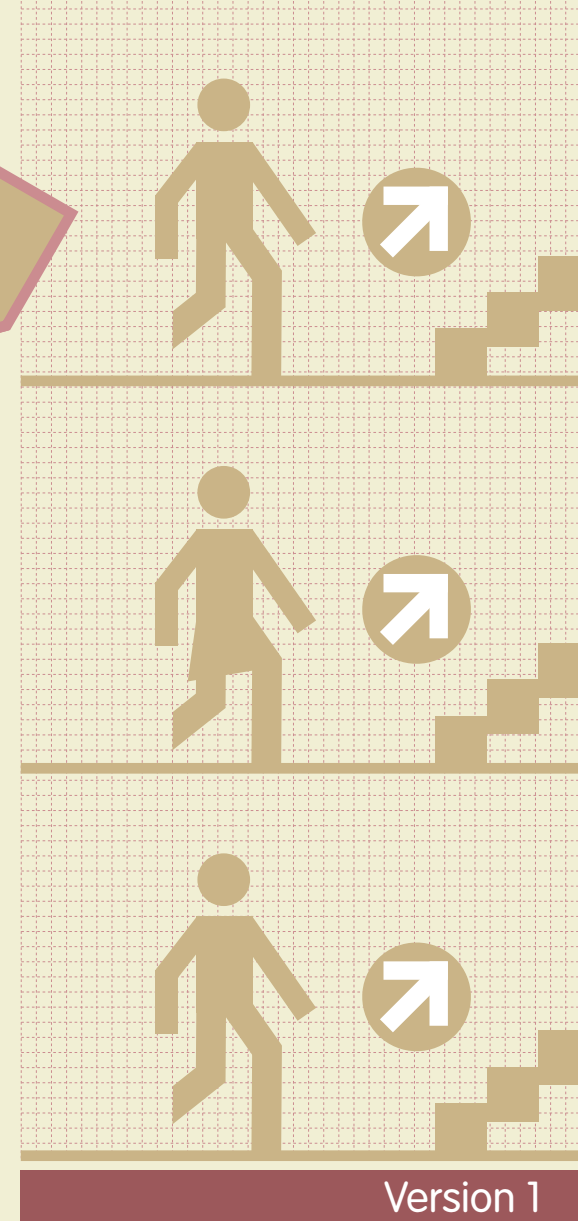
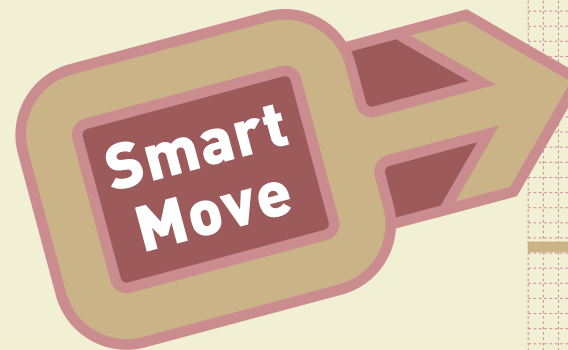


Name:				
Scores				
Literacy Part A	<input type="text"/>	Refer for initial assessment?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Numeracy Part A	<input type="text"/>	Refer for initial assessment?	<input type="button" value="Yes"/>	<input type="button" value="No"/>



Version 1

User Booklet Part A

Checking your literacy and numeracy skills
for use in the workplace

- This tool will help you check your skills in **literacy** and **numeracy**.
- It should take about 10 minutes to answer the questions.
- You can stop at any time if you have difficulty with the questions.
- The assessor will check your answers and discuss with you how you have done.
- You cannot use a dictionary or calculator.

You will need a pen or pencil.

Numeracy

Literacy

1

It costs £1.50 to get to work and £1.50 to get home.

If you travel to and from work once a day, how much change will you get from £5.00?

Circle the correct answer.

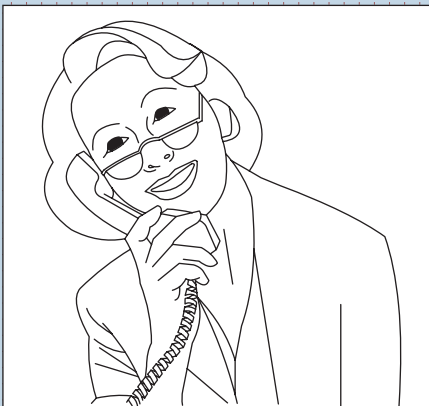
£1.50

£2.00

£2.50

£3.00

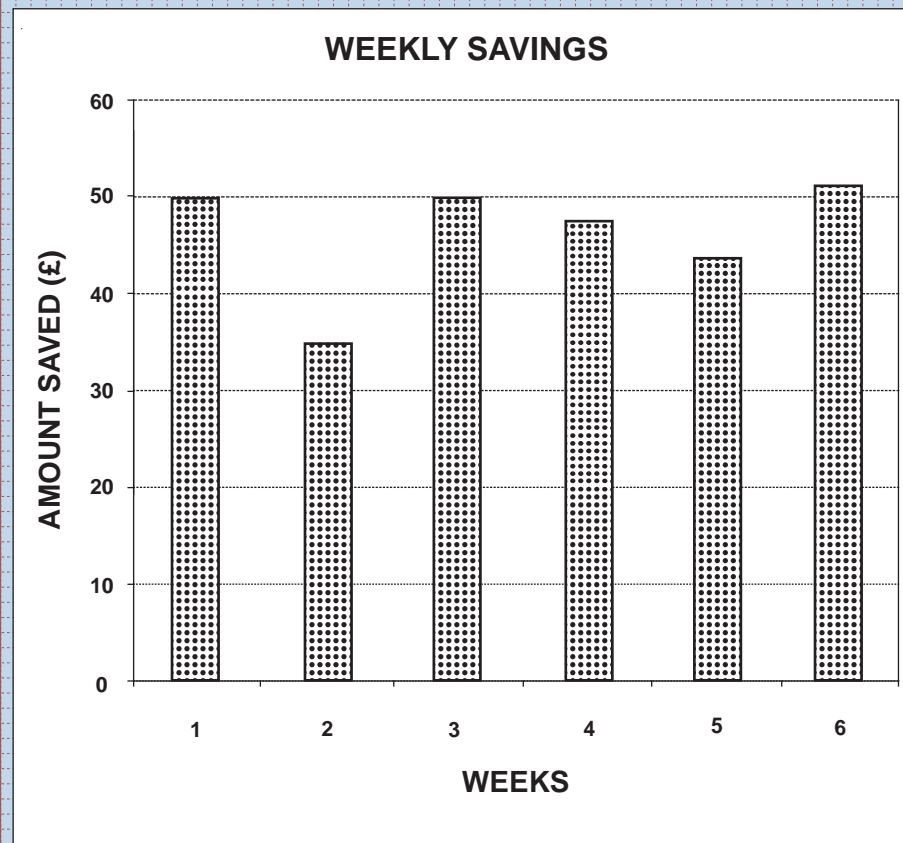
- 1 Listen to this order being placed and then write your answer to the question in the box below.



Answer:

- 2 The chart below shows how much a hairdresser saved each week.

On the chart, circle the week in which the hairdresser saved the most money.



2

You need to buy paper for the office.
Circle the phone number you would call.

OFFICE WORLD

New and second-hand
desks and chairs.

Tel: 01569 776192

OFFICE SUPPLIES

**We supply paper,
files, staples,
etc. to your door.**

Tel: 01569 756291

TOTAL OFFICE

**We clean offices
and equipment.**

Tel: 01569 755443

OFFICE NOW

We supply and repair
most office machines.

Tel: 01569 776677

3

A nurse makes 18 appointments each day.

How many appointments does she make in 5 days?

Write the answer in the answer box.

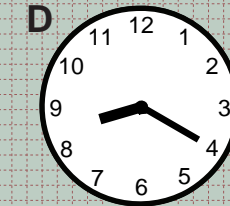
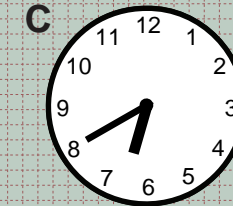
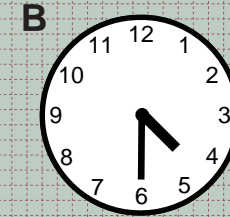
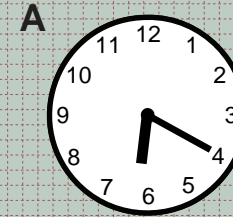
Answer:

- 3 Read the memo and circle the date and time when the new trainer can see Martin Smith.

From: Rajiv Gupta, Section Supervisor
To: Martin Smith
Subject: Your appointment
Cc:
Date: 19 June 2006; 10:15am

Your appointment to see the new trainer on 20 June at 11:20am has had to be changed. The trainer can now see you on 30 June at 11:40am. Please let me know before 10:00am on 28 June if you cannot make the new appointment.

- 4 The printing shop is open until 6:20 on Fridays.
Circle the clock that shows this time.



4 Circle the correct answer box to complete this sentence.

NOTICE TO ALL STAFF

From Monday 21st March, all workers _____
expected to wear hard hats whilst the roof is
being repaired.

Claudia Goulart (Works Safety Officer)

was

were

will be

is

5 A factory aims to improve its output by 20%.

What is this percentage written as a fraction?

Circle the correct answer.

$\frac{1}{20}$

$\frac{1}{5}$

$\frac{1}{4}$

$\frac{2}{5}$

5 Which extinguisher is most suitable for tackling a fire in a faulty electric hair dryer in a hairdressing salon?

Circle the correct answer.



Class A Extinguishers should be used on fires involving combustible materials such as hair and paper.



Class B Extinguishers should be used on fires involving flammable liquids such as grease, hair spray, oils, paints and sprays.



Class C Extinguishers should be used on fires involving electrical faults.



Class D Extinguishers should be used on fires involving metal fires such as titanium and sodium.

Class A

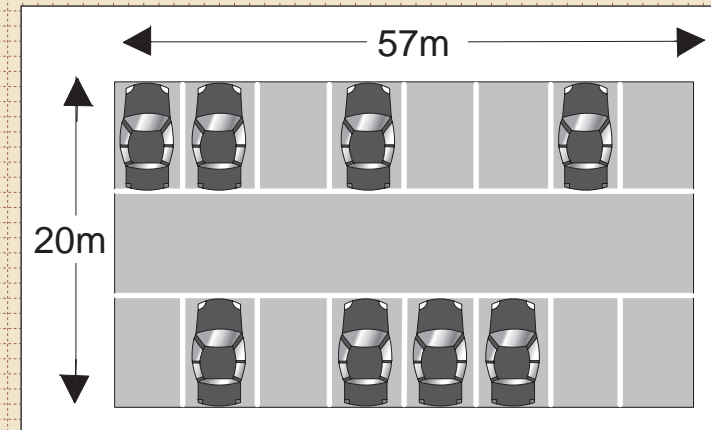
Class B

Class C

Class D

6 What is the perimeter of this car park?

Circle the correct answer.



37m

77m

154m

1140m

6

A word in this email is incorrectly spelt.

Find the word and then write it correctly in the box provided.

From: Fire Officer
Date: 13 September 2006 10:15am
To: All floor staff
cc: Section Head
Subject: Fire drill

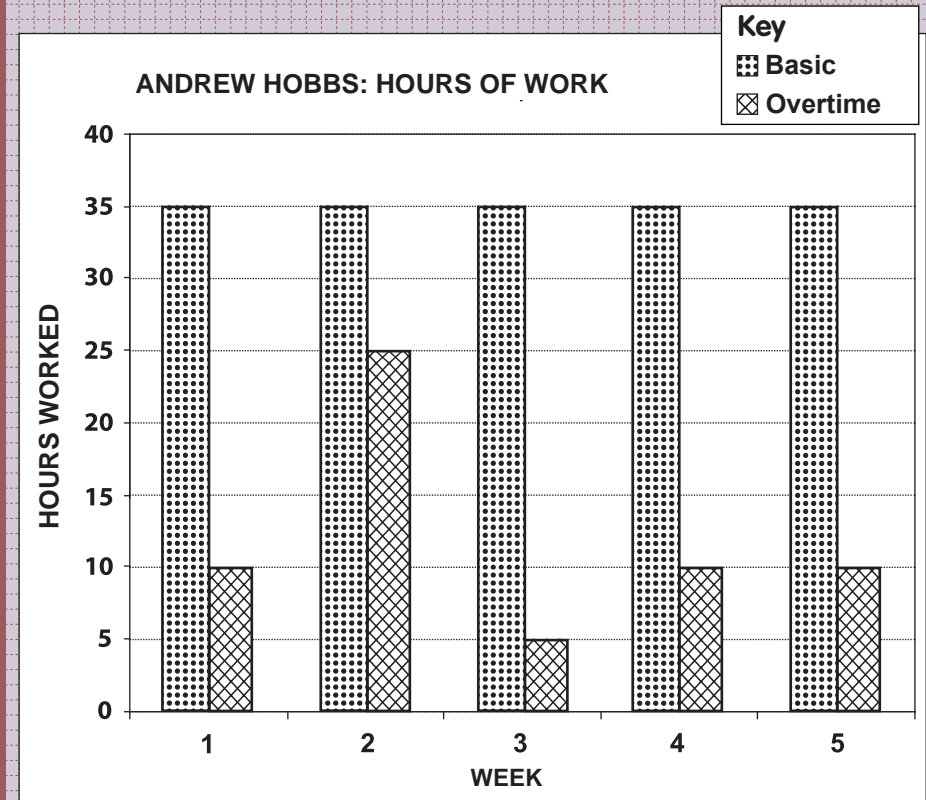
I am concerned that during the fire drill last night it took ten minutes for everyone to vacate the building. I was suprised to find that some people failed to leave their work areas quickly when the emergency bell sounded. I shall hold a similar exercise soon and expect a faster response.

Answer:

7

The chart shows the number of hours Andrew Hobbs worked over a period of five weeks.

Circle the range in the hours of overtime.



0 hours

10 hours

20 hours

60 hours

NOW ASK YOUR ASSESSOR TO CHECK YOUR ANSWERS.

7

Circle A, B, C or D to complete the sentence correctly.

The manager considers that a variety of new products

A are essential in the success of the firm.

B is essential to the success of the firm.

C are essential to the success of the firm.

D is essential in the success of the firm.



Thank you