

ESOL Skills for Life (4692) Level 1 Sample Test

Me and My Community

Candidate's Paper

Reading to obtain information

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature

Assessment date

Centre number

General information

- The duration of this paper is **1 hour**.
- Answer **all 40** questions.
- The maximum number of marks is **40**.

General instructions

- Read each question carefully.
- Paper dictionaries (bilingual or monolingual) are allowed.

Document 1

Read the text.

The 90 Minute Rule

How many times have you started work early and finished late? Is lunch (0) _____ your desk the norm? Working additional hours may look good to the boss but doesn't necessarily mean increased productivity.



My working life used to mean (1) _____ at the office by 7am and not leaving until after 6pm. I felt drained and in need of chocolate rather than a trip to the gym. I gained weight and felt tired. Social events felt more like a duty than a pleasure. I was on the verge of complete burn-out, but how (2) _____ I change things?

After doing some research, I developed a plan that has improved my productivity, my eating habits, motivation and energy levels. It doesn't cost (3) _____ and needs very (4) _____ effort. I call it 'The 90 Minute Rule'.

The 90 Minute Rule (5) _____ working on an activity for no more than 90 minutes then taking a break by moving away from the task that you are working on. This could mean taking a short walk in the fresh air or talking to a colleague rather than emailing them. The important point is to do something totally different for around 15 minutes.

The 90 Minute Rule is a tool which can increase productivity. It can help you to feel more relaxed, more productive at work and still leave energy for family and friends. I'm not saying that you should make huge changes in your working life; I am suggesting that you make small changes that could lead to big results.

Try it for a month and feel the benefits for (6) _____.

Choose the correct option (a, b, or c) to complete the text.

The first one has been done for you.

- | | | | |
|------------|--------------|---------------|------------|
| 0. Example | a) under | b) at | c) in |
| 1. | a) arriving | b) going | c) living |
| 2. | a) will | b) can | c) could |
| 3. | a) something | b) anything | c) nothing |
| 4. | a) little | b) few | c) many |
| 5. | a) indicate | b) suggesting | c) means |
| 6. | a) yourself | b) myself | c) itself |

Answer the questions about Document 1.

7. The word 'verge' could be replaced by
- edge
 - middle
 - start
 - end.
8. What does the writer want the reader to do?
- Eat lunch at their desk.
 - Talk to their boss.
 - Do some research.
 - Take regular breaks.
9. What did the writer do to change their life?
- Gained weight.
 - Developed a plan.
 - Attended events.
 - Went to the gym.
10. What is the purpose of the document?
- To instruct.
 - To inform.
 - To sell.
 - To discuss.
11. The third paragraph break has been inserted because of a change in
- time
 - topic
 - person
 - place.
12. The document is
- an article
 - a report
 - an email
 - a letter.

13. The document has been written in the

- a. first person plural
- b. third person singular
- c. first person singular
- d. third person plural.

14. The tone of the text is

- a. formal
- b. impolite
- c. passive
- d. informal.

15. What does the image represent?

- a. not enough time
- b. too much time
- c. time for lunch
- d. working overtime.

Document 2

Read the text.

		National Council for Voluntary Organisations			
Home	<u>Volunteering</u>	Training	Events	About us	Contact us
<h3>I want to volunteer</h3> <p>Volunteering can make a real difference to your own life and the lives of those around you. We want to ensure that anyone thinking about giving their time can find a volunteering opportunity which is right for them, whether it's supporting a victim of crime or helping out at a local sports club.</p> <p>Below are links to help you find a volunteering opportunity to suit you.</p>					
 <p>CharityJOB is the UK's busiest site for charity jobs and volunteering opportunities. They regularly have more than 1000 voluntary, internship and trustee positions available across 27 job categories. If you're looking to volunteer in the UK or for opportunities abroad then CharityJOB might just have the perfect role for you.</p>			 <p>Volunteer Centres are local organisations that provide support to volunteers and the organisations that involve them.</p> <p>If you want to find a volunteering opportunity in your local area, this can be an ideal place to start.</p>		
<p><u>Voluntary Action</u> has recorded the stories of individual volunteers explaining the positive impact that volunteering can have on their CVs.</p> <p>To read Hannah's and Sean's stories click on the links below.</p> <p>Read Hannah's story (PDF, 310KB) Read Sean's story (PDF, 110KB)</p>			<h3>Become a member of NCVO</h3> <p>Join NCVO and get...</p> <ul style="list-style-type: none">• funding support• networking opportunities• discounted training <p>Email address</p> <input type="text"/>		
 Visit us on Facebook		<p>follow us on</p>  		<p>Watch us on</p> 	

Answer the questions about Document 2.

16. What does NCVO stand for?
- National Council for Voluntary Organisations.
 - National Community of Voluntary Organisations.
 - National Community for Volunteer Organisations.
 - National Council of Volunteering Organisations.
17. Which organisations are offering voluntary work?
- NCVO and Charity Job.
 - Charity Job and Voluntary Action.
 - Voluntary Action and NCVO.
 - Charity Job and Volunteer Centre.
18. The word 'story' in the text could be replaced by
- assignment
 - case study
 - fairy-tale
 - legend.
19. Which tab would you click to get in touch with NCVO?
- Training.
 - About us.
 - Home.
 - Contact us.
20. What information should be given to become a member of NCVO?
- Home address.
 - Email address.
 - Telephone number.
 - Facebook details.
21. The purpose of the text is to
- explain
 - describe
 - persuade
 - inform.

22. This text would be found
- in an encyclopaedia
 - on the internet
 - in a reference book
 - on a book shelf.
23. To read the case studies you should
- visit Facebook
 - follow on Twitter
 - click on the links
 - watch on YouTube.
24. What would you receive by joining NCVO?
- Free training.
 - A good CV.
 - A trustee position.
 - Help to get money.
25. What does networking mean in the context of the text?
- To meet new people.
 - To make a fishing net.
 - To set up a computer network.
 - To broadcast over the radio.
26. Which is the **best** organisation to contact for local voluntary work?
- NCVO.
 - CharityJOB.
 - Volunteer Centre.
 - Voluntary Action.

Document 3

Read the texts.

A

**Think Positively
Exercise Daily
Eat Healthily
Work Hard
Stay Strong
Worry Less
Dance More
Be Happy**

B

STOP!

**DON'T BE AFRAID
OF WHAT
COULD GO WRONG
AND THINK
ABOUT WHAT
COULD GO RIGHT**

C

When I was five years old, my mum always told me that happiness was the key to life. When I went to school, they asked me what I wanted to be when I grew up. I wrote down 'Happy'. They told me I didn't understand the assignment and I told them they didn't understand life.

D

“Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.”

- Helen Keller

Answer the questions about Document 3.

27. Which **two** texts contain an imperative?
- A and D.
 - A and B.
 - B and C.
 - C and D.
28. Which of the texts is a direct quotation?
- A.
 - B.
 - C.
 - D.
29. Which texts contain instructions?
- A and B.
 - B and C.
 - A and D.
 - C and D.
30. Which text is a narrative?
- A.
 - B.
 - C.
 - D.
31. All of the texts could be described as
- exciting
 - inspiring
 - frightening
 - disappointing.
32. In text C, inverted commas have been used
- by mistake
 - as speech marks
 - to highlight a word
 - to show ownership.

33. Which text could have bullet points as a textual feature?

- a. A.
- b. B.
- c. C.
- d. D.

34. Which text has block capitals throughout?

- a. A.
- b. B.
- c. C.
- d. D.

Document 4

Read the text.

The British

Take some Picts, Celts and Silures
And let them settle,
Then overrun them with Roman conquerors.

Remove the Romans after approximately 400 years
Add lots of Norman French to some
Angles, Saxons, Jutes and Vikings, then stir vigorously.

Mix some hot Chileans, cool Jamaicans, Dominicans,
Trinidadians and Bajans with some Ethiopians, Chinese,
Vietnamese and Sudanese.

Then take a blend of Somalians, Sri Lankans, Nigerians
And Pakistanis,
Combine with some Guyanese
And turn up the heat.

Sprinkle some fresh Indians, Malaysians, Bosnians,
Iraqis and Bangladeshis together with some
Afghans, Spanish, Turkish, Kurdish, Japanese
And Palestinians
Then add to the melting pot.

Leave the ingredients to simmer.

As they mix and blend allow their languages to flourish
Binding them together with English.

Allow time to be cool.

Add some unity, understanding, and respect for the future,
Serve with justice
And enjoy.

Note: All the ingredients are equally important. Treating one
ingredient better than another will leave a bitter unpleasant taste.

Warning: An unequal spread of justice will damage the people and
cause pain. Give justice and equality to all.

Benjamin Zephaniah

Answer the questions about Document 4.

35. The text is a
- a. story
 - b. poem
 - c. play
 - d. novel.
36. The text has been written in the style of
- a. a recipe
 - b. an article
 - c. a leaflet
 - d. a letter.
37. The adverb 'vigorously' means to do something in a way that is
- a. gentle
 - b. energetic
 - c. leisurely
 - d. angry.
38. What does the writer say are all 'equally important'?
- a. Languages.
 - b. Nationalities.
 - c. Ingredients.
 - d. Conquerors.
39. What does the writer say will cause pain?
- a. A serving of justice.
 - b. A uniform justice.
 - c. An equal justice.
 - d. An uneven justice.
40. What is the final instruction?
- a. Allow time.
 - b. Add some unity.
 - c. Serve with justice.
 - d. Give justice.

Remember to check your work.

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