

**Certificate in
ESOL Skills for Life
Entry 2—Reading
March 2006—10am**



Your full name:
(BLOCK CAPITALS)

Centre: Date:

Candidate registration number:

Time allowed: 45 minutes

Please answer **all** questions. Write your answers in pen **not** pencil.
You may **not** use dictionaries. You may **not** use correction fluid.

Examiner's use only

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20

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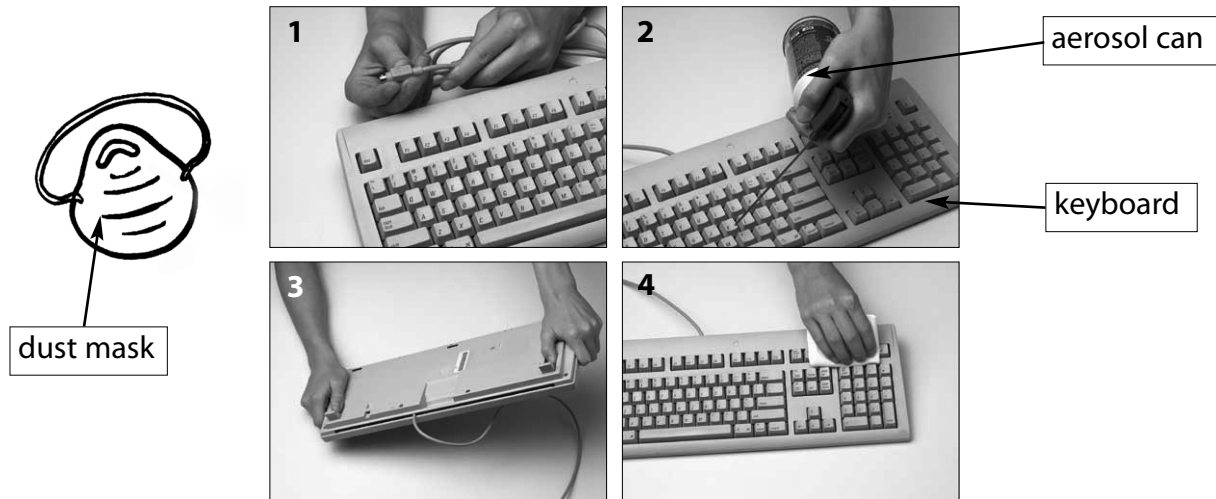
This examination paper contains 20 questions. Answer all questions.

Task one

Answer the questions on page 3 using the information provided in the instructions below.

Your Computer Keyboard

You must clean your keyboard regularly because it will not work if dust gets under the keys.



1. Buy the supplies you need: air in an aerosol can; a soft cloth; any non-abrasive household cleaning fluid suitable for cleaning plastic. You can also buy a dust mask if needed.
2. Shut down the computer.
3. Disconnect the keyboard. (Picture 1)
4. Use the air in the aerosol can to clean between the keys. Spray at an angle to loosen dust and dirt. (Picture 2)
5. Turn the keyboard upside down. Shake loose dust gently out of the keyboard. (Picture 3)
6. Spray a small amount of the non-abrasive cleaner onto the cloth.
7. Wipe the keys and chassis gently with the cloth. (Picture 4)
8. Wait until the keyboard is dry before reconnecting it to the computer.
9. After reconnecting the keyboard, restart the computer.

Warning:

When liquid spills on the keyboard, disconnect it and turn it upside down so the liquid can come out. Let the keyboard dry for 72 hours.

Glossary

at an angle—from the side

chassis—the main part of the keyboard

disconnect—unplug the keyboard from the computer

dust—small pieces of dirt

loosen—to free something eg. dirt, dust.

regularly—something which is done or happens often

non-abrasive—does not leave marks

spill—to drop something

upside-down—the wrong side up; turned over

Adapted from *www.ehow.com*

Questions

1. The text tells you how to your computer keyboard.
2. Please complete the sentence using a word or words from the box.

reconnect	restart	turn on	shut down
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Before you disconnect the keyboard you must first
the computer.

3. Look at the text and the glossary. What **must not** leave marks?
(Please circle the letter of the correct answer)
A The household cleaning fluid
B The soft cloth
C The air in the aerosol can
4. Look at the instructions and pictures. You turn the keyboard upside down to
(Please circle the letter of the correct answer)
A wipe the keys and chassis
B reconnect it to the computer
C shake loose dust gently out of the keyboard
5. When can you reconnect the computer? (Please circle the letter of the correct answer)
A When the keyboard is dry
B When the keyboard is drying
C When the keyboard is wet
6. Circle the letter of the correct answer.
A Spray dirt onto the cloth.
B Spray cleaner onto the cloth.
C Spray air onto the cloth.

7–9. Complete the sentences below with one of the following:

...you can buy a dust mask. ...after water spills on it. ...disconnect it.
--

7. When liquid spills on the keyboard,
.....

8. If needed,
.....

9. Let the keyboard dry for 72 hours
.....

10. Where can you find this text? (Please circle the letter of the correct answer)
A In a dictionary
B In a newspaper
C On the internet

Task two

Look at the form below then answer the questions on page 5.

Do not complete the form.

Bella Clothes Catalogue					
Returns Form					
Customer name:				Customer No:	<input type="text"/> <input type="text"/> – <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address:					
Postcode:					
Item code	Cost	Reason for return: please tick a box			
		Wrong size	Wrong item	Faulty	Comments
Total cost:					
Ensure you obtain a Post Office receipt					

Questions

Look at the form on page 4 and answer the following questions.

11. The form is to *(Please circle the letter of the correct answer)*

- A** buy clothes
- B** order a clothes catalogue
- C** return clothes

12. The form asks you to tick a box. Which one is correct?

(Please circle the letter of the correct answer)

A

Item code	Cost	Reason for return: please tick a box			
		Wrong size	Wrong item	Faulty	Comments
BYLPY	£20	x			

B

Item code	Cost	Reason for return: please tick a box			
		Wrong size	Wrong item	Faulty	Comments
BYLPY	£20			✓	The zip is broken.

C

Item code	Cost	Reason for return: please tick a box			
		Wrong size	Wrong item	Faulty	Comments
BYLPY	£20	x	✓	x	

13. Who fills in the form? *(Please circle the letter of the correct answer)*

- A** The customer
- B** Someone at the catalogue
- C** Someone at the post office

14. The form asks for the customer's *(Please circle the letter of the correct answer)*

- A** name, address and email address
- B** name, address and nationality
- C** name, address and customer number

15. The form asks for the customer number. Which one of these is correct?

(Please circle the letter of the correct answer)

- A** 46-4398
- B** 0151 677 8732
- C** 10.07.1965

Task three

Answer the questions on page 7 by using the information below.

Grimshaw's Family Bakery*Cakes, Pies and Desserts*

Apple Turnover	50p	Nectarine Meringue	80p
Blueberry Meringue	60p	Orange & Almond Cake	70p
Carrot Cake	75p	Pecan & Maple Tart	90p
Chocolate Dessert.....	55p	Raspberry Gateau.....	75p
Danish Pastry	45p	Strawberry Dessert	79p
Jam Tart	65p	Tea Bread	99p
Lemon Fondant	30p	Walnut & Chocolate Cake.....	95p

Birthday and Wedding Cakes

Order a cake for the special day!

Ask a member of staff for details—we will be happy to help!

Questions

Look at the text on page 6 and answer the following questions.

16. This text can be found (*Please circle the letter of the correct answer*)

- A** in a library
- B** in a shop
- C** in a doctor's surgery

17. Which two items are the same price?

..... **and**

18. Where would 'Prune Slice' come in the list? (*Please circle the letter of the correct answer*)

- A** After 'Pecan and Maple Tart' and before 'Raspberry Gateau'?
- B** After 'Orange and Almond Cake' and before 'Pecan and Maple Tart'?
- C** After 'Raspberry Gateau' and before 'Strawberry Dessert'?

19. There are two kinds of dessert on the price list. What are they?

(*Please circle the letter of the correct answer*)

- A** 'Strawberry' and 'Blueberry'?
- B** 'Chocolate' and 'Nectarine'?
- C** 'Chocolate' and 'Strawberry'?

20. Which of the following sentences is correct? (*Please circle the letter of the correct answer*)

- A** Apple Turnover is cheaper than Lemon Fondant.
- B** Nectarine Meringue is less expensive than Strawberry Dessert.
- C** Tea Bread is more expensive than Pecan and Maple Tart.

