

Reading

2026 Q3 Literacy

Today's date:

Given name:

Family name:

Organisation:

Course:

Gender:

☐ Female

☐ Male

☐ Diverse

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.

END OF PRACTICE QUESTIONS

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Cover letter Example

5 Wainui Rd
Gisborne
05 123 1234

14 August 2009

Bob Buchanan
Water Storage Solutions
49 Arapito Street
Gisborne

Dear Mr Buchanan

Re: Sales Assistant Vacancy (vacancy number 392794)

I am excited to have the chance to apply for the position of Sales Assistant with your company which was advertised in the Gisborne Sun on Wednesday 23rd July 2009.

Enclosed you will find my CV to support my application. As I have outlined, you will see I have developed the following qualities which would be useful in this position, including:

- self-motivation and dedication
- high-level customer service
- cash handling and sales experience
- time management and strong organisational skills.

I am currently working as a Sales Assistant in a busy plumbing store. I have really appreciated this role, and the chance that it has given me to work in the retail industry and to build a strong foundation of customer service skills. I am looking for a new challenge in my career and I believe that the Sales Assistant role with Water Storage Solutions offers me a chance to grow and further develop my retail experience.

I would enjoy discussing the opportunity of working for your company and the way my skills are suited for the position.

I would be happy to attend an interview and look forward to hearing from you in this respect.

Yours sincerely

Lizzie Carter

- 1 What is the purpose of this text?
- A ☐ to advertise a sales vacancy
 - B ☐ to request an application form
 - C ☐ to notify an applicant of success
 - D ☐ to interest the employer in an applicant
- 2 According to the text, what is "392794"?
- A ☐ the contact number of Lizzie Carter
 - B ☐ the identification code of the position
 - C ☐ the number of people applying for the job
 - D ☐ the phone number of Water Storage Solutions
- 3 According to the text, which of the following is true about Lizzie?
- A ☐ She enjoys working for Water Storage Solutions.
 - B ☐ She has recently left her job in a plumbing store.
 - C ☐ She wants to retrain for a different career.
 - D ☐ She wants to develop her experience in sales.
- 4 According to the text, what is the street address of Lizzie?
Underline the street address in the text.

BEING SAFE WITH FOOD – THE FOUR Cs OF FOOD HYGIENE



Clean

Follow the 20+20 hand washing rule before and after handling food:

- wash your hands for 20 seconds with soap and hot water
- dry your hands for 20 seconds with a clean dry towel or paper towel.

Also:

- wash and dry your hands after each time you touch raw meat or poultry
- before you start handling food, make sure all cooking and barbecue tools, and all surfaces on which you put food, are spotlessly clean.

Cook

- precook chicken, meat patties and sausages before barbecuing them
- make sure meat gets cooked until the juices run clear and there is no pink flesh
- use one set of utensils for raw meat and poultry, and another set for cooked food
- place cooked items on a clean plate, not one that was used for raw meat.

Cover

- cover and refrigerate leftover food as soon as possible after cooking
- throw out perishable food that you have left at room temperature for more than two hours.

Chill

- store meat, poultry and other perishable foods cold until you are ready to cook them
- use an icepack and cool bag or chilly-bin to keep food cold outdoors
- store raw meat and poultry away from other foods, and below ready to eat foods in the refrigerator.

- 5 This text is from a Government website.
The main purpose of the text is to tell you how to

- A ☐ freeze fresh food correctly.
- B ☐ avoid causing food poisoning.
- C ☐ prevent meat becoming tough.
- D ☐ prepare food attractively for sale.

- 6 According to the text, are these statements true or false?

Circle True or False for each statement.

- | | | |
|---|------|-------|
| A You should precook all raw meat. | True | False |
| B You should keep raw meat separate from other food. | True | False |
| C You should wash and dry raw meat before cooking it. | True | False |
| D You should cook raw meat for 20 seconds on each side. | True | False |

Loan sharks



MEDIA RELEASE

For immediate use

Date: 31 October 2008

Fax: (04) 237 3804

Tel: (04) 237 5089

LOAN SHARKS A PROBLEM IN STRAITENED TIMES

“Loan sharks prey on the lack of financial sophistication of many lower-income people, and communities need better legislative protection from them,” says a group of concerned politicians.

The group, including local and national members, met in Porirua recently to discuss their concerns about “fringe” or “payday” lenders. These lenders typically offer short-term loans, taking stereo systems or other items of personal property as security, at rates of interest of around 8% per week.

Actual annual interest rates being charged by fringe lenders can exceed 400%pa, effectively compounding to well over 1600%.

“With more difficult economic times on the horizon, I am very concerned that people on lower incomes may get into trouble by borrowing small amounts from fringe lenders and then having to make very large repayments,” a spokesperson for the group said.

“It is misleading of these lenders to express their interest rates as “only” 8% per week. I want people to understand that at “only” 8% per week, compounding, a loan doubles its size every three months. For example, a \$300 loan over 14 weeks becomes \$636. Lower-income people can get into terrible financial difficulties trying to repay that sort of money.”

- 7 “... communities need better legislative protection.”
This means that communities need
- A ☐ new laws.
 - B ☐ community banks.
 - C ☐ economic independence.
 - D ☐ more financial assistance.
- 8 The text suggests that the moneylenders take advantage of people who
- A ☐ are paid on a weekly basis.
 - B ☐ are paid by the government.
 - C ☐ do not understand money matters.
 - D ☐ do not care about their repayments.
- 9 "These lenders typically offer short-term loans".
What does "typically" mean?
- A ☐ legally
 - B ☐ usually
 - C ☐ illegally
 - D ☐ greedily
- 10 According to the group of politicians, the economic situation is likely to
- A ☐ get better.
 - B ☐ get worse.
 - C ☐ remain unchanged.
 - D ☐ cause higher interest rates.
- 11 What is the main problem with the loans mentioned in the text?
- A ☐ Debt builds up quickly.
 - B ☐ The lenders are violent.
 - C ☐ The loans are short-term.
 - D ☐ The lenders take items as security.

Staff survey

STAFF SURVEY

To: All staff

Thank you to everyone who responded to our survey about our annual staff function. You will remember that this year in response to some requests to have a more formal occasion we went to the rather up-market Circe's Restaurant, which meant that staff had to contribute something to the costs themselves (as opposed to previous years when the company paid for everything). We have heard both positive and negative reports about that approach. (Personally I had a ball!)

Out of our 80 staff, 61 attended and 19 did not. While it is everyone's right not to attend, we would like to ensure that everyone feels included. Hence the survey.

The results are in. 30 people who attended and 16 people who did not attend responded.

Table 1: for those who attended

	Yes	No	Undecided
Affordable?	8	20	2
Good timing (a Thursday night)?	15	15	0
Good venue?	25	3	2
Location accessible?	10	20	0
Good food?	27	3	0
A fun night?	7	21	2
Helped company morale?	4	16	10
Do the same again?	6	16	8

Table 2: for those who did not attend

Reason(s) for not going *	Number
I don't like functions	1
Too expensive	14
Location hard to get to	4
Bad timing (Thursday night)	7
Babysitting problems	6
Last-minute problems	5

* Some people gave more than one response.

We would be interested to hear your interpretation of these results, and also any suggestions for other venues/types of functions for next year, if you think a change is justified.

Thanks again to everyone who contributed.

Yours socially

Belinda

Social Club convenor

- 12** The following statements compare this year's function with past functions. According to the text, which of the statements is definitely correct?
- A ☐ People enjoyed this year's function less.
 - B ☐ This year's function cost more to attend.
 - C ☐ The food at this year's function was better.
 - D ☐ Fewer people attended this year's function.
- 13** According to the text, which one of the following survey questions from Table 1 would Belinda certainly have answered "Yes" to?
- A ☐ Affordable?
 - B ☐ Good food?
 - C ☐ A fun night?
 - D ☐ Helped company morale?
- 14** "Thanks again to everyone who contributed." (paragraph 5)
Belinda here is thanking the people who
- A ☐ completed the survey.
 - B ☐ organised the function.
 - C ☐ paid to attend the function.
 - D ☐ interpreted the survey's results.
- 15** "*Some people gave more than one response."
Why is this sentence included below Table 2?
- A ☐ to point out how thoroughly the survey had been completed
 - B ☐ to show that some people did not complete the survey correctly
 - C ☐ to make the reasons given for not attending seem less convincing
 - D ☐ to explain why the numbers in the second table don't add up to 16

END OF ASSESSMENT