


Level 1 Literacy practice paper

Name _____

Questions 1 to 5 are based on the following document.

		
<p>Sometimes, no matter how careful you are about taking your asthma medicines and avoiding your triggers, you may find that you have an asthma attack.</p>		<p>Line 1 Line 2 Line 3</p>
<p>Recommended steps</p>		<p>Line 4</p>
<p>The following guidelines are suitable for both children and adults and are the recommended steps to follow in an asthma attack:</p>		<p>Line 5 Line 6</p>
<p>1. Take your reliever inhaler (usually blue), immediately</p>		<p>Line 7</p>
<p>2. Sit down and ensure that any tight clothing is loosened. Do not lie down.</p>		<p>Line 8</p>
<p>3. If no immediate improvement during an attack, continue to take one puff of your reliever inhaler every minute for five minutes or until symptoms improve</p>		<p>Line 9 Line 10</p>
<p>4. If your symptoms do not improve in five minutes - or you are in doubt - call 999 or a doctor urgently</p>		<p>Line 11 Line 12</p>
<p>5. Continue to take one puff of your reliever inhaler every minute until help arrives</p>		<p>Line 13</p>
<p>You are having an asthma attack if any of the following happen:</p>		<p>Line 14 Line 15</p>
<ul style="list-style-type: none"> Your reliever does not help symptoms 		<p>Line 16</p>
<ul style="list-style-type: none"> Your symptoms are getting worse (cough, breathlessness, wheeze or tight chest) 		<p>Line 17</p>
<ul style="list-style-type: none"> You are too breathless to speak, eat or sleep 		<p>Line 18</p>
<p>Do not be afraid of causing a fuss, even at night. If you are admitted to hospital or an accident and emergency department because of your asthma, take details of your medicines with you.</p>		<p>Line 19 Line 20</p>

(Adapted from www.asthma.org.uk)

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1. The main purpose of this document is to

- A Give advice to GPs.
- B Help people stop an asthma attack.
- C Help people look after their health.
- D Train people in first aid.

2. Without changing the meaning, the word 'ensure' on the eighth line could best be replaced with

- A secure
- B check
- C stimulants.
- D secure

3. The guidelines say if you do not get better straight away, you should

- A Call the ambulance.
- B Lie down.
- C Take a puff of the inhaler every minute.
- D Take a puff of the inhaler for five minutes.

4. According to the text, someone is having an asthma attack if

- A They are short of breath.
- B They are making a fuss.
- C They are going to hospital.
- D It happens at night time.


5. The best title for this document is

- A First aid for breathing problems.
- B Helping your child with asthma
- C What to do in an asthma attack
- D How to look after your asthma medicine

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Questions 6 to 10 are based on the following draft document.

	
<p>Merton Activities</p>	Line 1
<p>Saturday 6th June</p>	Line 2
<p>5km Park Run in Morden Hall Park</p>	Line 3
<p>9am Open to everyone (children under 11 must be accompanied by an adult). Start from the White Bridge, near the Snuff Mill. The run are free, but participants must register in advance at</p>	Line 4
<p>mordenhall.parkrun.com Organised by ParkRun in partnership with</p>	Line 5
<p>PRO-ACTIVE South London, National Trust and LB Merton.</p>	Line 6
<p><i>For more information email mordenhall@parkrun.com</i></p>	Line 7
<p>Morden Hall Park National Trust</p>	Line 8
<p>10am-12 noon Nature Walk around the Park led by Tony Drakeford, well-known Naturalist and author of the 'River Wandle Wildlife Guide'. Meet at Morden Cottage near the Snuff Mill.</p>	Line 9
<p>Sailing Regatta at Wimbledon Park Lake</p>	Line 10
<p>10am-4pm Festival of Sport and selection regatta for the London Youth Games.</p>	Line 11
<p><i>Erica Bishop 020 8947 4894 or Erica.Bishop@merton.gov.uk</i></p>	Line 12
	Line 13
	Line 14
	Line 15
	Line 16
	Line 17

(Adapted from www.wandlevalleyfestival.org.uk/)

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6. There is a grammatical error on

- A Line 1
- B Line 5
- C Line 11
- D Line 15

7. The main purpose of this document is to

- A Give information about running.
- B Explain who the author of 'River Wandle Wildlife Guide' is.
- C Describe Merton.
- D Give information about activities.

8. The correct spelling of participants on line 6 should be

- A particiapants.
- B perticipants.
- C participants.
- D pairticipants.

9. A capital letter has been used incorrectly on

- A Line 12
- B Line 14
- C Line 4
- D Line 7

10. The correct spelling of auther on line 12 should be

- A Authur
- B Orther
- C Arther
- D Author

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Questions 11 to 15 are based on the following draft document.

	16 Wailer Road,	Line 1
	Bristol,	Line 2
	Avon,	Line 3
	BR7 6PQ	Line 4
		Line 5
Customer Service Manager,		Line 6
Wundamail Ltd,		Line 7
London,		Line 8
WM3 9BX		
	19 th April 2009	Line 9
Dear Sir/ Madam,		Line 10
I first contacted your company on 9 th March 2009 with reference to some CDs that are missing from a box set.		Line 11 Line 12
In my letter of 9 th March I explained that I had ordered the boxed set of 5 CDs called "Remember Yesterday" from your February catalogue (product number 1324) on 28 th February 2009. When the seat arrived, two of the CDs was missing from the cases. I enclosed a copy of my receipt in this first letter.		Line 13 Line 14 Line 15 Line 16
On 15 th March, I received two CDs from your company but the wrong ones had been sent. CDs 2 and 4 were sent, but I had asked for numbers 1 and 3!		Line 17 Line 18
As this is the second mistake that has been made by your company I would like to request that the correct CDs are sent as soon as possible and that my money for the box set is refunded. Please do not charge me for postage and packaging for the CDs, as the mistake was made by your company.		Line 19 Line 20 Line 21 Line 22
Yours faithfully,		Line 23
Laura Williams		Line 24

(Adapted from www.tki.org.nz/r/esol/esolonline/index_e.php)

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11. A word is correctly spelt but wrongly used on

- A Line 11
- B Line 13
- C Line 15
- D Line 19

12. There is a grammatical error on

- A Line 11
- B Line 15
- C Line 21
- D Line 22

13. A comma is needed between

- A "company" and "I" line 19
- B "CDs" and "be" line 20
- C "mistake" and "that" line 19
- D "reference" and "to" line 11.

14. Which word from the document should always be spelt with a capital letter?

- A Yesterday
- B April
- C Manager
- D Road


15. The correct spelling of the word receipt on line 16 should be

- A Recept
- B Receipt
- C Raceipt
- D Receit

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Questions 16 to 20 are based on the following draft document.

	
<p>Pension Administrator: CGS Financial, Banstead</p>	Line 1
<p>Working hours: Full-time</p>	Line 2
<p>Job type: Permanent</p>	Line 3
<p>Salary - £18-24k Basic</p>	Line 4
<p>As a result of continued expansion, we are currently looking for several individuals to join our administration team.</p>	Line 5 Line 6
<p><u>Responsibilities:</u></p>	Line 7
<ul style="list-style-type: none"> • The successful candidates will be involved with a range of projects. 	Line 8
<ul style="list-style-type: none"> • Candidates will be expected to contribute to the smooth running of the organisation. 	Line 9 Line 10
<ul style="list-style-type: none"> • The successful candidate will report directly to a Deputy Assistant Manager and will be required to work closely with colleagues. 	Line 11 Line 12
<p><u>Experience:</u></p>	Line 13
<ul style="list-style-type: none"> • Candidates need to have previous experience of working within the pensions industry. 	Line 14 Line 15
<ul style="list-style-type: none"> • Ability to work well with colleagues. 	Line 16
<ul style="list-style-type: none"> • A proven record of accuracy and attention to detail along with a high level of initiative and self-motivation. 	Line 17 Line 18
<p>In return we are looking to offer a competitive annual salary of circa £23k as well as an excellent benefits and bonus package and plenty of opportunities for career progression within this growing organisation.</p>	Line 19
	Line 20
	Line 21

(Adapted from www.fish4.co.uk/jobs/)

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16. The wage quoted in the document is

- A an hourly rate
- B a yearly rate
- C a daily rate
- D a seasonal rate

17. There is a spelling mistake on

- A Line 11
- B Line 12
- C Line 13
- D Line 14

18. Without changing the meaning, the word 'initiative' on line 18 could best be replaced with

- A leadership
- B care
- C lethargy
- D resourcefulness

19. According to the document, which of these statements is true?

- A The job involves managing staff and working closely with colleagues.
- B There are opportunities to move up in the organisation.
- C The post is for one person.
- D The salary is a maximum of £23,000.

20. The correct spelling of the word 'attenten' on line 17 should be

- A Atenten
- B Attention
- C Attention
- D Attenthion

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Questions 21 to 25 are based on the following draft document.

<h2>Raynes Park residents reject six storey development</h2>	Line 1
<p>A planned six storey development in Raynes Park has been labelled an “eyesore” by furious residents.</p>	Line 2 Line 3
<p>The site’s owners, Access Self Storage, hope to build a 24-hour self storage unit and offices available for rent - which they say will boost the area’s appeal to small businesses.</p>	Line 4 Line 5
<p>But residents have said the development on the former Manoplastics site in Kingston Road is “unsuitable” for the area, and called for the plans to be thrown out by Merton Council’s planning committee on July 16.</p>	Line 6 Line 7 Line 8
<p>In a letter to the council, a spokesman for the site owners said the development would “increase local economic vitality and provide floor space suitable for existing local business as well as emerging fledgling enterprises”.</p>	Line 9 Line 10 Line 11
<p>He also said a new “high quality” structure would improve the environment of the area.</p>	Line 12
<p>The letter claims the development has “strong local support” - but many residents have attacked the size and appearance, as well as the traffic and noise it could create.</p>	Line 13 Line 14
<p>Stanton Road resident Sam McQueen said: “The six-storey storage facility is an eyesore and poorly designed blot on the local area that pays little heed to its context or impact on its neighbours or the local community’s needs.”</p>	Line 15 Line 16 Line 17

(Adapted from www.kingstonguardian.co.uk/)

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21. The main point made in the document is that

- A The development would improve the economy.
- B The residents don't want the development.
- C The development will be of a high quality.
- D The plans will be thrown out by Merton Council.

22. Who claims the development has "strong local support"?

- A Manuplastics
- B Raynes Park
- C Access Self Storage
- D Sam McQueen

23. The document can best be described as a

- A An essay on local developments
- B A local newspaper article
- C A memo to local residents
- D A letter of complaint to the Council

24. According to the article, the development would

- A Create traffic and pollution
- B Be five storeys high
- C Make the area more appealing to small businesses.
- D Improve the environment of London.

25. The development would be located on the

- A Old Manuplastics site
- B Stanton Road
- C Access Self Storage
- D Raynes Park

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Questions 26 to 30 are based on the following draft document.

TO: Kelly Anderson, Marketing Executive	Line 1
FROM: Jonathon Fitzgerald, Market Research Assistant	Line 2
DATE: 14 th June 2008	Line 3
SUBJECT: Autumn Clothes Promotion	Line 4
Through Market research and analysis, it as been discovered that the proposed advertising media for the new autumn clothes need to be reprioritised and changed.	Line 5 Line 6
Findings from focus groups and surveys have made it apparent that we need to update our advertising to fit it with the styles of young adults today.	Line 7 Line 8
Internet Advertising	Line 9
It has become increasingly important to use the internet as a tool to communicate with our target audience to show our dominance in the clothing busines.	Line 10 Line 11
Markpri Company needs to focus advertising on internet sites that appeal to young people according to surveys, 72% of our target market uses the internet for five hours or more per week. Could you please find out which are the most popular sites for young people You could do this by carrying out a telephone or internet survey.	Line 12 Line 13 Line 14 Line 15

(Adapted from <http://owl.english.purdue.edu/>)

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26. A question mark is missing or wrongly used on

- A Line 12
- B Line 14
- C Line 5
- D Line 11

27. The word 'as' on line 5 has been incorrectly used. The correct word is

- A are
- B have
- C had
- D has

28. The correct spelling of busines on line 11 should be

- A bisnis
- B business
- C bussines
- D bussiness


29. A full stop followed by a capital letter is needed between

- A 'young' and 'people' on line 12.
- B 'people' and 'according' on line 12.
- C 'according' and 'to' on line 12.
- D 'analysis' and 'it' on line 5.

30. A capital letter has been used incorrectly on

- A Line 1
- B Line 3
- C Line 5
- D Line 12

Questions 31 to 35 are based on the following draft document.

<p style="text-align: center;">Ground breaking report shows Supermarkets succeeding in race to reduce carbon emissions</p>	<p>Line 1 Line 2</p>
 <p>Supermarkets in the UK – directly responsible for around 1 per cent of domestic greenhouse gas emissions – are taking steps to cut their carbon footprint, according to a new study ‘UK Supermarkets 2009 Carbon Benchmark Report’.</p>	<p>Line 3 Line 4 Line 5 Line 6</p>
<p>The findings of this study- which compares the major retailers Tesco, Marks & Spencer, Sainsbury’s, Morrison’s, The Co-operative Food, Waitrose and ASDA - are based on public information and confidential data provided by some of the companies.</p>	<p>Line 7 Line 8 Line 9 Line 10</p>
<p><u>Carbon reduction target</u></p>	<p>Line 11</p>
<p>It finds that Tesco has an ambitious carbon reduction target – an annualised target of 5.6 per cent up to 2020, compared with the sector average of 3.7 per cent up to 2012. However, Marks & Spencer’s target of 7.2%, due to its commitment to being carbon neutral, is well above the sector average.</p>	<p>Line 12 Line 13 Line 14 Line 15</p>
<p><u>Energy</u></p>	<p>Line 16</p>
<p>The report, published by ENDS Carbon and the University of Edinburgh Business School, also shows that one company’s lighting, air-conditioning and heating systems use one-third less energy per square foot than the sector average.</p>	<p>Line 17 Line 18 Line 19 Line 20</p>

(Adapted from http://webdb.ucs.ed.ac.uk/management/school_new/news/full_news.cfm?ni=344)

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31. By how much will M&S will reduce its carbon?

- A 5.6%
- B 7.2%
- C 3.7%
- D 2020

32. Without changing the meaning, the word cut in line 5 could best be replaced with

- A chop
- B crop
- C reduce
- D fall

33. The correct spelling of infomation on line 9 should be

- A information
- B enformation
- C informaten
- D informetion

34. The study includes information from

- A All supermarkets.
- B Most supermarkets.
- C Some supermarkets.
- D A few supermarkets.

35. A capital letter has been used incorrectly on

- A Line 1
- B Line 3
- C Line 5
- D Line 7

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Questions 36 to 40 are based on the following draft documents.

<p>Looking for Eric</p> <p>(Cert 15)</p> <p></p> <p>It's not a comedy exactly, but it is Ken Loach's lightest, happiest film for some time. Written by Loach's long-time collaborator Paul Laverty, this is a wacky if erratic movie about a depressed middle-aged postman and Manchester United fan called Eric Bishop who suffers a breakdown brought on by family troubles.</p> <p style="text-align: right;">Box 1</p>	<p>Doghouse</p> <p>(Cert 15)</p> <p></p> <p>Danny Dyer heads up a posse of likely lads off on a weekend to "reconnect with their inner bloke."</p> <p>The actings just awful, the misogyny undeniable, but the odd flash of Shaun of the Dead-style inventiveness means you forgive it.</p> <p style="text-align: right;">Box 2</p>	<p>Line 1</p> <p>Line 2</p> <p>Line 3</p> <p>Line 4</p> <p>Line 5</p> <p>Line 6</p> <p>Line 7</p> <p>Line 8</p> <p>Line 9</p> <p>Line 10</p> <p>Line 11</p>
<p>The Class</p> <p>(Cert 15)</p> <p></p> <p>A slice of life from a classroom; nothing more, nothing less. Yet Laurent Cantet's French film, which won the Palme d'Or at Cannes and an Oscar nomination, is a wonderful reconstruction of school life and its tedious routine however, the film is surprisingly gripping.</p> <p style="text-align: right;">Box 3</p>	<p>The Hangover</p> <p>(Cert 15)</p> <p></p> <p>A groom-to-be and three other conceited young dudes go away to Las Vegas for a "bachelor party" the weekend just before the wedding day. This film turns out to be every bit as crass, offensive and incorrect as you'd expect, but it's also really very funny a lot of the time, as well as gripping.</p> <p style="text-align: right;">Box 4</p>	<p>Line 12</p> <p>Line 13</p> <p>Line 14</p> <p>Line 15</p> <p>Line 16</p> <p>Line 17</p> <p>Line 18</p> <p>Line 19</p> <p>Line 20</p> <p>Line 21</p> <p>Line 22</p>

(Adapted from www.guardian.co.uk/film)

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36. Which of these texts is about a man who is about to get married?

- A Looking for Eric
- B Doghouse
- C The Class
- D The Hangover

37. Which two films does the writer find fascinating?

- A The Hangover and Looking for Eric
- B Looking for Eric and Doghouse
- C The Hangover and The Class
- D The Class and Doghouse

38. A full stop and capital letter is missing in Box 3 on

- A Line 16
- B Line 17
- C Line 19
- D Line 20

39. The main purpose of these documents is to

- A Review the films.
- B Persuade people to see these films.
- C Give instructions about the films.
- D Give information about the films.

40. There is a grammatical error in box 2 on

- A Line 3
- B Line 4
- C Line 5
- D Line 6

Level 1 Literacy practice paper - mark scheme

Question number	Answer key	Question number	Answer key
1.	B	21.	B
2.	B	22.	C
3.	C	23.	B
4.	A	24.	C
5.	C	25.	A
6.	B	26.	B
7.	D	27.	D
8.	C	28.	B
9.	A	29.	B
10.	D	30.	C
11.	C	31.	B
12.	B	32.	C
13.	A	33.	A
14.	B	34.	B
15.	B	35.	A
16.	B	36.	D
17.	A	37.	C
18.	D	38.	C
19.	B	39.	A
20.	C	40.	D