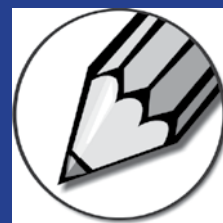


# Language, literacy and numeracy (LLN) Assessment Test LEVEL 3 Student copy



Learning



Reading



Writing



Oral communication



Numeracy



**EASY  
GUIDES**  
Australia Pty Ltd

# Contents

Language, literacy and numeracy (LLN) core skills .....	4
Student and RTO or employer details .....	5
Instructions to student .....	6
<b>Learning</b> .....	7
1. Finding the right website .....	8
2. Learning at work .....	9
3. Understanding written information .....	10
<b>Reading</b> .....	11
1. Code of practice .....	12
2. Sinking of the Titanic .....	14
3. Job advertisement .....	15
<b>Writing</b> .....	16
1. Writing a postcard .....	17
2. Formal and informal English .....	18
3. Punctuation and capital letters .....	19
<b>Oral communication</b> .....	20
1. Listen to an order .....	21
2. Fact or opinion .....	22
3. Idioms .....	23
<b>Numeracy</b> .....	24
1. Shopping .....	25
2. Budgeting for a holiday .....	26
3. Travel times .....	27
4. Lasagna recipe .....	28
5. Chess club .....	29
Core skills summary .....	30

# Learning Level 3



**SAMPLE**



## 2. Learning at work

### SCENARIO

You have been working on the shop floor for 10 years. You have been offered a promotion to be a team leader to manage your section. To help you in your new position the company has offered you a choice of three courses to choose from to help you in your new position.



You are allowed to do the course for two hours a day in work time (Monday to Friday). The course requires a time commitment of 15 hours a week. You will have to do the rest of the course in your own time. You work day shift from 7:00 am to 3:30 pm. As part of your new position you will need to use Microsoft Word and Microsoft Excel at work.

### Course 1

Business Leadership

This course is for managers.  
It includes:

- Project work
- Meetings
- Administration
- Communication
- Microsoft office
- Develop critical thinking
- Productivity

#### DELIVERY

Self-paced study

### Course 2

Winning in Business

This course is for managers.  
It includes:

- Project management
- Microsoft Office
- Teamwork
- Communication
- Problem solving
- Budgeting
- Policies and procedures

#### DELIVERY

Self-paced study and one day a week face-to-face.

### Course 3

Achieving in Business

This course is for managers.  
It includes:

- Project management
- Financial planning
- Manage market research
- Administrative systems
- Advances in technology
- Leadership
- Human resources

#### DELIVERY

Self-paced study

(a) Which is the most suitable course? \_\_\_\_\_

ASSESSOR: Satisfactory

Not satisfactory

# Reading Level 3



**SAMPLE**



## 2. Sinking of the Titanic

Read the front page of The Boston Daily Globe and answer the questions below.

To Get Results Advertise Your Wants in the Daily Globe

**The Boston Daily Globe.**

Advertise Your April 19th Sales in The Daily Globe

VOL. LXXXI - NO. 197. BOSTON TUESDAY APRIL 16 1912 TWENTY PAGES PRICE TWO CENTS

# TITANIC SINKS, 1500 DIE

## Carthage Picks Up 675 Out of 2200---Races for New York---Survivors Mostly Women and Children.

### POLICE ORDER DORR'S ARREST

Lynn Chief Accuses Him of the Murder of George E. Marsh.

Suspect Said to Have Left Boston Thursday Night--Auto Found Here.

SPY, April 15--Though none was killed in the battle with Dorr, an accident, the recovery of the body of George E. Marsh, the aged contractor who was found dead through the hatch on the West Loch, gave Dorr's enemies a new basis for their charges that he had been in the town.

His case described as sensational in Boston. A story was based on the recovered article in the morning of where Marsh's body was found and the fact that Dorr had been in the town at the time.

It is at present impossible to say whether Dorr is innocent or guilty.

Special Agent in Charge Dorr has been arrested.

TODAY'S GLOBE CONTENTS: TODAY'S GLOBE CONTENTS.

Giant Steamer Goes Down Before Help Arrives.

Virginian or Parisian? Have Some Survivors

White Star Officials Ad... "Horrible Loss of Life".

Greatest Sea Tragedy in History Off Newfoundland Coast.

- (a) What date was the newspaper published? \_\_\_\_\_
- (b) How many people were rescued? \_\_\_\_\_
- (c) How many people did the newspaper say died? \_\_\_\_\_
- (d) Were the survivors mainly men or women and children? \_\_\_\_\_
- 
- (e) How much did the newspaper cost? \_\_\_\_\_
- (f) How many pages were in the newspaper? \_\_\_\_\_

ASSESSOR: Satisfactory

Not satisfactory

# Writing Level 3



SAMPLE



# 1. Writing a postcard



## SCENARIO

You are on holiday in Sydney and decide to write a postcard to a friend. Use the picture to help you write a postcard to your friend. Write at least 3 sentences.

*Hi .....*

.....  
.....  
.....  
.....  
.....

*Bye for now.*

-----

ASSESSOR: Satisfactory

Not satisfactory



# Oral communication Level 3



**SAMPLE**



# 1. Listen to an order

You are working at a take-away food place. A customer is giving you an order. Listen carefully.

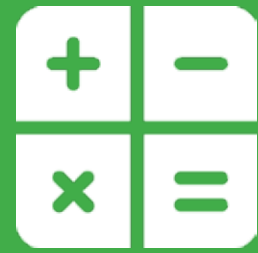
- (a) Listen to your assessor. They will read out the part of the customer. You can ask for the order to be repeated twice.
- (b) Repeat the order to your assessor.



ASSESSOR: Satisfactory

Not satisfactory

# Numeracy Level 3



You may use a calculator for the Numeracy section of the LLN test.



# 1. Shopping

Look at the following items. Circle the one that is the best value.



3 x 1 litre bottles of cola at  
\$1.50 each



2 x 2 litre bottles of cola at  
\$3.50 each



1 x 2 litre bottles of cola at  
\$2.50 each



4 x 1 litre bottles of cola at  
\$3.00 each

ASSESSOR: Satisfactory

Not satisfactory



## 2. Budgeting for a holiday



### SCENARIO

Joe and Jane are saving for a holiday. Together, they earn a combined weekly income of \$1668. Their holiday to Cairns leaving from Melbourne will cost \$5000 including spending money. Look at their weekly costs.

If there are 4 weeks in each month, how many weeks will it take to save up for the holiday?

ITEM	COST	CALCULATION
Rent	\$650 per week	
Electricity	Average of \$75 per week	
Entertainment	Average of \$120 per week	
Water	Average of \$40 per week	
Groceries	Average of \$250 per week	
Car registration	\$860 x 2 cars = \$33 per week	

(a) Weeks needed to save for holiday = \_\_\_\_\_ weeks

ASSESSOR: Satisfactory

Not satisfactory