

# **Language Literacy and Numeracy Test**

**Victory Life International Bible Training Centre**

*Please complete the following test in your own handwriting without the use of a dictionary or any electronic devices.*

## Section 1 - Literacy, Reading and Comprehension

1. Put the following words into alphabetical order:

Conference	
Schedule	
Business	
Administration	
Meetings	
Transcription	
Communication	
Organisation	
Technology	
Customer	

2. a. File the following names under last name and then first name. The first two have been done for you.

File Name	Last Name	First Name
Quoc Nguyễn	NGUYEN	Quoc
Joanne Newland	NEWLAND	Joanne
Raymond Nguyễn		
Allan Nicholls		
Craig Johnstone		
Aazim Jamal		
Ivan Van Der Wiel		
Yvette Johnson		

- b. Now rearrange the above information in the table below. Sort the information into alphabetical order by Last Name, First Name then File Name in the second table. The last one has been done for you.

Last Name	First Name	File Name
VAN DER WIEL	Ivan	Ivan Van Der Wiel

3. The following text has 10 errors in it. Identify the 10 errors (there are both spelling and grammar mistakes) and show the correct way to write them in the table below.

Good customer service is the lifeblood of any business. You can offer promotions and cut prices but, unless you can get your customers to come back, your business won't be profitable for long. Good customer service is all about bringing customer's back. and sending them away happy - happy enough to pass positive feedback about your business along too others.

List the mistakes below as you find them:

4. The five words below are misspelt. Correctly spell each one:

- a. Recruitment \_\_\_\_\_
- b. Markiting \_\_\_\_\_
- c. Servise \_\_\_\_\_
- d. Adminstration \_\_\_\_\_
- e. Pollicy \_\_\_\_\_

5. Put an apostrophe in the correct location:

- a. The mans stapler \_\_\_\_\_
- b. The teams meeting \_\_\_\_\_
- c. The womens conference \_\_\_\_\_
- d. The ladys briefcase \_\_\_\_\_
- e. One weeks pay \_\_\_\_\_

6. If Jack was hired before Bronwyn but after Lutfi, and Lutfi was hired before Thuy, and Thuy was hired before Bronwyn. Samira was hired before Jack. Which staff member was the newest? Who is the longest serving staff member?

- a. Newest staff member \_\_\_\_\_
- b. Longest serving staff member \_\_\_\_\_

## Section 2 – Mathematics

1. Write the following as numbers:

- a. One hundred and fifty two \_\_\_\_\_
- b. Three thousand four hundred and twenty four \_\_\_\_\_
- c. Thirty six thousand and ninety two \_\_\_\_\_
- d. Four hundred thousand \_\_\_\_\_

Write as words:

- e. 506 \_\_\_\_\_
- f. 5020 \_\_\_\_\_
- g. 100,389 \_\_\_\_\_
- h. 2,000,000 \_\_\_\_\_

2. The following is a list for a purchase order. Fill in the gaps.

Item	Cost	Quantity	Total cost
Document wallet	\$3.50	2	\$
White board markers	\$	2 packs	\$4.40
Plastic pocket	\$10.00 for box of hundred	3 boxes	\$
Document display book	\$13.25	3	\$
TOTAL			\$

I hereby declare that I completed this test by myself and that no assistance was provided in the completion of the test.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_