

## Practice Exam Questions – Level 1, Adult Literacy.

**Rt/L1.2** Recognise how language and other textual features are used to achieve different purposes e.g. to instruct, explain, describe, persuade (a) understand that choice of language and textual features reflect the purpose of a text (b) know that different types of text use different sorts of language, structural and presentational devices.

**Note:** these questions were collected together specifically to cover **form and purpose of text** but other curriculum elements may also be covered.

***If students are attempting all questions, under exam conditions, allow about 20 minutes.***

Questions 1 and 2 are about the document below.

**AH Sports Ltd**

**To:** Heads of Department

**From:** Personnel

**Subject:** Visit to factory by the blood donor service

This will take place on Wednesday, May 24<sup>th</sup>.

There will be two sessions in the sports centre.

9:30-12:30

1:30-5:00

Please let your staff know these times.

Remember, it is our practice to encourage staff to donate blood. If anybody needs any more information, please ring Miss Fox on 4563.


1 This document can best be described as

- A a letter
- B a memo
- C a report
- D a set of directions

2 This document does NOT

- A inform people when the blood donor service is visiting the factory
- B ask Heads of Department to encourage their staff to give blood
- C instruct people to give blood
- D tell people how they can get more information

Questions 3 and 4 are about this document.

|   |  |                              |
|---|--|------------------------------|
| <b>INTERLINK</b><br>HUNTS CROSS<br>LIVERPOOL  | <b>ATTEMPTED<br/>DELIVERY<br/>NOTIFICATION</b> | <b>interlink<br/>express</b> |
|  <b>0151 - 43270335</b>  |  |                              |
| Date: <b>14/5/01</b> TIME: <b>10.03</b>   |  | PARCEL NO: <b>FD 80165/7</b> |
| We have attempted to deliver the above parcel to you at<br>(Address). <b>10, Hawthorn Rise</b>  |  |                              |
| As there was no one to receive the package, we are returning it to our local depot,<br>telephone number as above.   |  |                              |
| Will you please contact us in advance as soon as possible to arrange EITHER:  |  |                              |
| <b>a)</b> collection from the depot (please bring this card and some form of identification) or:<br><b>b)</b> redelivery to this address at a mutually convenient time during normal working hours. |  |                              |
| <b>PLEASE NOTE</b>  |  |                              |
| We are unable to leave the consignment without a signature, or deliver it to an alternative<br>address without written authority of the sender.   |  |                              |

3 The purpose of this document is to

- A advertise Interlink Express to people in Liverpool
- B record a package being received from a client
- C inform a person that a package is awaiting collection
- D provide a code for packages received

4 This document can best be described as

- A a formal letter
- B a receipt
- C a notification
- D a progress report

Questions 5 and 6 are about a leaflet.

### **SAFETY FIRST**

When decorating the exterior of a house you don't have to be a professional painter and decorator! However, always take time to make your ladders safe. Do not take risks when using a ladder.

- Do not lean the ladder sideways.
- Never have more than one person on the ladder.
- Lean the ladder at a safe angle.  $70^\circ$  is about right. Never try to climb a vertical ladder at  $90^\circ$ .
- Secure the foot of the ladder.  
On soft or uneven ground, rest the ladder on a stout board.  
Use stabilisers on hard ground.
- To prevent the ladder slipping, pad the ends of the ladder with rags and tie the ladder to a strong metal screw driven into the eaves.

5 The main idea of this leaflet is to

- A tell people how to decorate a house
- B persuade people to buy a ladder
- C encourage the safe use of ladders
- D stop people using painters and decorators

6 The leaflet can best be described as

- A a description about different ladders
- B an advertisement
- C an explanation about the dangers of ladders
- D a set of instructions

Questions 7 and 8 are about the information below.

**Halo Travel**

**To:** All staff  
**From:** Terry Brown, Training Department  
**Subject:** Computer Training  
**Date:** 17.05.2001

There is a training session in the computer suite on Friday, May 25<sup>th</sup>. If you want to brush up your skills, let me know by Monday so I can book you a place because there are only forty spaces.

Thanks,  
Terry Brown  
reply to [terry\\_brown@halo.co.uk](mailto:terry_brown@halo.co.uk)

7 The format of the information above is best described as

- A a letter
- B a memo
- C a report
- D a fax

8 The best way to apply for a place on the training session is to

- A write a letter to Halo Travel
- B telephone Halo Travel
- C send Terry Brown an email
- D write your name in the book

Questions 9 and 10 are about an advertisement.

**SPORTLAND**

Are you looking for a change?  
Do you like the challenge of a new job?

**If yes...**

Then join us at Sportland, Bursley's new fitness centre where there are exciting job opportunities.

We want experienced instructors to teach exercise to music.  
Do you want to know whether you too can work here?

**If yes...**

Write to Mr M Gill, Sportland, Fenton Way, BURSLEY, BR7 2RD

9 The main purpose of the document is to advertise

- A a sports shop
- B a job
- C exercise classes
- D a fitness centre

10 Which is the most suitable document to send to Mr Gill?

- A a letter
- B an e-mail
- C a fax
- D a report

Questions 11 and 12 are about this document on the River Police.

|  |                     |
|--|---------------------|
| <i>Daily News</i>  | <i>May 19, 2001</i> |
| <b>POLICE FORCE'S WATERY BEAT</b>  |                     |
| <p>A special police team begins a different beat today, swapping their cars for a boat. Three officers will spend the summer protecting holidaymakers along the 200 kilometres of rivers and lakes which make up the Norfolk Broads.</p> |                     |
| <p>The team's main role is to advise holidaymakers on safety on the water and to protect their boats from thieves.</p>   |                     |
| <p>The scheme has been made possible because of the generous funding by local businesses. They have raised the thousands of pounds needed to purchase and run the boat for the police.</p>   |                     |

11 The document gives the reader

- A information
- B advice
- C instructions
- D directions

12 You wish to write to the newspaper editor to comment on this article. You should write

- A a short memo
- B a formal essay
- C a formal letter
- D an official report

-----

**Tutor notes:** many teaching resources related to purpose of text can be found on our site. These include: purpose of text sorting activity for Entry 2 – Level 2 with OHTs, cards and teaching notes; purpose of text activity for pre Entry - Entry 1; 'Looking at Letters' – purpose and audience.

**Answers** 1-B; 2-C; 3-C; 4-C; 5-C; 6-D; 7-B; 8-C; 9-B; 10-A; 11-A; 12-C.