

LITERACY & NUMERACY ASSESSMENT TASK

Course: Diploma of Management – BSB511107

The purpose of this assessment is to ensure you have the literacy and numeracy skills needed to undertake your course of training. It will also show how we can assist you in any areas in that you may need help to ensure your success.

STUDENT NAME: _____ **DATE OF BIRTH:** / /

RATE YOURSELF OUT OF 3 (✓ Tick or ✗ Cross your answer)
1 = NOT GOOD; 2 = OK/FAIR; 3 = VERY GOOD

LITERACY- Read through the items below and rate yourself using the above mentioned rating

ITEM	RATING		
	1	2	3
READING NEWSPAPERS			
READING MEDICAL LABELS (E.G. INSTRUCTIONS, ETC.)			
FILLING IN FORMS			
WRITING LETTERS			
TAKING WRITTEN PHONE MESSAGES			
USING PHONE BOOKS			
USING MAPS OR STREET DIRECTORIES			
USING A DICTIONARY			

NUMERACY - Read through the items below and rate yourself using the above mentioned rating

ITEM	RATING		
	1	2	3
ADDING			
SUBTRACTING			
MULTIPLYING			
DIVIDING			
FRACTIONS			
MONEY – CALCULATING CHANGE CHECKING BILLS			
PERCENTAGES (E.G. DISCOUNTS, INTEREST RATES)			
METRIC MEASUREMENTS (E.G. COOKING UNITS, LENGTH, WEIGHT, VOLUME)			

VERBAL - Read through the items below and rate yourself using the above mentioned rating scales:

ITEM	RATING		
	1	2	3
SPEAKING AT MEETINGS			
JOB INTERVIEWS			
TALKING TO CUSTOMERS			
TALKING TO ANGRY PEOPLE			
TALKING TO YOUR BOSS			
GIVING INSTRUCTIONS			
LEAVING RECORDED PHONE MESSAGES			

Write a few sentences explaining why are you enrolling in this course?

MATCH THE HEADLINES

Read through the headlines in Column 1 and the written extracts in Column 2. Match the headlines to the correct extracts by writing the number of the extract next to its matching headline.

HEADLINE COLUMN 1	MATCHING EXTRACT NO.	EXTRACT COLUMN 2
Timber Intact		1. Melbourne: An attempt by three prisoners to tunnel out of Melbourne's Pentridge Prison was thwarted last night by prison officers. Police said a prison officer became suspicious about 7 pm, and a search of B Division showed three prisoners had attempted to tunnel through the interior walls of their cells.
Pentridge Break Foiled		2. Maryborough: Mayor says his council is justifiably proud of the role it played in winning another heritage asset for the city, especially when so many said it couldn't be done.
People Said it Couldn't be Done		3. Melbourne: Two women who received transplant organs from the same donor were in a serious condition in the intensive care unit of the Prince Albert Hospital last night. The hospital's deputy director Dr John Wiseman said earlier, that one women received a heart while the other received a left lung in consecutive operations which started on Friday night and ran into Saturday morning.
Organs from Same Donor		4. Very little pine timber used in the original construction had to be replaced during the restoration of Brennan and Geraghty's Store, said Sir Walter Campbell.

NUMERACY TASKS

(You can use the working space for calculating your answer)

	QUESTION	ANSWER	WORKINGSPACE
1.	89 cents + 42 cents =		
2.	132 - 23 =		
3.	2.5 x 10 =		
4.	Write ½ as a decimal		
5.	Which is greater, 2500 g or 2 ½ kg?		
6.	25 % of 400 =		

STUDENT DECLARATION:

I _____ declare that the work and answers given in this literacy & numeracy task was completed by me and is my own work.

Student Signature: _____ Date: / /