PRACTICE ASSIGNMENT PAPER
ENTRY 2

A TRIP TO THE LIBRARY

Summary of achievement

Reading E
Writing E
Speaking and Listening E

NAME
DATE
ACTIVITY 1

Read this leaflet.

THE LIBRARY SERVICE

OPENING HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>9.30am - 5.30pm</td>
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<tr>
<td>Tuesday</td>
<td>9.30am - 5.30pm</td>
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<td>Wednesday</td>
<td>9.30am - 1.00pm</td>
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<tr>
<td>Thursday</td>
<td>9.30am - 7.00pm</td>
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<td>Friday</td>
<td>9.30am - 5.30pm</td>
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<tr>
<td>Saturday</td>
<td>9.30am - 1.00pm</td>
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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

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.

Newtown Library
0800 525 2634

Renew your books by phone or on-line.
0800 525 2724
www.newtownlibrary.gov.uk

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       J K Rowling       J R R Tolkien
Roald Dahl         Charlotte Brontë   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.

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

![Map of the area with locations and directions]

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.

___________________________________________________

___________________________________________________

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___________________________________________________

Check the full stops, capital letters and spellings.

Write a neat copy on the next page.
Write your neat copy here or on a clean piece of paper.

___________________________________________________

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Check your work and hand it in.

You have now completed all the activities.
### A Trip to the Library

#### Entry 2

**Tick if achieved**

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<th>R</th>
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**Activity 1 - Leaflet**

- **1.** The leaflet is about
  - library facilities/service  
  - loan charges  
  - opening times  
  - gift shop

- **2.** Renew books by
  - phone  
  - on-line

- **3.** For £1.40 you can borrow
  - language tape  
  - talking book

- **4.** Book is about
  - local history

- **5.** Book reservations cost
  - £1

- 4 out of 5 correct answers required for success

**Tick if activity 1 successfully achieved**

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**Activity 2 - Telephone message**

- **1.** You can (any two of)
  - hear opening hours  
  - renew books  
  - find out information on courses  
  - find out about facilities  
  - hear directions to library

- **2.** The branch number is
  - 0800 5254949

- **3.** To hear the message again
  - press star (button)

- Look up and write down the actual phone number of a local library

- All 3 correct answers required for success in S&L. Tick if activity 2 S&L successfully achieved

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**Tick if activity 2 Reading successfully achieved**

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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.

Look up and write down a meaning of the word fiction from any dictionary.

Tick if all of activity 3 successfully achieved.

Activity 4 - Library Form

1. Library is opposite the cinema.

Follow instructions on the form (capitals for surname; tick for age).

Use capital letters for proper nouns most of the time if block capitals not used throughout.

Complete form fully, spelling most personal details correctly, such that the form can be processed.

Tick if activity 4 Reading successfully achieved.

Tick if activity 4 Writing successfully achieved.

Activity 5 - Conversation

S&L record attached showing successful achievement.

Tick if activity 5 successfully achieved.

Activity 6 - Writing

Produce a piece of writing that:

- 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

Tick if all of activity 6 successfully achieved.

Tick if all Entry 2 S&L activities successfully achieved.

Tick if all Entry 2 reading activities successfully achieved.

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 __________________________