Tax & National Insurance	£69.50
Bus fares	£14.50
Canteen lunches	£12.50

How much of your wages will you have left each week?

Answer:

20 The table below shows the number of lawnmowers a company sold in 2005.

No. of lawnmowers sold.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	200	250	350	200

What is the average (mean) number of lawnmowers sold in each quarter?

Write A, B, C or D in the answer box.

- A 200
- B 250
- C 300
- D 350

Answer:

How are you doing?

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

21

Your firm exports to four countries in Europe.

The value of last year's exports (to the nearest million pounds) is shown in the table below.

Country	Exports (£m)
France	24
Poland	4
Italy	6
Russia	2

What fraction of the value comes from the exports to France?

Write A, B, C or D in the answer box.

A $\frac{3}{4}$

B $\frac{1}{24}$

C $\frac{1}{6}$

D $\frac{2}{3}$

Answer:

22

You are mixing concrete on a building site.

For the job you are doing you need to mix sand and cement in the ratio

5 sand : 2 cement

The cement mixer can take 14 bags in total.

How many bags of sand and cement will fill the mixer in the correct ratio?

Write A, B, C or D in the answer box.

- A 2 sand and 5 cement
- B 4 sand and 10 cement
- C 5 sand and 2 cement
- D 10 sand and 4 cement

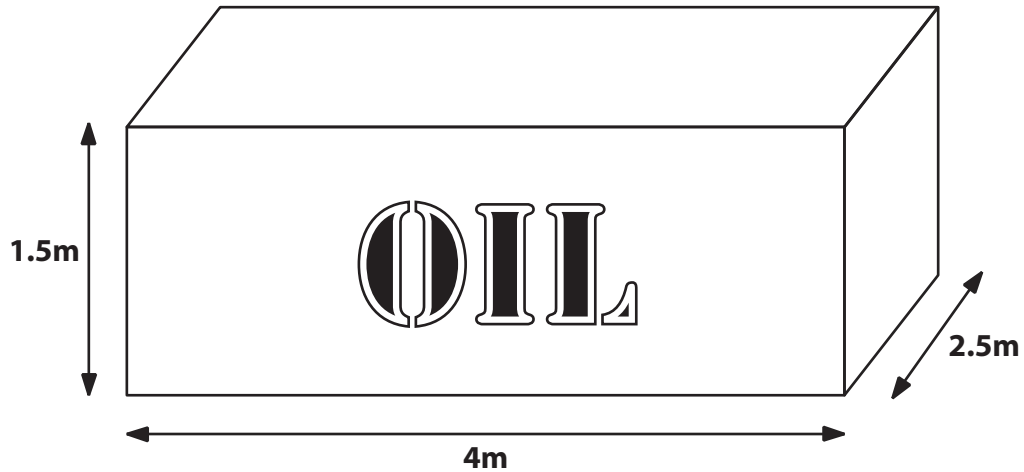
Answer:

Column for
assessor mark.

Page total

23

An oil tank has the following dimensions:



Use the formula:

$$\text{Volume} = \text{length} \times \text{height} \times \text{width}$$

to calculate the volume of the tank.

Answer:

m^3

Column for
assessor mark.

Page total

24

You have to order 100 wooden boxes from Greece.

Each box costs €2.35 (euros)

The exchange rate is €1 = 0.70 GB pounds

How much will the order cost in GB pounds?

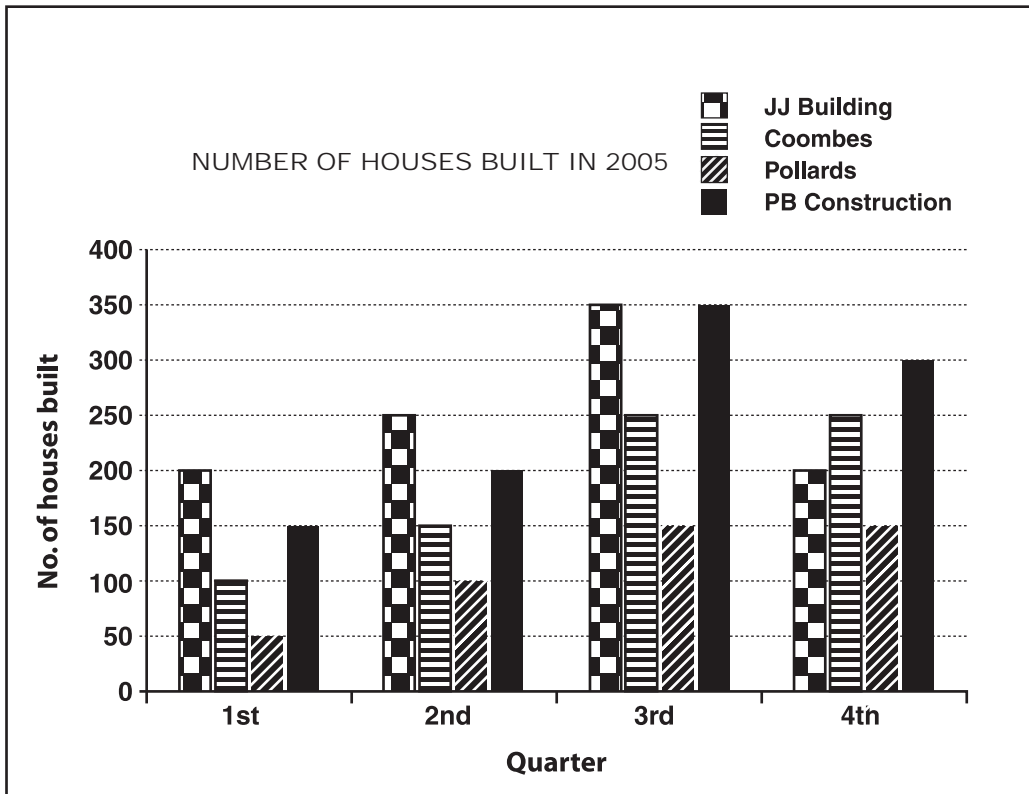
Answer:

Column for
assessor mark.

Page total

25

The chart below shows how many houses four different firms built in 2005.



Which firm's records show the widest range in the number of houses built per quarter? Write A, B, C or D in the box.

- A JJ Building
- B Coombes
- C PB Construction
- D Pollards

Answer:

Column for
assessor mark.

Page total

Tool total

Level

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