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

Price: $5,990
Year: 1967
Doors: 2 Door
Transmission: Manual
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.
END OF PRACTICE QUESTIONS
EM composting

Effective Micro-organism (EM) composting is a bucket system that uses micro-organisms to break down food scraps into a compost and liquid fertilizer, which you can then use in your garden. It is the most effective method of composting food scraps for people who lack space.

EM is a powder-like substance that contains micro-organisms that break down food scraps.

How to go about EM composting

• Get two buckets – one nested on top of the other. The top one needs an airtight lid and holes in the base to drain into the lower bucket.
• Buy some EM powder.
• Store your EM bucket system in a warm, dry place out of direct sunlight, such as a kitchen cupboard.
• Sprinkle a little EM powder in the bottom of the upper bucket.
• Place food or meat scraps in the bucket then coat them evenly with more EM powder. Break up the big pieces to assist fermentation.
• Use about one handful of EM powder to approximately every 3cm layer of food scraps. You will need to use more when adding high protein foods such as meat, eggs, cheese and fish.
• Press down on the material every time you add more food scraps to remove air.
• Try to keep the food scraps as dry as possible. Any excess moisture can cause them to smell.
• Close the lid tightly every time you add to the bucket. It needs to be airtight to work properly.
• Repeat layering until the upper bucket is full, then top up with a generous coat of EM powder.
• Store the bucket system away from direct sunlight for at least 48 hours, or preferably 7-10 days in summer and 10-14 days in winter.
• Drain the liquid frequently from the lower bucket during the fermentation period.

Your compost is now ready to be used.

For more information go to http://www.sustainability.govt.nz/rubbish/em-composting
1 What causes the food to break down into compost?
   A  ○ high air pressure
   B  ○ tiny living creatures
   C  ○ many water particles
   D  ○ small quantities of alcohol

2 Where should you store the buckets?
   A  ○ in the garden
   B  ○ in direct sunlight
   C  ○ in a cool wet place
   D  ○ in a warm dark place

3 Who would find this text the most useful?
   A  ○ busy plumbers
   B  ○ restaurant owners
   C  ○ people with gardens
   D  ○ government officials

4 How long should you leave the food scraps in the bucket?
   Underline the answer in the text.
If the Copier or fax machine

- JAMS CONSTANTLY
- HAS DIRTY MARKS OR LINES ON THE COPIES
- MAKES GRINDING, WHISTLING OR RATTLING NOISES

Then please contact

Irihapeti Maihi on ext. 4120 or go to the main copy room on level two (opposite the pigeon holes) and report the problem as soon as possible.

Please note: If you have a problem with printers or computers please email I.T. and they will help you.

Authorised by Matenga Transport Management.
5 Who is this notice for?
A ☐ I.T. workers
B ☐ Irihapeti Maihi
C ☐ copier and fax technicians
D ☐ staff at Matenga Transport

6 What kind of information does this notice give?
A ☐ repair
B ☐ safety
C ☐ social
D ☐ union

7 You need help with a printer.
What should you do?
A ☐ See Irihapeti Maihi.
B ☐ Send an email to I.T.
C ☐ Leave a note in a pigeon hole.
D ☐ Contact Matenga Transport Management.

8 If the following things happen, should you get help from Irihapeti Maihi?
Circle Yes or No for each case.
A ☑ The copier is making strange sounds. Yes No
B ☑ Your computer is running very slowly. Yes No
C ☑ A fax message is covered in ink stains. Yes No

9 What kind of information does “ext.” refer to?
A ☐ job number
B ☐ room number
C ☐ telephone number
D ☐ employee number
## SHOP OPENING HOURS

There are 3 ½ days a year when almost all shops are required to be closed under the Shop Trading Hours Repeal Act 1990. These days are: Christmas Day, Good Friday, Easter Sunday, and Anzac Day until 1.00 pm.

<table>
<thead>
<tr>
<th>Is your shop one of the following?</th>
<th>Then yes, you can open on restricted trading days so long as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy</td>
<td>The only goods you sell are: food, drink, household items, personal items, petrol, oil, car parts and accessories. The goods you sell are items people can’t put off buying until the next day, such as baby formula or pet food, and the quantity of goods for sale is no more than needed to meet the needs of people in the area.</td>
</tr>
<tr>
<td>Service Station</td>
<td>The only goods you sell are: food, drink, household items, personal items, petrol, oil, car parts and accessories. The goods you sell are items people can’t put off buying until the next day, such as baby formula or pet food, and the quantity of goods for sale is no more than needed to meet the needs of people in the area.</td>
</tr>
<tr>
<td>Take away bar, restaurant, cafe</td>
<td>You only sell prepared or cooked food ready to be eaten immediately in the form in which it is sold.</td>
</tr>
<tr>
<td>A shop providing services only</td>
<td>You only provide a service, such as renting videos or cutting hair. You don’t sell any goods, such as videos, or hair products.</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>No conditions</td>
</tr>
<tr>
<td>A shop in premises where an exhibition or show is taking place</td>
<td>The shop/stall must be within the premises of a bona fide exhibition or show. This includes markets, craft shows and stalls. The bona fide exhibition or show must be devoted entirely or primarily to agriculture, art, industry or science.</td>
</tr>
<tr>
<td>A shop selling only souvenirs</td>
<td>To be considered a souvenir the Department of Labour says that items must be connected in some way to a place or culture in New Zealand.</td>
</tr>
</tbody>
</table>

* To be considered ‘devoted’ to a show or exhibition a shop must be selling goods that are connected in some way with the show. For example, arts and crafts at an art and craft show, or farming supplies at an agriculture show, rather than general goods.

(This text was adapted from the Department of Labour website.)
10 The main purpose of this text is to show

A ☐ what days are restricted trading days.
B ☐ where you can shop on restricted trading days.
C ☐ which shops can open on restricted trading days.
D ☐ when shops are required to close on restricted trading days.

11 According to the introduction, on which day are shops allowed to open for half a day?

A ☐ Christmas Day
B ☐ Good Friday
C ☐ Easter Sunday
D ☐ Anzac Day

12 Look at the table heading.
What does "so long as" mean here?

A ☐ until
B ☐ only if
C ☐ because
D ☐ except when

13 Look at the section of text below the table ("To be considered ... ").
What is the purpose of this section?

A ☐ It explains a term used in the table.
B ☐ It shows where the table comes from.
C ☐ It shows when the table was produced.
D ☐ It informs about an exception to the information in the table.
A cover letter is an important part of the application process and you should always send one with your CV to any employer.

The aim of your cover letter is to make the employer interested enough to read your application thoroughly and convince him/her to give you an interview. A typical cover letter should be no more than one page long.

Here are some tips on what to include in your cover letter.

**How to start**

- It is common to say where and when you heard of the job opening (this helps the company in choosing how to advertise).
- If no specific opening has been advertised be sure to state what your job objective is.
- Cover letters are read by people, so address yours to a person. Avoid beginning your letter with clichés such as Dear Sir or Madam, or To whom it may concern.
- Take time to call the employer and get the recipient's name. Say to whoever you speak with, "I'm writing a letter to the person who manages (your target department). May I have the correct spelling please?" This will set you apart from most applicants.

**Demonstrate that you can do the job**

- We know you're a quick learner, honest and hard working. So are the other 500 applicants who want the job. Don't waste precious space in your cover letter saying so.
- Explain why you are the best person for the company and how your skills will meet the company's needs. Link your experience, skills and qualifications to what the employer has asked for. Show how your skills, experience, training and achievements are relevant to the job requirements. You may have gained these skills through education/training, work experience, voluntary work and/or extra-curricular activities.
- Use two or three selling points and explain how these will allow you to make an impact or get results in the role.
- Describe how a previous job gave you experience or skills that are needed for the job.
- Detail how you can contribute to the company. Focus on what you have to offer, not what you want.
- Use the cover letter to display your knowledge of the company and industry, and to share recommendations you have for opportunities you've researched. For example: "With 10 years of retail management experience and a record of rapid advancement, I have found at least three ways to increase sales at your Wellington outlet by $100,000 or more this year. This could be achieved by..."

**Show why you want the job**

- Show how motivated and enthusiastic you are, and how you can fit into the organisation.
- Discuss your personal qualities and why the position interests you.
- Include any personal interests or activities that unite you with the company and the work it does.
- Comment on something positive about the company and let them know why you would want to work there. You could refer to the company's reputation, corporate culture, management philosophy, size, sales record, product quality or anything else it takes pride in.

**Closing statement**

State your availability for an interview and your willingness to provide further information.
This text is from the Career Services website. According to the text, should you **always** include the following at the start of your cover letter? Circle Yes or No for each case.

A what your job objective is  Yes  No
B the name of the person who’ll be receiving the letter  Yes  No

According to the text, why should you avoid wasting space by saying you're a quick learner, honest and hard working?

A ○ Your application will sound dishonest.
B ○ You will not stand out from other applicants.
C ○ These are the skills you'll be asked about during an interview.
D ○ Only skills mentioned in the job description should be discussed.

In your cover letter it is important to

A ○ be modest.
B ○ sell yourself.
C ○ discuss all the skills you have.
D ○ emphasise what you'll get from the job.

Who is this text aimed at?

A ○ employers
B ○ careers advisors
C ○ company managers
D ○ people looking for work

Why does this text use bullet points?

A ○ because it contains factual information
B ○ because a cover letter should also use bullet points
C ○ to provide a list of what to include in a cover letter
D ○ so the author could write in note form rather than full sentences
END OF ASSESSMENT