



**KEY SKILLS QUALIFICATION
EXEMPLAR TEST 2**

| KEY SKILL | LEVEL |
|----------------------|-------------------------------|
| Communication | Level 1 (U1051247) |

WHAT YOU NEED FOR THIS TEST

- ÷ This Question Paper
- ÷ An Answer Sheet
- ÷ An HB Pencil
- ÷ An Eraser

- ÷ **Dictionaries may NOT be used**

TIME ALLOWED – 1 HOUR

**THERE ARE 40 QUESTIONS IN THIS TEST
(Total Marks: 40)**

**You should try to answer all of the
questions**

INSTRUCTIONS TO CANDIDATES

- ÷ Write your personal details in the spaces provided on the Answer Sheet
- ÷ Read each question carefully
- ÷ Answer all of the questions
- ÷ Use an HB pencil and follow the instructions on the Answer Sheet
- ÷ At the end of the test, you must hand the Question Paper, the Answer Sheet and all notes to the supervisor

- ÷ **DO NOT OPEN THIS QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO BY THE SUPERVISOR**

- ÷ **REMEMBER. YOU HAVE 1 HOUR TO FINISH THE TEST**

Questions 1 - 4 are based on this advertisement from *Cheaper 'n' them*.

**A HAPPY NEW YEAR TO ALL OUR CUSTOMERS
FROM**

CHEAPER 'N' THEM



11 YEARS IN THE BUSINESS

With new charges on the market and some massive reductions making a mobile 'phone even cheaper to buy and run, now is a greater time than ever to buy a new mobile or upgrade your old one. Now Cheaper 'n' them is in its second decade, we are also proud to offer you our exciting new and unique product - Value Telecom.

1 Mobile 'phones are getting cheaper to buy because

- A old ones are being upgraded
- B of Cheaper 'n' them
- C new markets are opening up
- D prices are falling

2 Cheaper 'n' them is

- A over ten years old
- B just ten years old
- C less than ten years old
- D twenty years old

3 Another word for "unique" (last but one line) is

- A unusual
- B trendy
- C special
- D fashionable

4 "We are" (last but one line) could also be written

- A were
- B we're
- C we're
- D wer'e

Questions 5 - 10 are based on this coach company's leaflet.

SPECIAL VISIT TO
THE MILLENNIUM DOME
AND A GREAT DAY OUT!
Wednesday 19 April. Sunday 7 May. Sunday 14 May
Sunday 11 June. Saturday 15 July. Thursday 3 August.
Sunday 20 August. Thursday 31 August. Saturday 16 September.
Saturday 30 September. Wednesday 25 October.
(INTERESTING FACT FILE ABOUT THE DOME FREE WHEN BOOKING)
Adults £33.50 Children £26.50 OAP'S £32.50
Families(2 Adults + up to 3 Children, or 1 Adult + up to 4 Children)£121.00
(INCLUSIVE OF COACH FARE AND ENTRANCE TO THE DOME)

| | | | |
|-------------------------|------------------------|-----------------------|-----------------|
| Departure times: | Wellington | Longforth Park | 6.40 am. |
| | Taunton | Elms Parade | 7.00 am. |
| | North Petherton | Walnut Tree | 7.15 am. |
| | Bridgwater | Rope Walk | 7.25 am. |

BOOKINGS ONE WEEK IN ADVANCE DIRECT TO TERRY'S COACHES ONLY.
PAYMENT DUE WITHIN 2 DAYS OF BOOKING

- 5 The intention of this leaflet is to provide
- A some ideas on how to have a great day out
 - B facts about costs, dates and times of coaches
 - C an opinion on the Millennium Dome
 - D instructions on what to see at the Dome
- 6 Coach services are provided to the Dome on
- A Sunday 8 May and Saturday 16 September
 - B Sunday 11 June and Thursday 30 August
 - C Sunday 14 May and Saturday 20 May
 - D Saturday 16 September and Sunday 7 May

- 7 To use this special offer, it is necessary to
- A turn up on the right day and pay on the coach
 - B book in advance and pay on the coach
 - C book one week ahead and pay within two days
 - D book the coach and pay extra for the Dome
- 8 The leaflet provides the traveller with
- A interesting facts about the Dome
 - B details of the cost of entrance to the Dome
 - C details of how long the journey will take
 - D prices, dates and times of travel
- 9 How much would it cost a family of two adults and three children to visit the Dome?
- A £120.00
 - B £144.50
 - C £121.00
 - D £146.50
- 10 The coach leaves North Petherton at the following place and time
- A Rope Walk 7.15 am.
 - B Walnut Tree 7.00 am.
 - C Elms Parade 6.40 am.
 - D Walnut Tree 7.15 am

Questions 11 - 14 are based on a Fire Safety leaflet.

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You only have a short time to get out - use it wisely and try not to panic

YOUR STEP BY STEP GUIDE

1. If you can, close the windows and doors of the rooms where the fire has started. Close all other doors and windows behind you. This will help delay the spread of smoke.
2. Before opening a closed door, feel it with the back of your hand. If it feels warm, don't open it - the fire will be on the other side.
3. Get everyone out as quickly as possible. Don't try to pick up valuables. Try not to panic.
4. Plan your escape route now. Don't wait for a fire.
5. Telephone the fire brigade on 999. Remember you don't need to put money in a public phone box for 999 calls. Clearly state the full address of the fire.
6. Never go back into the scene of the fire until a fire officer has told you it is safe.



11 If a fire breaks out at home, how can people delay the spread of smoke?

- A By opening all the windows
- B By closing all the doors
- C By getting everyone out of the house
- D By calling the fire brigade

12 If there is a fire in a house, before opening a door you should

- A open a window to let smoke out
- B call the fire brigade on 999
- C get everyone out of the building
- D feel it with the back of your hand

13 What should be the first step to take in case of a fire in the home?

- A Close all the doors
- B Plan an escape route
- C Get everyone out of the building
- D Call the fire brigade

14 It is only safe to go back into a house that has been the scene of a fire

- A after you have got everyone out
- B when you have telephoned the fire brigade
- C when a fire officer has told you it is safe
- D after all the doors and windows have been closed

Arnold does well at work and is promoted. His new job is in Norton and he will have to move. His rental agreement says he has to give notice in writing to his landlord. He drafts the letter below on his computer but misses out some words he is uncertain of.

Questions 15 - 20 are based on the letter in the box below.

| | |
|---|---|
| | Top Flat 9 Elm Grove Yeovil BA21 4DR Tel 01935-447819 16/11/2000 |
| Mr Sinclair Penn House The Hill Yeovil BA6 0JS | |
| Dear Mr Sinclair | |
| Re: Notice on Flat (1) | |
| I am _____ to let you know that I have got a new job in Norton with better money. (2) | |
| I am giving you two _____ notice as we agreed. Thank you for being a good landlord. I am (3) | |
| _____ to find one like you in Norton. (4) | |
| Would it be possible to use you as a _____ on my next flat? (5) | |
| Yours _____ | |
| <i>A Haskins</i> | |
| Arnold Haskins | |

15 The spelling at (1) should be

- A writeing
- B wrighting
- C writing
- D writteing

16 The spelling at (2) should be

- A week's
- B weeks'
- C weaks
- D weeks

17 The spelling at (3) should be

- A hoping
- B hoeping
- C hopeing
- D hooping

18 The spelling at (4) should be

- A refferance
- B referance
- C reference
- D refarence

19 The correct ending at (5) should be

- A sincerely
- B faithfully
- C truly
- D thankfully

20 Which of the following sentences is NOT punctuated correctly?

- A The bus was late getting into Market Street on Monday.
- B Why didn't you get to work on time on Monday.
- C June had to work an extra hour on Monday evening.
- D She didn't get her pay until Saturday afternoon.

21 The judge told the witness to “keep to the facts” when describing the robbery. The witness should describe what





- A she actually saw
- B she thought had happened
- C another witness told her
- D she imagined had happened

22 Mandy’s penfriend is visiting her by car for the first time. To help her penfriend find the right address, Mandy would send a

- A picture of her house
- B chart with train times
- C sketch of her school
- D street map of her town

John and Sally have bought a new washing machine. The User’s Manual gives the following information on washing programmes. Using the information below answer questions 23 - 28.





Washing Programmes

| | |
|---|---|
|  95 Select Programme 1 Cotton or linen clothes which are white or colour fast to wash temperature 95°C |  60 Select Programme 2 Cotton, linen or nylon articles which are colour fast at 60°C |
|  40 Select Programme 3 Machine washable wool only. Wash temperature 40°C |  30 Select Programme 4 Delicate fabrics not colour fast at 30°C |

23 Which programme should Sally choose when washing white cotton sheets?

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

24 John is washing a woollen jumper. Which symbol and programme should he choose?

- A  Colourfast woollens
- B  Hand knitted clothes
- C  Washable woollens
- D  Machine washable woollens

25 What type of clothes should John be washing if he is using Programme 1?

- A Delicate fabrics not colour fast at 30°C
- B Cotton clothes colour fast at 60°C
- C White linen at 95°C
- D Machine washable wool at 40°C

26 Sally sorts her clothes before washing. Starting with the coolest programme, which order should she choose?

- A whites, colour fast, woollens, cool wash
- B cool wash, colour fast, woollens, whites
- C cool wash, woollens, colour fast, whites
- D colour fast, woollens, whites, cool wash

27 When using the User's Manual for the washing machine, John and Sally are following

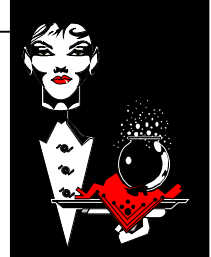
- A instructions
- B opinions
- C aims
- D ideas

28 Sally is washing a nylon dress at 60°C. Which programme is she using?

- A whites
- B woollens
- C cool wash
- D colour fast

Questions 29 - 33 are based on the advertisement below.

WANTED. Waiter/waitress for a small popular and lively restaurant in city centre for evening work – Thursday, Friday, Saturday. Experienced person preferred. Excellent rates of pay. Write to Mr B Roberts, The Silver Crown, Main Street, Derby DF1 2XP.



29 Which is an opinion?

- A Write to Mr B Roberts
- B In city centre
- C Excellent rates of pay
- D WANTED: Waiter/waitress

30 Ben is going to apply for the job. What should he write?

- A a report
- B a memo
- C a letter
- D an essay

31 Which one of these facts should Ben definitely include in his application?

- A I live ten miles from the city centre
- B I like working with young people
- C My hobbies are football and squash
- D Last summer I worked in a restaurant

32 The person who gets this job should

- A like working in a large place
- B dislike weekend work
- C like working later hours
- D like working in the mornings

33 Which of these words could be used to describe the restaurant?

- A spacious
- B busy
- C big
- D quiet

Sonya is interested in buying a mobile phone. She found this information in a leaflet. Use this to answer questions 34 - 36.

| | My Time | | Occasional Caller Plus | | Regular Caller Plus | | Frequent Caller Plus | | |
|---|---------------|----------------|------------------------|-----------------|---------------------|-----------------|----------------------|-----------------|----------------------------------|
| Connection | £35.00 | | £35.00 | | £35.00 | | £35.00 | | |
| Subscription per month | £14.99 | | £17.50 | | £25.00 | | £40.00 | | |
| Inclusive call value per month | £5.00* | | £5.00 | | £15.00 | | £20.00 | | |
| DOUBLE FREE Inclusive call value per month | £10.00 | | £10.00 | | £30.00 | | £40.00 | | All digital Calling Plans |
| Standard call price per minute | Peak 40p | Off-peak 2p | Peak 32p | Off-peak 10p | Peak 30p | Off-peak 10p | Peak 20p | Off-peak 10p | Weekends 2p |

Peak hours: Monday to Friday 8am to 7pm. Weekends: midnight Friday to midnight Sunday. Off-peak: at all other times. Unused inclusive call value cannot be carried over to subsequent months. All prices are BT Cellnet recommended retail prices and include VAT.
*Standard off-peak and weekend calls only. Minimum call charge 2p. Higher charges apply for calls to non BT Cellnet mobile phones.

34 Sonya has decided to have “My Time”. How much is the subscription per month?

- A £5.00
- B £10.00
- C £14.99
- D £17.50

35 On “My Time” how much would she pay for her calls at weekends?

- A 2p
- B 10p
- C 20p
- D 40p

36 Which call would be in peak hours?

- A Tuesday 8pm
- B Saturday 9am
- C Monday 7.30pm
- D Friday 7.30am


For questions 37 - 40 read the information below.

Neil is a laboratory technician and has been asked to draft a notice on safe practice in the laboratory. He has left gaps where he is uncertain which word to use.

NOTICE FOR ALL LABORATORY WORKERS

Please read and follow these instructions:

- ÷ Please (1) safety goggles for all practical work.
- ÷ Clean all equipment after use and make sure it is (2) dry.
- ÷ Return all glass beakers to (3) correct cupboards.
- ÷ Thermometers must be put in the store room as they are (4) expensive to leave on the bench.



EYE PROTECTION

37 Choose the correct word to fill the gap labelled (1)

- A wore
- B waer
- C where
- D wear

38 Choose the correct word to fill the gap labelled (2)

- A completely
- B compleetly
- C completley
- D compleetley

39 Choose the correct word to fill the gap labelled (3)

- A there
- B their
- C they're
- D the're

40 Choose the correct word to fill the gap labelled (4)

- A two
- B tow
- C too
- D to