

LVS DESIGNS Training Literacy assessment

Learner name:

1. Here is a picture of John at work.

And here is a sentence about John. But it is in the wrong order.

Put the words in the right order.



garage	a	in	works	John
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Answer:

2. Read the sentences below.

Which sentence is correct?

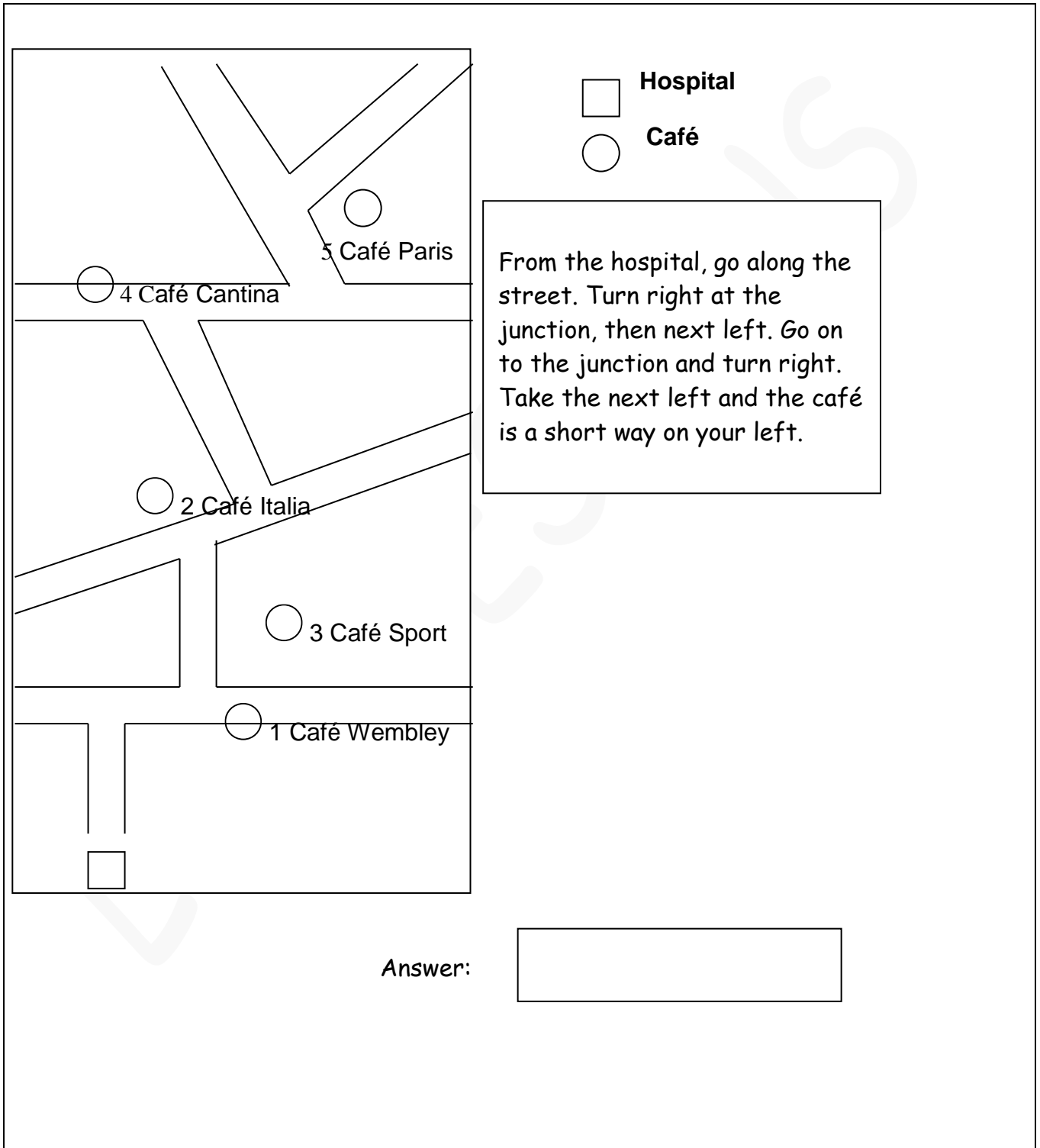
- A. Making shirts for many shops.
- B. Our firm make shirts.
- C. Our firm makes shirts for the big shops.
- D. We making shirts all the large shops.



Write A, B, C or D in the answer box.

3. Follow these directions from the hospital to the café.

At which café would you arrive?



Hospital
 Café

From the hospital, go along the street. Turn right at the junction, then next left. Go on to the junction and turn right. Take the next left and the café is a short way on your left.

Answer:



4. Two words in the sentences below need a capital letter. Indicate which words.

I will see you next thursday at 2 o'clock. Please thank lindsay for her help.

5. Choose the most suitable joining word for this sentence.

Write the word in the answer box.

To use the copier, switch on at the mains _____ pressing the green button.

- A. and
- B. before
- C. or
- D. so

Write A, B, C or D in the answer box.

6. Read the note below. The spelling of one word is not correct.

Paula

It would appear there is a problem with the last order you sent out. The firm ordered 500 lables and you sent 500 envelopes. Please telephone the customer and sort this out. Hopefully, no harm has been done.

Stephen

Find the wrongly spelled word and write it correctly in the answer box.



7. Read the text below. One word is spelled wrongly.

Indicate the word that is wrongly used.

NOTICE FOR ALL STAFF

It is important that staff do not leave photocopiers on at night. Last week a member of staff didn't switch one of and it broke down.

8. In the box write the full address to which the computer should be sent.

64 Holly Road
Wigan,
WN2 7FT

Dear Sir/Madam

I recently ordered a computer from your firm to be delivered to 32 Field Lane, Wigan, WN13 7PQ. I discovered it was in fact, delivered to 23 Great Fields, Wigan, WN13 9TH in error. Please arrange for the goods to be collected and delivered to the address at the top of this letter.

Yours Faithfully
Yasir Omar

Answer:



9. Read this accident witness statement. On which line is there a grammatical error?

Write the line number in the answer box.

Nuri and Sanjay was preparing the Escort for its MOT.
I had been working on the radiator on the Land Rover.
At coffee break Chris returned from the breakdown.
He was playing about when there was a loud bang.

Line 1
Line 2
Line 3
Line 4

Answer:

10. Read this section from a safety report and decide which of the following statements is correct.

Safety

At the Union meeting, Urzula Clarkson (Safety Officer) reported that she felt that some safety standards were slipping. Floors were often untidy and two doorways were blocked with rubbish. She said that it was important that the management dealt with these matters urgently.

Write A, B, C or D in the answer box.

- A. Safety is the responsibility of the union.
- B. All safety standards had fallen.
- C. Floors in the factory were slippery.
- D. Certain safety standards were slipping.

Answer:



11. One word in this document is not spelled correctly.

Dear Sir

I would like to apply for promotion as advertised on the firm's bulletin board. I have always wanted to transfer to Marketing ever since I joined the organisation. As you know, I have all the necessary qualifications and consider that I am sufficiently competant to take on the additional responsibilities and demands required by the job.

Write the word, spelled correctly, in the answer box.

Answer:

12. You will see that there is one word missing in the text below. Choose the most suitable word and write it in the blank space in the text.

- A. Consequently
- B. However
- C. Because
- D. Subsequently

An estimated 75% of the UK working population spend their working day sitting on a chair. _____, not sitting on the right chair can cause abdominal, spine, neck or leg damage.