

Reading

2019 Q2 Literacy

Today's date:

Given name:

Family name:

Organisation:

Course:

Gender: Female Male

Date of birth:

Is English your first language? Yes No

If No, what is your first language?

What ethnic group(s) do you belong to?
(For example, New Zealand European, Māori, Samoan, Tongan.)

Learner Identification (optional)

NSN:

SMS ID:

Instructions



This is an assessment of how well you understand what you read. The practice questions below help you to understand different sorts of reading questions. When you have finished the practice questions please turn the page and begin the assessment. You may need to wait for your tutor to tell you when to begin.

You need to choose the answer you think is best for each question. It is a good idea to read parts of the text again before choosing each answer.

Answer every question, even if you are not quite sure of the answer. If you change your mind about an answer, rub out the answer you chose and shade in your new answer. The questions are likely to get harder as you go through the book.

There is no time limit for the assessment. You will be given about 15 questions to answer.

Practice Unit

FOR SALE		
	ABC Car Company	
Price:	\$5,990	
Year:	1967	
Doors:	2 Door	
Transmission:	Manual	

1 What is in the picture?

- A a car
- B a boat
- C a house
- D a caravan

2 When was the car made?
Underline the year in the text.

3 According to the text, are the following statements correct?
Circle True or False for each statement.

- | | | |
|------------------------|------|-------|
| A There are 2 doors. | True | False |
| B The price is \$4000. | True | False |

4 Who is selling the car?
Circle the name of the company.

Diesel storage

Storage Requirements for Diesel	Amount of Diesel stored on a farm >4ha (litres)								
	1	100	200	250	500	1000	2500	5000	Below Ground >250 litres
Fuel supplier must supply documentation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Farmer needs to have documentation (person in charge)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2 fire extinguishers (total)					Yes	Yes	Yes	Yes	Yes
Signage						Yes	Yes	Yes	Yes
Emergency response plans						Yes	Yes	Yes	Yes
Secondary containment							Yes	Yes	Yes
Tank test certificate								Yes	Yes

(This information comes from a government website and was current at 17/12/2009. For updates, please check www.ermanz.govt.nz)

1 Which requirement must be met for all diesel storage?

- A Signage
- B Documentation
- C Tank test certificate
- D Secondary containment

2 According to the text, a farmer must have "Emergency response plans" when storing

- A 200 litres of diesel.
- B 500 litres of diesel.
- C 1000 litres of diesel.
- D 100 litres of diesel, stored below ground.

3 When are two fire extinguishers required?

Circle Yes or No for each case.

- | | | |
|---|-----|----|
| A if 250 litres are stored above ground | Yes | No |
| B if 500 litres are stored above ground | Yes | No |

4 "Secondary Containment"

Here, "containment" means

- A test.
- B record.
- C fire hose.
- D enclosure.

EMPLOYEE OF THE MONTH

Brian Rogers

Congratulations to Brian Rogers, our latest Employee of the Month.

Brian was Acting Foreman while Ken was on leave. A job well done!

He is the third print shop staff member in a row to win this award.

Congratulations to everyone in the print shop. Other sections – keep trying.

Brian receives the usual shopping voucher.

**Peter McGuinness
Manager**

5 What is the prize for being Employee of the Month?
Underline the answer in the text.

6 Who is usually the print shop foreman?

- A Ken
- B Brian
- C Peter

7 Are the following statements about the Employee of the Month award true?
Circle Yes or No for each statement.

- | | | |
|---|-----|----|
| A The award will not be given any more. | Yes | No |
| B Brian has won the award three times. | Yes | No |
| C The award goes to a different section each month. | Yes | No |

8 "Other sections – keep trying."
Why does Peter say this?

- A because Brian did a good job
- B because the prize has increased
- C to encourage employees who are in the print shop
- D to encourage employees who are not in the print shop

9 "A job well done!"
Who is Peter speaking about here?

- A Ken
- B Brian
- C everyone in the print shop
- D the judges for Employee of the Month

Rest and Meal Breaks

Department of Labour
TE TARI MAHI



From 1 April 2009, employers are required to provide workers with paid rest breaks and unpaid meal breaks. You are entitled to the following paid rest and unpaid meal breaks:

Work period	Paid rest breaks	Unpaid meal breaks
two to four hours	one 10-minute paid rest break	none
four to six hours	one 10-minute paid rest break	one unpaid 30-minute meal break
six to eight hours	two 10-minute paid rest breaks	one unpaid 30-minute meal break

If you work for periods longer than eight hours, these provisions automatically re-apply to each succeeding work period.

What is a rest break? The legislation does not define the term rest break, but the intent of a rest break is to ensure that employees have the opportunity for rest and refreshment, and to attend to personal needs.

Can employees choose their break times? Employees and employers can agree to the timing of the breaks. Where such agreement cannot be reached, the rest and meal breaks must be evenly spread throughout the work period where reasonable and practicable.

Can I ask for additional rest and meal breaks? Employers and employees are free to agree to additional entitlements to rest and meal breaks – either paid or unpaid.

Must a rest break take place away from the work place? No. The details as to where the break will be taken can also be negotiated by agreement between employee and employer – this could be in the workplace or offsite.

Who does it apply to? The rest break provisions apply to all people employed for hire or reward in all workplaces.

Is it mandatory to provide paid rest breaks and unpaid meal breaks? Yes. Employers who do not do so could be subject to a penalty from the Employment Relations Authority.

(This text was adapted from the Department of Labour website.)

- 10** An employee works 10-hour shifts.
How many 10-minute paid rest breaks is he entitled to per shift?
- A one
 - B two
 - C three
 - D four
- 11** The information about rest and meal breaks in this text is best described as
- A exact entitlements that cannot be changed.
 - B maximum entitlements that can be reduced.
 - C minimum entitlements that can be extended.
 - D entitlements that apply for some workplaces only.
- 12** In the last paragraph, the word "mandatory" could best be replaced by
- A optional.
 - B practical.
 - C important.
 - D compulsory.
- 13** What is the main purpose of the last paragraph?
- A to criticise employers
 - B to give a warning to employers
 - C to offer a solution for employers
 - D to make a suggestion to employers

PROGRESS AND CHANGE

“Don’t get the machinist to hang his brain at the door when he comes to work.”

(Geoff Vazey – Ports of Auckland)

All entities want progress. Progress means change and decision making. Successful leaders cause decisions to be made; demanding decisions doesn't work.

Leaders need to understand that giving people information reduces their aversion to change and facilitates the changes needed for progress. The ultimate productivity gains come from companies where everyone thirsts for continuous change.

About 90 per cent of productivity gains come from above the 'sweat level'. Productivity comes from managers and communicators and using the heads of manual labourers.

(This text was adapted from the summary-of-proceedings of a research paper found on the Department of Labour website.)

- 14 The statement by Geoff Vazey is used to suggest that workers
- A can contribute ideas, as well as labour.
 - B need firm boundaries around their roles.
 - C should be encouraged to think instead of work.
 - D do not need management; they can manage their jobs themselves.
- 15 The statement that "successful leaders cause decisions to be made; demanding decisions doesn't work" implies that "successful leaders"
- A should avoid responsibility.
 - B make all the decisions for the workers.
 - C insist that the workers make all the decisions.
 - D encourage workers to take responsibility for their work.
- 16 The writer states that "giving people information reduces their aversion to change." This suggests that leaders should focus on explaining
- A **what** needs to be done.
 - B **how** something should be done.
 - C **when** something should be done.
 - D **why** something needs to be done.
- 17 The last paragraph suggests that the effort to increase productivity in the workplace would be most effective when it is focused on improving the
- A effort of the workers.
 - B energy of the workers.
 - C leadership of the workers.
 - D conditions of the workers.

End of Assessment