

PRACTICE ASSIGNMENT PAPER

ENTRY 1

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

LOAN CHARGES

BOOKS - Free

VIDEOS/DVDs

£2.00 per week

TALKING BOOKS & LANGUAGE TAPES

£1.40 per 3 weeks

OVERDUE FINES

BOOKS - 12p per item per day

VIDEOS, DVDs - 40p per item per day

TALKING BOOKS, LANGUAGE TAPES & CDs -

30p per item per day

LOST COMPUTER MEMBERSHIP CARDS 50p/£1

Now finish the sentences on the next page.

Finish the sentences.

1. The leaflet is about _____

2. To take a book out of the library is _____

3. A DVD would cost me _____

ACTIVITY 2

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



Ask your tutor for the tape.

Listen to the tape.

Then answer the questions.

1. What number do you press to hear the opening times?

2. The message asks if you want information sent to you.

If you want information you must say 3 things. What are they?

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



Ask your tutor.

Give your name and address or telephone number.

ACTIVITY 3

Look at this notice.

LIBRARY OPENING TIMES	
Mondays	9.00am - 5.00pm
Tuesdays	9.00am - 5.00pm
Wednesdays	9.00am - 1.00pm
Thursdays	9.00am - 7.00pm
Fridays	9.00am - 5.00pm
Saturdays	9.00am - 1.00pm
Closed on Sundays and Bank Holidays	

When does the library close on a Thursday?

ACTIVITY 4

Read this form.

<p style="text-align: center;">THE LIBRARY SERVICE</p> <p style="text-align: center;">Fill in your personal details to join the library.</p> <p>Full name</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Postcode</p>

Now fill in the form.

Check your form and correct any mistakes.

ACTIVITY 5

Now you are going to talk to someone.



Ask your tutor.

Talk with your tutor or a friend about joining the library.

- Tell them your personal details for the application form.
- Ask questions about how many books you are allowed to borrow.
- Find out if there are any charges.
- Talk about the kind of books you like to read.

ACTIVITY 6

Write some sentences.

Write about the books you read.

eg The book I like best is Jaws.

It is about a shark.

Check your work.

You have now done all the activities.

ASSESSMENT PACK

A TRIP TO THE LIBRARY

ENTRY 1

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 charges or • loan charges or • fines
	<input type="checkbox"/>		2. Books are <ul style="list-style-type: none"> • free or • nothing
	<input type="checkbox"/>		3. Cost of a dvd is <ul style="list-style-type: none"> • £2 (per week)
	<input type="checkbox"/>		2 out of 3 correct answers required for success Tick if activity 1 successfully achieved
<input type="checkbox"/>			Activity 2 - Telephone message 1. To hear opening times, press <ul style="list-style-type: none"> • 1
<input type="checkbox"/>			2. The things you must say are <ul style="list-style-type: none"> • name • address • if over 16
<input type="checkbox"/>			Two required for success role play giving name and address
<input type="checkbox"/>			Tick if activity 2 successfully achieved
	<input type="checkbox"/>		Activity 3 - Library Opening Times write down or tell the assessor that Thursday closing is <ul style="list-style-type: none"> • 7.00pm
<input type="checkbox"/>			Tick if activity 3 successfully achieved

S&L	R	W	
		<input type="checkbox"/>	Activity 4 - Library Form complete the form, spelling some personal details correctly, such that the information could be sent out (postcode not required)
		<input type="checkbox"/>	Tick if activity 4 successfully achieved
<input type="checkbox"/>			Activity 5 - Conversation S&L record attached showing successful achievement
<input type="checkbox"/>			Tick if activity 5 successfully achieved
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Activity 6 -Writing Write one or more sentences that: <ul style="list-style-type: none"> • are complete • use punctuation (capital letter and full stop) correctly most of the time • use a capital letter for the personal pronoun "I", where appropriate most of the time • use upper and lower case correctly most of the time • have some personal details and common words 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. • give information about books
		<input type="checkbox"/>	Tick if activity 6 successfully achieved
<input type="checkbox"/>			Tick if all Entry 1 S&L activities successfully achieved
	<input type="checkbox"/>		Tick if all Entry 1 reading activities successfully achieved
		<input type="checkbox"/>	Tick if all Entry 1 writing activities successfully achieved

Entry 1 A Trip to the Library

TRANSCRIPT FOR ACTIVITY 2

Hello, welcome to the Newtown Library information line.

Please choose one of the following options. If you want to know the library opening times, press 1. To renew your books, press 2 or for information about joining the library, press 3.

_____ pause (click) _____

So we can send you information about joining the library, please say your name, address and if you are over 16. Speak now.

_____ pause (click) _____

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