

PRACTICE ASSIGNMENT PAPER

ENTRY 3

A TRIP TO THE LIBRARY

NAME

DATE

Summary of achievement

Reading	E
Writing	E
Speaking and Listening	E

ACTIVITY 1

Read this leaflet.

THE LIBRARY SERVICE

LIBRARY OPENING HOURS

Monday	9.30am - 5.30pm
Tuesday	9.30am - 5.30pm
Wednesday	9.30am - 1.00pm
Thursday	9.30am - 7.00pm
Friday	9.30am - 5.30pm
Saturday	9.30am - 1.00pm

Reference Library

Our reference section contains magazines & newspapers in English and Urdu, reference books, telephone and business directories, street maps, leaflets on local events and services and useful statistics. We also have an extensive Health Information section with medical dictionaries, leaflets, lists of GPs and dentists and health magazines.

This library offers a Homework Club where children can access help with school projects. This is a free service - they just need to register with us.

Computer Access

Members of the library are able to use our computers by booking in advance. Classes on how to use the internet are available free on a Saturday morning.

Ring Carol on 0800 5252634

Enjoy reading? Want to join a Reading Group?

Then call in at our monthly meetings at Brookhill Branch Library to discover the pleasure of discussing books with like-minded people. Group led by a member of staff but open to members' suggestions for reading and discussion. Informal, friendly atmosphere.

Reading Group held every second Tuesday in the month at 2.00pm. Phone Ann on 0800 5252781 for more details.

Visit our website at www.newtownlibrary.gov.uk

Now answer the questions on the next page.

Answer these questions.

1. What is the leaflet about?

2. When does the library have a late night opening?

3. According to the leaflet, what is available in the Reference Section? Write down two things.

4. Which course can you attend free at the library?

5. Is there a charge for the Homework Club?

6. Where does the Reading Group meet? _____

Write down the day and time you would attend this group.

ACTIVITY 2

You phone the library to find out about the opening hours.



Ask your tutor for the tape.

Listen to the tape and then answer the questions.

1. Write two things you can do by phoning this number.

2. What number should you ring to contact the branch library?

3. Write down two facilities that the library offers?

4. What should you do if you need more information?

Now look up the telephone number of your local library.

Write the name and telephone number here.

ACTIVITY 3

You can look up information about books in catalogues and on the internet. The information is arranged in alphabetical order by the authors' surnames.

Look at these names.

J R R Tolkien John Grisham ~~Maeve Binchy~~ Mark Twain

Thomas Hardy J K Rowling Charlotte Brontë Salman Rushdie

Write the names on the list below in the correct alphabetical order using the surnames. The first one has been done for you.

<u>Alphabetical list of authors</u>
Maeve Binchy

Use your dictionary.

Look up the meaning of the word "fiction."

Write the meaning here.

ACTIVITY 4

You pick up a form to join the local library. The form is on the next page.

Read the form.

Answer these questions.

1. Write down two reasons for joining the library.

2. What building is the library opposite?

Now fill in the form.

You can use the space below to plan and practise answering the questions on the form if you like.

THE LIBRARY SERVICE ENROLMENT FORM

Join the library to take out books, DVDs, videos or CDs,
attend a reading group or use our computers.

Title: Mr/Mrs/Ms/Dr (circle as applicable)

Surname (in capitals).....

First names

Address

.....

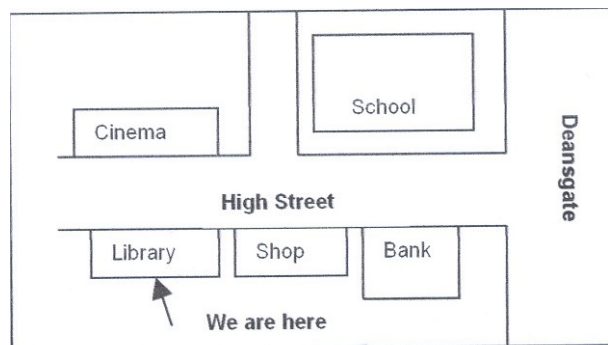
Postcode

Telephone

E-mail * (if you have it)

My age is (please tick) **under 15** **15-18**
 18-60 **over 60**

How to find us



Check your form and correct any mistakes.

Have you checked? _____

ACTIVITY 5



Tell your tutor when you are ready to have a discussion.

Talk with your tutor or a friend about the library and reading books.

You can talk about

- your local library
- what you like about it
- what you don't like about it
- the kind of books you like to read
- films that are based on books.

If you want to make any notes, you can use this page.

ACTIVITY 7

Plan a piece of writing.

In Activity 8 you will have to do one of the following:

- write about your favourite book

or

- write a letter to a friend about a trip to the library.

Your piece of writing should be several paragraphs long.

You can use any planning you find helpful (such as a list, a spidergraph or rough notes).

Write your plan in the space below.

Now, write a rough copy on the next page.

ASSESSMENT PACK

A TRIP TO THE LIBRARY

ENTRY 3

Tick if achieved			
S&L	R	W	
	<input type="checkbox"/>		Activity 1 - Leaflet 1. The leaflet is about <ul style="list-style-type: none"> • library or • opening hours or • facilities or • reference section or • reading group or • homework club or • computers
	<input type="checkbox"/>		2. Late night opening is on <ul style="list-style-type: none"> • Thursday
	<input type="checkbox"/>		3. Facilities available (any two from) <ul style="list-style-type: none"> • newspapers and/or • magazines and/or • health/medical information/leaflets and/or • street maps and/or • statistics and/or • telephone/business directories
	<input type="checkbox"/>		4. Free course is <ul style="list-style-type: none"> • using the internet
	<input type="checkbox"/>		5. Homework Club charge <ul style="list-style-type: none"> • no or • free or • need to register
	<input type="checkbox"/>		6. Reading Group held at <ul style="list-style-type: none"> • Brookhill Branch Library on
	<input type="checkbox"/>		<ul style="list-style-type: none"> • Tuesday at 2.00pm
	<input type="checkbox"/>		6 out of 8 correct answers required for success Tick if activity 1 successfully achieved
<input type="checkbox"/>			Activity 2 - Telephone message 1. You can (any two of) <ul style="list-style-type: none"> • hear opening times • renew books • find out information on courses • find out about facilities

S&L	R	W	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<p>2. The branch number is</p> <ul style="list-style-type: none"> • 0800 5254949 <p>3. Library facilities (any two from)</p> <ul style="list-style-type: none"> • renting dvds, cds and videos or • computer courses • Reading Group <p>4. For more information</p> <ul style="list-style-type: none"> • say "more options" or • visit website <p>Look up and write down the name of a library</p>
<input type="checkbox"/>			<p>All 4 correct answers needed for success Tick if activity 2 Listening successfully achieved</p>
	<input type="checkbox"/>		<p>Tick if activity 2 Reading successfully achieved</p>
	<input type="checkbox"/> <input type="checkbox"/>		<p>Activity 3 - Authors' list Put the names on the list in correct alphabetical order. Spelling should not be penalised as long as the words are in the correct places Binchy, Brontë, Grisham, Hardy, Rowling, Rusdie, Tolkien, Twain</p> <p>Look up and write down a meaning of the word <i>fiction</i> from the dictionary</p>
	<input type="checkbox"/>		<p>Tick if all of activity 3 successfully achieved</p>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Activity 4 - Library Form</p> <p>1. Two reasons for joining the library are (any two of)</p> <ul style="list-style-type: none"> • use computer and/or • take out books and/or • take out DVDs, CDs or videos and/or • attend reading group <p>2. The library is opposite the</p> <ul style="list-style-type: none"> • cinema <p>Follow instructions on the form, including use of block capitals for surname</p> <p>Complete the form fully and accurately and such that the request can be processed</p> <p>Complete all the relevant information about themselves</p> <p>Demonstrate checking work, through drafts or the answer to the question</p>
	<input type="checkbox"/>		<p>Tick if activity 4 reading successfully achieved</p>
		<input type="checkbox"/>	<p>Tick if activity 4 writing successfully achieved</p>

S&L <input type="checkbox"/>	R	W	Activity 5 - Discussion S&L record attached showing successful achievement
<input type="checkbox"/>			Tick if all of activity 5 successfully achieved
<input type="checkbox"/>			Activity 6 - Questioning others Obtain information from three other people about reading
<input type="checkbox"/>			Tick if all of activity 6 successfully achieved
		<input type="checkbox"/>	Activity 7 - Writing plan <ul style="list-style-type: none"> produce a plan that includes relevant information about books/libraries produce a rough copy of description or letter
		<input type="checkbox"/>	Tick if all of activity 7 successfully achieved
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Activity 8-Writing Write a description or letter that: <ul style="list-style-type: none"> is organised into short paragraphs presents information in a logical order is written in complete sentences most of the time uses correct basic grammar (including subject/verb agreement) most of the time uses punctuation correctly (capital letter, full stops, question marks, exclamation marks, where needed) most of the time has common words and key words provided for the candidate in the assignment spelt correctly. Spellings of other words should not be penalised unless they interfere with conveying the meaning or maintaining the confidence of the intended reader. gives information about books or libraries demonstrates checking work, through drafts or response to verbal questions
		<input type="checkbox"/>	Tick if all of activity 8 successfully achieved
<input type="checkbox"/>			Tick if all Entry 3 S&L activities successfully achieved
	<input type="checkbox"/>		Tick if all Entry 3 reading activities successfully achieved
		<input type="checkbox"/>	Tick if all Entry 3 writing activities successfully achieved

Entry 3 A Trip to the Library

TRANSCRIPT FOT ACTIVITY 2

Hello. Welcome to Newtown Library. This is your information and book renewal line. Remember you can also find out about our library facilities including renting DVDs, CDs and videos, renewing your library books, our Reading Group, computer courses and opening times of the library on our website: www.newtownlibrary.gov.uk

To hear the message again at any point, just press the star button on your phone.

To help us direct your call, please choose one of the following options. If you wish to hear the opening times, say "library hours," or if you want to renew your books, say "book renewal". Alternatively you can say "more options" to obtain any other information.

Please speak now...

_____ pause _____

What would you like to do? Say "one" to find out library facilities, "two" for details of computer courses and "three" for directions to the library. If you wish to contact our branch library, please ring 0800 5254949. Please speak now.

_____ pause _____

To obtain an editable version of the original Word document please send teaching ideas or any adult basic skills resource that you would like to share to maggie@skillsworkshop.org

THANK YOU