

Reading

2017 Q4 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.

Descal your kettle

Scale is made up of small calcium deposits which will eventually build on the element of your kettle. Scale looks unpleasant and will cause your kettle to function inefficiently as the coating on the element slows the ability of the appliance to heat water. There is a risk that a kettle with large quantities of scale will burn out, rendering the appliance useless. To save electricity and to prolong the life of your kettle, it is best to remove scale on a regular basis. This can be done using vinegar and water. Costly descaling products are not necessary.

Scale is easily removed using the following steps. Always be sure to follow the product safety instructions.

1. Half fill the kettle with fresh water.
2. Add approximately 30 ml of plain white vinegar.
3. Boil the kettle.
4. Allow to sit for 1 minute.
5. Discard the water.
6. Repeat the above process twice.
7. Rinse the kettle several times with fresh cold water.
8. Fill with fresh water and boil.
9. Discard the water.

Your kettle should now be free of scale, free of vinegar, and ready to use.

1 What is this text about?

- A making a cup of tea
- B a way to purify water
- C how to clean your kettle
- D the dangers of electrical appliances

2 What is one advantage of descaling?
Underline one advantage described in the text.

3 What does “burn out” (paragraph 1) mean in this text?

- A leak
- B break down
- C become very dirty
- D use electricity inefficiently

4 Which step tells you to put something into the water?

- A 1
- B 2
- C 3
- D 4

5 What does step 5 instruct you to do?

- A Filter the water.
- B Leave the water.
- C Throw away the water.
- D Check the water for calcium.

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**

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

7 Who is usually the print shop foreman?

- A Ken
- B Brian
- C Peter

8 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 |

9 "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

10 "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.)

- 11** 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
- 12** 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.
- 13** In the last paragraph, the word "mandatory" could best be replaced by
- A optional.
 - B practical.
 - C important.
 - D compulsory.
- 14** 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

CV styles

There are three common styles of CV:

- chronological - focuses on where you worked or studied
- functional - focuses on what you have done, not where and when you did it
- combination - combines both functional and chronological styles

To help decide which style would work best for you, read the information below.

Chronological CV

Advantages:

- it highlights a steady employment history
- employers are accustomed to seeing this format
- it focuses on work history, which is listed with the most recent first.
- it offers a concise picture of where you've been and what you've done.

Use a chronological CV when:

- continuing in the same career and to show career progression
- a previous employer's name may be significant.

Disadvantages:

- they emphasise gaps in employment and job hopping
- they don't effectively reveal skills.

Don't use if:

- you have employment gaps or you've changed jobs a lot
- you're entering the job market for the first time or after a long absence
- you're looking to change careers and your work history has no relationship to the job you are applying for.

Functional CV

Advantages:

- it focuses on what you have done, not where and when you did it
- work experience and skills are listed by skill and strength areas important to employers
- it calls attention to accomplishments
- rather than repeat things you've done in similar jobs, you can group them together
- it de-emphasises an unstable work history
- you can use headings that are featured in the job description

Use a functional CV when:

- entering work for the first time or after a long absence
- work history has been varied or unrelated
- changing fields
- you wish to emphasise skills you haven't used in recent work experience
- you are an older worker, as it minimises the use of dates.

Disadvantages:

- doesn't provide a context for your skills
- you can't emphasise loyalty, continuity or how recent your experience is.

Don't use if:

- you want to highlight career progression
- recent jobs had limited responsibilities and duties.

Combination CV

Advantages:

- it combines the features of both reverse chronological and functional CVs
- it focuses on your skills and accomplishments and your work history
- it usually begins with a profile or key skills section, followed by work history
- it highlights relevant skills which are supported by a strong employment record
- it emphasises transferable skills
- it calls immediate attention to your achievements.

Use when:

- each position you had involved a different job description
- a shorter skills format would lack depth.

Disadvantages:

- can be lengthier than the other formats
- work history is usually on the second page and some recruiters may not read that far.

Don't use if:

- your experience is limited or there are large gaps in employment.

- 15** This text is from the Career Services website.
Someone is re-entering the workforce after having stayed at home to look after the children for a long time.
Which CV style would be best for this person to use?
- A chronological
B functional
C combination
- 16** Does a chronological CV have the following advantage over the other CV styles?
Circle Yes or No.
- | | | |
|--|-----|----|
| A It is easy for employers to see your work history. | Yes | No |
| B It is easy for employers to see the skills you have. | Yes | No |
- 17** In what order would your jobs be listed in a chronological CV?
- A in date order, with the most recent job first
B according to importance, with the most important job first
C according to relevance, with the most directly relevant job first
D in order of length of employment, with the job held for the longest first
- 18** Would the following be suitable sections to put at the **start** of a combination CV?
Circle Yes or No for each section
- | | | |
|---------------------|-----|----|
| A your key skills | Yes | No |
| B your work history | Yes | No |

End of Assessment