

PRACTICE ASSIGNMENT PAPER

ENTRY 2

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

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

**Newtown
Library**
0800 5252
634

At the library you can:

- borrow books/DVDs/CDs/videos
- use the computers
- join a reading group or homework club
- find information on a wide range of subjects

LOAN CHARGES

Books - Free
DVDs/videos £2 per 3 weeks
Talking books/language tapes
£1.40 per 3 weeks
Book reservations £1

**Renew your books by
phone or on-line.**
08005252724
www.newtownlibrary.gov.uk

Did you know we now have a gift shop in the library? We sell greetings cards, photographs and posters of local beauty spots and local history books. The latest publication in our local history series, "Newtown in the Past", is available now at £11.99.

Now answer the questions on the next page.

Answer these questions.

1. What is the leaflet about?

2. How can you renew your books?

3. What items are on loan for £1.40 per 3 weeks?

4. What is the book, "Newtown in the Past" about?

5. How much does it cost to reserve a book?

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. What should you do if you want to hear the message again?

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.

Stephen King
Roald Dahl

J K Rowling
~~Charlotte Brontë~~

J R R Tolkien
John Grisham

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>
Charlotte Brontë

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. 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 and to use our computers.

Surname (in capitals).....

First names

Address

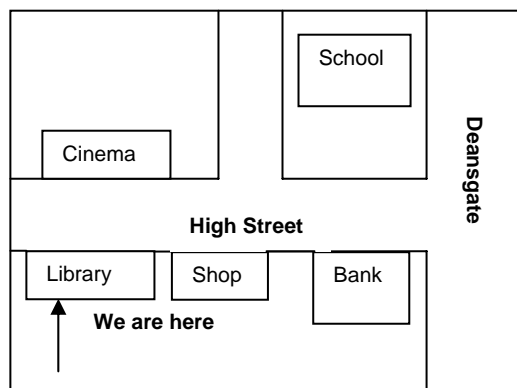
.....

Postcode

Telephone

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

How to find us



Check your form and correct any mistakes.

ACTIVITY 5

Now you are going to have a conversation with a friend or your tutor.



Tell your tutor when you are ready to start.

Talk with your tutor or a friend about the library and reading books. Find out what they think about going to 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 last book you read
- films based on books.

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

ACTIVITY 6

Next, you are going to do some writing.

Write approximately half a page, using complete sentences.

Write about your favourite books.

or

Write a letter to a friend about a trip to the library.

Do a rough copy first.

Check the full stops, capital letters and spellings.

Write a neat copy on the next page.

ASSESSMENT PACK

A TRIP TO THE LIBRARY

ENTRY 2

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 facilities/service or • loan charges or • opening times or • gift shop
	<input type="checkbox"/>		2. Renew books by <ul style="list-style-type: none"> • phone or • on-line
	<input type="checkbox"/>		3. For £1.40 you can borrow <ul style="list-style-type: none"> • language tape or • talking book
	<input type="checkbox"/>		4. Book is about <ul style="list-style-type: none"> • local history
	<input type="checkbox"/>		5. Book reservations cost <ul style="list-style-type: none"> • £1
	<input type="checkbox"/>		4 out of 5 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 hours • renew books • find out information on courses • find out about facilities • hear directions to library
<input type="checkbox"/>			2. The branch number is <ul style="list-style-type: none"> • 0800 5254949
<input type="checkbox"/>			3. To hear the message again <ul style="list-style-type: none"> • press star (button)
	<input type="checkbox"/>		Look up and write down the actual phone number of a local library
<input type="checkbox"/>			All 3 correct answers required for success in S&L. Tick if activity 2 S&L successfully achieved
	<input type="checkbox"/>		Tick if activity 2 Reading successfully achieved

S&L	R <input type="checkbox"/>	W	<p>Activity 3 - Authors' List put the names in alphabetical order according to first place letter only. Spelling should not be penalised as long as the words are in the correct places: Brontë; Dahl; Grisham; King; Rowling; Tolkien</p> <p>Look up and write down a meaning of the word <i>fiction</i> from any dictionary</p>
	<input type="checkbox"/>		Tick if all of activity 3 successfully achieved
	<input type="checkbox"/>		<p>Activity 4 - Library Form 1. Library is opposite the</p> <ul style="list-style-type: none"> • cinema <p>follow instructions on the form (capitals for surname; tick for age)</p> <p>use capital letters for proper nouns most of the time if block capitals not used throughout</p> <p>complete form fully, spelling most personal details correctly, such that the form can be processed</p>
	<input type="checkbox"/>		Tick if activity 4 Reading successfully achieved
		<input type="checkbox"/>	Tick if activity 4 Writing successfully achieved
<input type="checkbox"/>			<p>Activity 5 - Conversation S&L record attached showing successful achievement</p>
<input type="checkbox"/>			Tick if activity 5 successfully achieved
		<input type="checkbox"/>	<p>Activity 6 -Writing Produce a piece of writing that:</p> <ul style="list-style-type: none"> • is written in complete sentences most of the time • uses punctuation correctly (capital letter, full stops, question marks where needed) most of the time • uses adjectives, where appropriate • uses conjunctions, where appropriate • has most 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. • is sufficiently legible for the intended reader • gives information about books/libraries
		<input type="checkbox"/>	Tick if all of activity 6 successfully achieved
<input type="checkbox"/>			Tick if all Entry 2 S&L activities successfully achieved
	<input type="checkbox"/>		Tick if all Entry 2 reading activities successfully achieved
		<input type="checkbox"/>	Tick if all Entry 2 writing activities successfully achieved

Entry 2 A Trip to the Library

TRANSCRIPT FOR ACTIVITY 2

Hello. Welcome to the Newtown Library. This is your information and book renewal line.

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

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" for 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