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: 

Developed by NZCER and ACER
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.
## FOR SALE

**ABC Car Company**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>$5,950</td>
</tr>
<tr>
<td>Year</td>
<td>1967</td>
</tr>
<tr>
<td>Doors</td>
<td>2 Door</td>
</tr>
<tr>
<td>Transmission</td>
<td>Manual</td>
</tr>
</tbody>
</table>

![Car Image]
1  What is in the picture?
   A  O  a car
   B  O  a boat
   C  O  a house
   D  O  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.
Dynamic Community Worker

Become part of a community-based team who work with mothers and whānau to deliver specialist care and services.

Marama Health Care | Auckland
1. What does the word “Dynamic” tell you?
   A  ☐  where the job will be
   B  ☐  the name of the organisation
   C  ☐  the sort of community the job is in
   D  ☐  the sort of person needed for the job

2. “Listed Wed, 10 Mar”
   What does this tell you?
   A  ☐  when the job ends
   B  ☐  when the job starts
   C  ☐  when to apply for the job
   D  ☐  when the job was advertised

3. What does “deliver” mean here?
   A  ☐  sell
   B  ☐  drive
   C  ☐  provide
   D  ☐  manage

4. Is this job ad meant for these kinds of people?
   Circle Yes or No for each person.
   A  ☐  a person who likes to work in a team
       Yes  No
   B  ☐  a person who likes to work with families
       Yes  No
   C  ☐  a person who wants to work in Wellington
       Yes  No

5. Which word tells you that you will need to have particular knowledge?
   A  ☐  team
   B  ☐  services
   C  ☐  specialist
   D  ☐  community-based
| From: Marcy Tairi |
| To: Bill Evans |
| Sent: 10/05/09 9:15 AM |
| Subject: Vehicle recall |

**Attachments: Vehicle Safety Recall**

Bill,

Please see the attached vehicle recall notice, found in this morning’s newspaper. Presumably, if there’s a problem, we will receive a letter shortly. In the meantime though, please let me know if any of our company vehicles are in the affected range. I’ll take it from there.

Cheers
Marcy

Marcy Tairi
Occupational Health & Safety Officer
Buchanan Agricultural Piping Ltd
Vehicle Safety Recall

In the interests of safety and customer satisfaction, Metastra Motors New Zealand Limited is voluntarily recalling some WorkCruise & HaulSafe model vehicles that were manufactured prior to January 2009.

DESCRIPTION OF PROBLEM
Increased brake pedal effort may be required on some occasions due to minor, intermittent sticking of brake booster check valves.

ACTION REQUIRED
All owners of affected vehicles will be contacted by mail at their last known address. Owners will be requested to contact the nearest Metastra Dealer at their earliest convenience to make an appointment to have the affected component replaced at no cost. Owners who believe their vehicle is in the affected range and who have not received a letter by the 16th May should call the Metastra Customer Assistance Centre on 0800 987 364.

RECALL START DATE
9th May 2009.

VEHICLES AFFECTED
Possible affected vehicles were manufactured prior to January 2009.

<table>
<thead>
<tr>
<th>Model</th>
<th>Affected vehicles are between the following VINs (Vehicle Identification Numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkCruise</td>
<td>Between WKDIEHQ1U000276 &amp; 000478</td>
</tr>
<tr>
<td></td>
<td>Between WKLIEHQ1U000298 &amp; 000543</td>
</tr>
<tr>
<td></td>
<td>Between WKPIEHQ1U000256 &amp; 000489</td>
</tr>
<tr>
<td></td>
<td>Between WKKIEHQ1U000298 &amp; 000478</td>
</tr>
<tr>
<td></td>
<td>Between WKUIEhq1U000789 &amp; 001287</td>
</tr>
<tr>
<td></td>
<td>Between WKLIEHQ1U000876 &amp; 000995</td>
</tr>
<tr>
<td>HaulSafe</td>
<td>Between WXLIEHQ1U000639 &amp; 000875</td>
</tr>
<tr>
<td></td>
<td>Between WJXIEHQ1U000791 &amp; 001263</td>
</tr>
<tr>
<td></td>
<td>Between WJXIEHQ1U000802 &amp; 001481</td>
</tr>
</tbody>
</table>

If you require any further information relating to this recall or assistance in locating a Metastra dealer, please contact the Metastra Customer Assistance Centre 0800 987 364.
6 What will Metastra Motors do for customers who have an affected vehicle?
   A ☐ repair a part
   B ☐ put in a new part
   C ☐ charge for a new part
   D ☐ provide cash for a repair

7 The main purpose of the recall notice is to
   A ☐ argue.
   B ☐ advise.
   C ☐ discuss.
   D ☐ educate.
Lighting accounts for one-third of the energy used in commercial spaces. About half of the lighting is wasted either through inefficient bulbs, poor design or improper maintenance.

The main reasons are:

- older bulbs and reflectors use inefficient technology and give off more heat than light (which in summer has to be removed by the air conditioning system, using more energy)
- companies don’t effectively plan their lighting needs when they design their buildings or offices
- tenants don’t move existing lighting to suit their changing layout needs
- over-lighting is a waste of energy.

**Plan your lighting carefully**

- Look for opportunities to maximise natural light by placing offices in areas that get the most natural light. Placing open plan offices around the building perimeter maximises daylight. Cellular offices block out the light to other areas. Place cellular offices and meeting rooms near the core, or middle of the building, so they don’t block light.
- Work out how the office is going to be used and then allocate areas by:
  - general lighting to illuminate the office (the Green Star guide is 400 lux)
  - task lighting for desks or work stations to localise light to where it is really needed
  - accent lighting if required to create mood or to highlight a feature. Be economical with accent lighting as it generally isn’t efficient to run.

**Install a lighting control system**

- Timers that switch lights off after a preset period are a suitable solution in open plan offices or large conference rooms where it is difficult to make a particular individual responsible for turning off lights.
- Occupancy sensors are another solution. These sensors turn lights off when they have not detected movement for around 15 minutes.
- Daylight dimming control systems can be very cost-effective over time. Ask your electrical engineers about DALI (Digital Addressable Lighting Interface) and similar systems.
- Ensure that switching to individual areas is provided and labelled so that during after-hours use, a whole floor doesn’t need to be switched on.

**Upgrade fittings or bulbs**

- Install reflectors into fittings to redirect light. Without them about half the light from a fluorescent tube is absorbed by the inside of the fitting.
- Clean fittings regularly.
- Install ‘occupancy sensors’ in rooms that are infrequently used (toilets, store rooms, meeting rooms etc).
- Install electronic control gear and more efficient new-generation lamps to increase efficiency.
- Replace bright lamps with lower power ones in over-lit areas, or remove some lamps altogether.

(This text was adapted from the Ministry for the Environment’s website.)
8 Why are older bulbs inefficient?
   A ☐ They are too bright.
   B ☐ They use fluorescent light.
   C ☐ They release too much heat.
   D ☐ They don't contain reflectors.

9 Which type of lighting is often particularly inefficient?
   A ☐ task lighting
   B ☐ sensor lighting
   C ☐ accent lighting
   D ☐ general lighting

10 When are timed lights useful?
   A ☐ in people's individual offices
   B ☐ in rooms that are used after hours
   C ☐ in rooms that lots of people use
   D ☐ at people's individual work stations

11 According to the text, which of the following suggestions will save energy? Circle True or False for each suggestion.
   A ☐ Clean the light fittings. True False
   B ☐ Place cellular offices around the perimeter of a building. True False

12 What is the main reason that bullet points are used in this text?
   A ☐ because the text is made up of facts
   B ☐ to make the text fit in the space provided
   C ☐ to make the important information easier to read
Christmas shutdown

Christmas Shutdown

Straightform Industries will be closed for business for the Christmas/New Year period, from 5.00pm Thursday 24 December until 9.00am Monday 4 January.

Friday 25 December, Monday 28 December, Friday 1 January and Saturday 2 January are public holidays.

Staff are being given Tuesday 29 December and Wednesday 30 December as additional leave, on full pay (not counted as annual leave etc).

All staff must indicate what kind of leave they intend to take for Thursday 31 December (annual, time off in lieu (TOIL), or unpaid). A form for this purpose will be distributed next week.

Sick leave may not be claimed during the shutdown period.
13 This text is a workplace notice.
According to the notice, what is the date of the first day that Straightform Industries will be closed all day for the Christmas/New Year period?
Underline the date in the text.

14 According to the text, what kind of day is 28 December?

A ☐ a work day
B ☐ a TOIL day
C ☐ a public holiday
D ☐ an additional leave day

15 According to the text, may a Straightform Industries employee do the following on 31 December?
Circle Yes or No for each case.

A go to work Yes No
B take sick leave Yes No
C take leave without pay Yes No
End of Assessment