

# Sample Test



## ELEMENTARY LEVEL (L2)

### END-OF-COURSE READING AND WRITING ASSESSMENT

#### SAMPLE TEST ONLY

NAME:	
STAFF NUMBER:	
GROUP NUMBER:	

**TIME: 1½ HOURS**

FOR INSTRUCTORS' USE ONLY

Reading Outcomes		Met	Not yet met
R1	<i>Reads signs</i>		
R2	<i>Finds information in text</i>		
R3	<i>Finds information in diagrams</i>		

Writing Outcomes		Met	Not yet met
W1	<i>Completes basic forms</i>		
W2	<i>Writes sentences</i>		
W3	<i>Writes a simple log</i>		

# Sample Test

## Reading

### Part One (R1)

#### Questions 1 – 5

What do the following signs mean?  
Circle the correct answer A, B, or C.

#### 0. *EXAMPLE*



- A Be careful! Fire hazard.
- B Be careful! Electrical hazard.
- ☒ C You must not use water on this fire.

1.



- A Be careful! Overhead hazard.
- B You must wear eye protection.
- C You must wear face protection.

2.



- A Do not use this machine.
- B Do not turn off this machine.
- C You must wear safety gloves.

3.



- A You must drive over 100km per hour.
- B You must not drive over 100km per hour.
- C Drive over 100km per hour!

4.



- A You must not drive forklift trucks here.
- B Be careful! Overhead hazard.
- C Be careful! Forklift trucks.

5.



- A You must keep this door locked at all times.
- B You must not enter.
- C Do not use this machine.

# Sample Test

## Part One

### Questions 6-10

Match the following instructions and warnings (6-10) with the signs below (A-H). Write the correct letter in the box.

#### EXAMPLE

0. You must wear hand protection.

6

6. Be careful! Slippery floor.

7. You must wear a safety helmet.

8. You must not enter!

9. Be careful! Electrical hazard.

10. Be careful! Fire hazard.

<p>A</p> 	<p>E</p> 
<p>B</p> 	<p>F</p> 
<p>C</p> 	<p>G</p> 
<p>D</p> 	<p>H</p> 

# Sample Test

## Part Two (R2)

Read Aisha's email to her friend Susan and answer the questions.

SendSave as a DraftCancelSend an eCard

To:

Subject:

Dear Susan,

Thanks for your email. It was great to hear all your news!

I'm fine. I'm now working as a trainee clerk in the Human Resources Department of a large oil and gas company. The company's name is Petroco and my office is in the West Bay area of Doha. I work from 6.30am to 2.30pm, Sunday to Thursday. I really like my job because I meet many people from different countries. My supervisor is from New Zealand and so I use English all the time. The job is never boring because I'm learning new skills every day such as typing memos, completing forms and answering the telephone.

In my free time I like spending time with my friends. We often go shopping together and always have lots of fun!

Doha has changed a lot in the last few years. It is now a very busy city and quite different from the time when we were at school together. There are lots more people and many more cars on the roads.

Last December the city hosted the Asian Games. The Opening Ceremony was great! During the Games I worked as a volunteer in the Transport Section. The work was really interesting. I met many famous people including the Chinese pop star, Jackie Cheung!

Now I'm working very hard to improve my English because I'd like to become a supervisor one day. To get promotion I need to take a Level Five English course at the Training Center. If I pass I can get a senior staff position.

Best wishes,  
Aisha

## Questions 11 - 15

Write True (T) or False (F) to the following statements.

### EXAMPLE

0. Aisha works for a large oil and gas company.

T

11. Aisha works in the Corporate Training Department.

☐

12. Aisha always works the same hours at the company.

☐

# Sample Test

13. Aisha and Susan went to the same school.

☐

14. Aisha's ambition is to become a supervisor.

☐

15. Aisha took a Level 5 course at the Training Center last month.

☐

## Questions 16 – 20

Write short answers to the following questions.

### **EXAMPLE**

**0.** Which company does Aisha work for?

### **ANSWER**

*Petroco*

16. What is Aisha's position in the company?

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17. What time does Aisha start work?

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18. What does Aisha like doing with her friends?

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19. Which famous person did Aisha meet at the Asian Games?

---

20. What must Aisha do to get promotion at work?

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# Sample Test

## Part Three (R3)

Look at the following information about a tour of Japan and answer the questions.

<b>Japan Tours</b>	
<b>Day Two: Tour of Tokyo</b>	
0700: Breakfast at the Imperial Hotel	
0900: Bus tour of the city, includes the fashionable Ginza shopping district, the Imperial Palace and the Asakusa Kannon Temple	
1230: Arrive back at the Imperial Hotel. Lunch at the Parkside Restaurant.	
1400: Leave hotel	
1430: Boat trip on the Sumida River	
1630: Shopping in the Ginza district	
1900: Return to the hotel.	

<b>Average climate in Japan</b>			
	<b>MAXIMUM TEMPERATURE (°C)</b>	<b>MINIMUM TEMPERATURE (°C)</b>	<b>MAXIMUM RAINFALL (mm)</b>
<b>FEBRUARY</b>	12	4	60
<b>APRIL</b>	22	14	134
<b>JUNE</b>	27	20	207
<b>AUGUST</b>	33	27	95
<b>OCTOBER</b>	25	18	108
<b>DECEMBER</b>	14	7	34

# Sample Test

## Questions 22 – 30

Write short answers. Include the unit of measurement where necessary.

### **EXAMPLE**

**0.** What is the maximum temperature in Japan in February?

### **ANSWER**

**12°C**

22. What time does the bus tour of Tokyo start?

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23. How long does the bus tour of Tokyo take?

---

24. Where is lunch on the tour?

---

25. What is the name of the shopping district on the tour?

---

26. What is the maximum temperature in Japan in August?

---

27. What is the minimum temperature in December?

---

28. Which month has a maximum temperature of 22°C?

---

29. Which month has a minimum temperature of 18°C?

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30. Which month has the most rain?

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# Sample Test

## Writing

### Part One (W1)

Complete the following form about yourself.



### Petroco Corporate Training Department Personal Information Form

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Nationality: \_\_\_\_\_

Staff Number: \_\_\_\_\_

Position: \_\_\_\_\_

Marital Status: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_



# Sample Test

## Part Two (W3)

Hassan is an operator at the refinery in Petroco.

Read the text about what Hassan did at work yesterday.

I arrived at work at 6am. At 6.10am I read the logbook from the night shift and talked to the operator on duty. His name was Fahad Al Kubaisi. Next, at 6.30am I checked all the machines, pipes, valves and the pumps in my section. During this series of checks I tested the levels and wrote everything down in my notebook. In my job I need to keep a record of all the readings I take. After that, at 8.30am I had a coffee and a sandwich. At 9.00am I repaired a valve in Area 16. This was quite a difficult job and took me a long time. I then had my lunch break at midday, which lasted 30 minutes. I usually go to the Petroco canteen for lunch. After lunch, I had a meeting with my supervisor, Mr. Suwaidi, to discuss my Annual Performance Appraisal. I was very pleased with the meeting. At 1.30pm I wrote in the logbook. Finally, at 1.50pm I talked to the operator on the afternoon shift. After a very busy day, I left work at 2pm.

Use the information above to complete Hassan's Daily Work Record Sheet.

<b>DAILY WORK RECORD SHEET (08/04/08)</b>	
<b>0600</b>	<i>I arrived at work.</i>
<b>0610</b>	
<b>0630</b>	
<b>0830</b>	
<b>0900</b>	
<b>1200</b>	
<b>1230</b>	
<b>1330</b>	
<b>1350</b>	
<b>1400</b>	<i>I left work.</i>

# Sample Test

### Part Three (W2)

Write about what you did on your last holiday.  
Include information about:

- where you went
- who you went with
- what you did on holiday
- what you liked best about your holiday

Write between 40 and 60 words.

[illegible]