
Citrus Business Management Programme

Placement and
Orientation
Assessment

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Contents

Background Information	4
Learner Details	5
Self-Evaluation A	6
Self-Evaluation B	11
English Literacy Assessment	15
Numeracy Assessment	23



Background Information

Dear Learner

This is a skills audit and placement test. It has been designed to help us plan what skills to emphasise during the implementation of the **Citrus Business Management Programme**. We want to help you start learning at the right level in order to make sure that you have the very best chance of success.

Please do not be stressed, worried or scared by this assessment. It is not a “test” in the old-fashioned sense – you cannot fail this test! It is simply a measurement tool that tells us where to start, how much time to allocate to different subjects and what other help or support you may need to be successful in this programme.

The assessment should be completed in a formal setting. You should complete it alone, and give the most truthful answers you can. It will be of no use to ask someone else to help you with the answers because that would just give us wrong information.

There is a time limit to the tests because this will tell us how quickly you are able to write.

Remember that there are no right or wrong answers.

Your answers will be confidential (secret) and will not be shared with anyone except the person who will make recommendations on which level you should be placed to start your learning. Please be honest, because the answers you give here will help us to understand where to place you when we start the learning process.

information

Instructions

- Please complete the form with a black pen (*do not* use a pencil).
- Please write your name and surname in the grey block on the cover page.
- You will need a ruler marked in cm and mm.
- Please have a copy of your ID on hand.
- You have **3 hours 30 minutes** in total to complete the whole assessment.
- Please make sure your personal details are entered correctly.
- **Please date and sign the declaration of authenticity on the first page to confirm that you completed this assessment on your own and without help from a third party.**

Learner Details

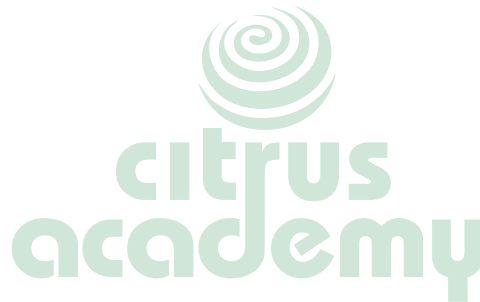
First name	
Surname	
ID number	
Telephone number	
Cell phone number	
E-mail address	
Postal address	
Dates on which you completed this placement assessment	
Declaration	I hereby confirm that: ❖ I understand that this is a placement assessment that will help to determine the level at which facilitation should take place, and will be used to assist learners to overcome possible challenges that they might face during the learning and assessment process. ❖ I completed the placement assessment independently without assistance from anyone else.
Date	
Place	
Signature	
Signature of Assessor	

Self-Evaluation A

information

Instructions

- Please complete the form with a black pen (*do not* use a pencil).
- You have **30 minutes** to complete this section.
- Read each statement carefully.
- Think about the statement and tick the box that best describes how you feel about the statement.



Statement	Yes, I agree, I am good at this	Sometimes, but I could still learn to do this better	I think I know what this means, but I struggle with it	No, I disagree, I am not good at this at all	I don't know what this means
I experience a lot of problems in my life or job.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
If I struggle with something I can immediately understand what is causing the problem.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I solve my own problems and do not need other people to help me.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
When I solve problems I make good decisions, and the problems do not re-occur all the time.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
When I solve problems, my decisions do not cause myself or others physical harm.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can be very creative to solve problems.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I am not a very creative person.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I work well others as a member of a team, group, organisation, community.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I am a responsible person and I take responsibility for my own life and the things I do.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I am accountable for my responsibilities, and am prepared to bear the consequences of my actions.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means

Statement	Yes, I agree, I am good at this	Sometimes, but I could still learn to do this better	I think I know what this means, but I struggle with it	No, I disagree, I am not good at this at all	I don't know what this means
I think that every person has a right to steal the things he does not have, if he was born poor and has no other way to get money or a job.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I know where to find information about any subject that I might encounter in my daily life or job.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can deal with a lot of information quickly and make a decision on what to do with it.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can easily see how to sort and organise information to make sure it has meaning.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can tell the difference between good information and bad information.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
Bad information can never come from trusted organisations like the government, the church, newspapers or the television.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I am confident to stand up in front of a group of people to make a speech.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can communicate well when writing to others.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can fill in forms like bank slips or account application forms easily, and do not need anyone to help me.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I understand basic numeracy like how to add and subtract.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means

Statement	Yes, I agree, I am good at this	Sometimes, but I could still learn to do this better	I think I know what this means, but I struggle with it	No, I disagree, I am not good at this at all	I don't know what this means
I never run out of money during the month, because I know how to plan, budget and save my own money.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can measure things like the circumference of a water tank easily and accurately.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I can operate a calculator well.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I know how to operate a computer.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I am good at typing reports on a word processing program.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I know that the growth cycle of citrus trees is based on agricultural science.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I understand what sustainability means.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I understand what natural resources are.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I know what it means to work safely and without causing harm to the environment.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I know how the things I do at work or in my life, affect other people in my community, my country, and the world.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means

Statement	Yes, I agree, I am good at this	Sometimes, but I could still learn to do this better	I think I know what this means, but I struggle with it	No, I disagree, I am not good at this at all	I don't know what this means
My reports required for work are always on time.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I lead a healthy balanced life with enough time for work, enough time for my family and friends, and enough time to keep healthy and fit.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I think that it does not matter whether or not you arrive on time for work, as long as you work really hard when you get there.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I think it is important to wear neat, clean clothes when going to work.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I think that anyone can learn anything if you give them enough time and the right resources to learn with.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means
I think that it is important to become rich quickly, to be able to leave South Africa and escape from my community.	☐ Yes, I agree, I am good at this	☐ Sometimes, but I could still learn to do this better	☐ I think I know what this means, but I struggle with it	☐ No, I disagree, I am not good at this at all	☐ I don't know what this means

Self-Evaluation B

information

Instructions

- Please complete the form with a black pen (*do not* use a pencil).
- You have **1 hour** to complete this section.
- Read each question carefully.
- Give answers and examples from your own life and experience. Remember there are no right or wrong answers.

1. Think about a time when you had a very big problem in your life or job. Tell us what happened.

2. Think about a normal day in your life. Tell us what kinds of activities you do in such a day.

3. If someone told you to research requirements for a new citrus export market, what would you do and how would you go about it?

4. Think of a time when you made a decision that was dangerous for yourself or people in your community. Tell us what happened.

5. You work with a specific group of people in agriculture. Think of this group of people as a team. Tell us about the composition of the team. Give some examples of team strengths and weaknesses.

6. In your opinion, how well does this team work together? Motivate your answer.

7. What role do you play in the team?

8. Give two examples of things you struggle with when working with this team of people.

9. What mark out of ten would you give yourself for your ability to manage a citrus production unit? Explain why.

10. What mark out of ten would you give yourself for your ability to market citrus fruit? Explain why.

11. What mark out of ten would you give yourself for your ability to control costs on your citrus production unit? Explain why.

12. What mark out of ten would you give yourself for your ability to do the bookkeeping and financial planning for your citrus production unit? Explain why.

13. If you won the Lotto today, what would you do differently with your life?

14. If you had to teach someone (like your younger brother or a child) any one skill that you have, what would you teach them?

English Literacy Assessment

information

Instructions

- Please complete the form with a black pen (*do not* use a pencil).
- You have **1 hour** to complete this section.
- There are 80 questions.
- Read each statement or sentence carefully.
- Tick the answer that you think is most appropriate.

1. This man has dark _____...

- | | | | |
|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| ☐ a) heads | ☐ b) head | ☐ c) hairs | ☐ d) hair |
|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|

2. ...and a _____.

- | | | | |
|-----------------------------------|------------------------------------|--|--------------------------------------|
| ☐ a) beard | ☐ b) barber | ☐ c) moustaches | ☐ d) facehair |
|-----------------------------------|------------------------------------|--|--------------------------------------|

3. He is _____ a jacket...

- | | | | |
|-------------------------------------|--------------------------------------|------------------------------------|-------------------------------------|
| ☐ a) wearing | ☐ b) carrying | ☐ c) having | ☐ d) holding |
|-------------------------------------|--------------------------------------|------------------------------------|-------------------------------------|

4. ...and he is _____ a piece of paper.

- | | | | |
|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|
| ☐ a) wearing | ☐ b) holding | ☐ c) having | ☐ d) getting |
|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|

5. He is sitting at his _____,

- | | | | |
|-----------------------------------|----------------------------------|------------------------------------|----------------------------------|
| ☐ a) chair | ☐ b) desk | ☐ c) office | ☐ d) room |
|-----------------------------------|----------------------------------|------------------------------------|----------------------------------|

6. ...perhaps he is _____.

- | | | | |
|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|
| ☐ a) work | ☐ b) at work | ☐ c) business | ☐ d) on job |
|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|

7. You arrive at a party at 8 p.m. What do you say?

- | | | | |
|---------------------------------------|--------------------------------------|--|--|
| ☐ a) Goodnight | ☐ b) Good-bye | ☐ c) Good evening | ☐ d) Good afternoon |
|---------------------------------------|--------------------------------------|--|--|

8. Someone offers you a drink. You don't want it. What do you say?

- | | | | |
|---------------------------------------|------------------------------------|---|--|
| ☐ a) Thank you | ☐ b) Please | ☐ c) No, thank you | ☐ d) No, please |
|---------------------------------------|------------------------------------|---|--|

9. Nthabiseng _____ going to work.

- | | | | |
|---------------------------------------|--|--|--------------------------------------|
| ☐ a) likes not | ☐ b) don't like | ☐ c) doesn't like | ☐ d) not like |
|---------------------------------------|--|--|--------------------------------------|

10. _____ early in the morning?

- | | | | |
|--|--|--|---------------------------------------|
| ☐ a) Does he get up | ☐ b) Gets he up | ☐ c) Do he get up | ☐ d) Get he up |
|--|--|--|---------------------------------------|

11. He _____ to drive a car.

- | | | | |
|---|--------------------------------------|---|--|
| ☐ a) am learning | ☐ b) learning | ☐ c) is learning | ☐ d) are learning |
|---|--------------------------------------|---|--|

12. A train is _____ a bus.

- | | | | |
|---------------------------------------|-------------------------------------|---|---|
| ☐ a) more fast | ☐ b) quickly | ☐ c) faster than | ☐ d) more quicker than |
|---------------------------------------|-------------------------------------|---|---|

13. He _____ swim very well.

- | | | | |
|-------------------------------------|------------------------------------|---|---------------------------------------|
| ☐ a) not can | ☐ b) cannot | ☐ c) doesn't can | ☐ d) don't can |
|-------------------------------------|------------------------------------|---|---------------------------------------|

14. _____ the bus to work.

- | | | | |
|---|---|---|--|
| ☐ a) Always Sifiso catches | ☐ b) Sifiso always catches | ☐ c) Sifiso catches always | ☐ d) Sifiso does always catches |
|---|---|---|--|

15. Peter works in Jozi. _____.

- | | | | |
|--|--|--|--|
| ☐ a) He goes there by train | ☐ b) He there goes by train | ☐ c) He goes by train there | ☐ d) There goes he by train |
|--|--|--|--|

16. _____ TV last night?

- | | | | |
|--|--|--|---|
| ☐ a) Did he watch | ☐ b) Watched he | ☐ c) Did he watched | ☐ d) Does he watch |
|--|--|--|---|

17. I spoke slowly, but he _____ understand me.

- | | | | |
|--|--|--|---------------------------------------|
| ☐ a) canned not | ☐ b) didn't can | ☐ c) didn't could | ☐ d) could not |
|--|--|--|---------------------------------------|

18. He made _____ last year.

- | | | | |
|--|--|--|--|
| ☐ a) many money | ☐ b) much money | ☐ c) a lot of money | ☐ d) lots money |
|--|--|--|--|

19. I asked him _____.

- | | | | |
|--|--|--|---|
| ☐ a) to not go away | ☐ b) to go not away | ☐ c) not to go away | ☐ d) go not away |
|--|--|--|---|

20. He used to live _____ Mbizana.

- | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| ☐ a) on | ☐ b) in | ☐ c) to | ☐ d) at |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|

21. Jameson _____ to him on the phone.

- | | | | |
|------------------------------------|-------------------------------------|-----------------------------------|------------------------------------|
| ☐ a) spoked | ☐ b) speaked | ☐ c) spoke | ☐ d) spoken |
|------------------------------------|-------------------------------------|-----------------------------------|------------------------------------|

22. "Quiet, please – I _____!"

- | | | | |
|---|---------------------------------------|--|---|
| ☐ a) am doing a test | ☐ b) do a test | ☐ c) doing a test | ☐ d) does a test |
|---|---------------------------------------|--|---|

23. I won't go to Cape Town if it _____ tomorrow.

- | | | | |
|----------------------------------|--|-----------------------------------|-------------------------------------|
| ☐ a) rain | ☐ b) would rain | ☐ c) rains | ☐ d) raining |
|----------------------------------|--|-----------------------------------|-------------------------------------|

24. While he _____ to Bloemfontein he saw an accident.

- | | | | |
|---|------------------------------------|-----------------------------------|--|
| ☐ a) was driving | ☐ b) drives | ☐ c) drove | ☐ d) had driven |
|---|------------------------------------|-----------------------------------|--|

25. Millions of cigarettes _____ every year.

- | | | | |
|--------------------------------------|---|--|---------------------------------------|
| ☐ a) is smoke | ☐ b) are smoking | ☐ c) are smoked | ☐ d) are smoke |
|--------------------------------------|---|--|---------------------------------------|

26. He has a _____ experience in marketing in Gauteng.

- | | | | |
|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| ☐ a) grand | ☐ b) wide | ☐ c) large | ☐ d) great |
|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|

27. I remember _____ him in Ulundi.

- | | | | |
|--|-------------------------------------|--|-------------------------------------|
| ☐ a) of meeting | ☐ b) to meet | ☐ c) to meeting | ☐ d) meeting |
|--|-------------------------------------|--|-------------------------------------|

28. But I saw him in Kimberley _____.

- | | | | |
|---|---|--|---|
| ☐ a) 3 years ago | ☐ b) for 3 years | ☐ c) before 3 years | ☐ d) since 3 years |
|---|---|--|---|

29. Could you look _____ the blackboard and read what is on it?

- | | | | |
|--------------------------------|--------------------------------|---------------------------------|--------------------------------|
| ☐ a) to | ☐ b) on | ☐ c) for | ☐ d) at |
|--------------------------------|--------------------------------|---------------------------------|--------------------------------|

30. Nandi went abroad last year. _____ abroad before.

- | | | | |
|--|--|--|--|
| ☐ a) She had never been | ☐ b) She had been never | ☐ c) She never went | ☐ d) She went never |
|--|--|--|--|

31. The last Olympic Games _____ in Athens.

- | | | | |
|---------------------------------------|--|---------------------------------------|---------------------------------------|
| ☐ a) were held | ☐ b) was holded | ☐ c) were held | ☐ d) were hold |
|---------------------------------------|--|---------------------------------------|---------------------------------------|

32. He took _____ cheese.

- | | | | |
|------------------------------------|---------------------------------|-------------------------------------|--|
| ☐ a) all of | ☐ b) all | ☐ c) the all | ☐ d) all of the |
|------------------------------------|---------------------------------|-------------------------------------|--|

33. The committee held a _____ last week.

- | | | | |
|-------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|
| ☐ a) meeting | ☐ b) gathering | ☐ c) session | ☐ d) sitting |
|-------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|

34. I _____ the President's speech very carefully.

- | | | | |
|--------------------------------------|-----------------------------------|---|---------------------------------------|
| ☐ a) heard to | ☐ b) heard | ☐ c) listened to | ☐ d) overheard |
|--------------------------------------|-----------------------------------|---|---------------------------------------|

35. He would have known that, if he _____ the meeting.

- | | | | |
|--|--|--|--|
| ☐ a) had attended | ☐ b) would have | ☐ c) has attended | ☐ d) would attend |
|--|--|--|--|

36. Would you mind _____ the door?

- | | | | |
|----------------------------------|-------------------------------------|-------------------------------------|--|
| ☐ a) open | ☐ b) to open | ☐ c) opening | ☐ d) to opening |
|----------------------------------|-------------------------------------|-------------------------------------|--|

37. In August he _____ for us for 25 years.

- | | | | |
|--|---------------------------------------|--|---|
| ☐ a) will have worked | ☐ b) will work | ☐ c) is going to work | ☐ d) will be working |
|--|---------------------------------------|--|---|

38. _____ since I came back to the office?

- | | | | |
|--|--|---|---|
| ☐ a) Did Robinson telephone | ☐ b) Was Robinson telephoning | ☐ c) Telephoned Robinson | ☐ d) Has Robinson telephoned |
|--|--|---|---|

39. He speaks English very well _____ he's only 12.

- | | | | |
|-------------------------------------|-------------------------------------|---|---|
| ☐ a) whereas | ☐ b) despite | ☐ c) in spite of | ☐ d) even though |
|-------------------------------------|-------------------------------------|---|---|

40. "Don't do that," I said. I _____ him not to do that.

- | | | | |
|------------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| ☐ a) talked | ☐ b) told | ☐ c) spoke | ☐ d) said |
|------------------------------------|----------------------------------|-----------------------------------|----------------------------------|

41. He never takes risks. He's a very _____ man.

- | | | | |
|-------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| ☐ a) mindful | ☐ b) anxious | ☐ c) attentive | ☐ d) cautious |
|-------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|

42. I'd like to put _____ a suggestion, if I may.

- | | | | |
|-------------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| ☐ a) forward | ☐ b) over | ☐ c) across | ☐ d) through |
|-------------------------------------|----------------------------------|------------------------------------|-------------------------------------|

43. I _____ this test for at least half an hour now.

- | | | | |
|--------------------------------|--------------------------------------|---------------------------------------|---|
| ☐ a) do | ☐ b) am doing | ☐ c) have done | ☐ d) have been doing |
|--------------------------------|--------------------------------------|---------------------------------------|---|

44. I'll speak to him when he _____.

- | | | | |
|---|---|-------------------------------------|--|
| ☐ a) will arrive | ☐ b) is arriving | ☐ c) arrives | ☐ d) would arrive |
|---|---|-------------------------------------|--|

45. "Can you come tomorrow?", he asked. He asked _____ tomorrow.

- | | | | |
|---------------------------------------|---|---|---|
| ☐ a) if I come | ☐ b) that I come | ☐ c) if I could come | ☐ d) that I can come |
|---------------------------------------|---|---|---|

46. He hasn't come again today. If he doesn't come, _____ what to do tomorrow.

- | | | | |
|--|--|--|---|
| ☐ a) he wouldn't know | ☐ b) he didn't know | ☐ c) he will not have known | ☐ d) he won't know |
|--|--|--|---|

47. **Conversation at the Estate Agent** (questions 47 – 64). Complete the following dialogue:

Mr. and Mrs. Dlamini want to buy a house, so they go to the office of an estate agent.

Agent: Good morning. Mr. and Mrs. Dlamini?

Mrs. Dlamini: Mr. Hogan?

Agent: How do you do.

Mrs. Dlamini: I spoke to you on the phone. _____ is my husband.

☐ a) This

☐ It

☐ He

☐ That

Mr. Dlamini: How do you do.

48. *Agent:* How do you do. _____ sit down.

☐ a) You

☐ b) Please

☐ c) Now

☐ d) Let

(They all sit down at a desk.)

49. *Agent:* I understand from our telephone conversation that you're _____.

☐ a) intending

☐ b) interesting

☐ c) intended

☐ d) interested

50. ...in buying a property for about R385,000. Is that _____?

☐ a) true

☐ b) possible

☐ c) not

☐ d) right

51. *Mrs. Dlamini:* No. Well the price is right, but – er – well, we _____ a problem. We've been living abroad for the last ten years.

☐ a) make

☐ b) have

☐ c) are

☐ d) seem

52. *Mr. Dlamini:* Longer _____ that.

☐ a) than

☐ b) that

☐ c) as

☐ d) to

53. *Mrs. Dlamini:* Yes, I suppose it is. We want to settle back here _____,

☐ a) because

☐ b) and

☐ c) but

☐ d) so

54. ...we have very different ideas of the _____ of place we'd like to live in.

☐ a) kind

☐ b) piece

☐ c) shape

☐ d) area

55. *Mr. Dlamini:* Yes, you see _____ prefer to live in town, in a centrally located townhouse.

☐ a) I

☐ b) I'd

☐ c) we

☐ d) we'd

56. *Mrs. Dlamini:* And I am really keen to live in _____ countryside.

☐ a) the

☐ b) a

☐ c) some

☐ d) other

57. I want a big garden. I want a nice view. I want to be _____ to go for walks.

☐ a) able

☐ b) possible

☐ c) can

☐ d) allow

I want to go back to work – that is, to get back into teaching.

58. *Mr. Dlamini:* Well, I'm sure you _____ teach in Pretoria, in town, just as easily.

- | | | | |
|-----------------------------------|-----------------------------------|------------------------------------|-----------------------------------|
| ☐ a) would | ☐ b) might | ☐ c) should | ☐ d) could |
|-----------------------------------|-----------------------------------|------------------------------------|-----------------------------------|

59. *Mrs. Dlamini:* Yes, _____ I think the chances of...

- | | | | |
|---------------------------------|---------------------------------|--------------------------------|----------------------------------|
| ☐ a) and | ☐ b) but | ☐ c) so | ☐ d) then |
|---------------------------------|---------------------------------|--------------------------------|----------------------------------|

60. ...getting a job _____ probably much greater in a rural school...

- | | | | |
|--------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| ☐ a) is | ☐ b) are | ☐ c) will | ☐ d) would |
|--------------------------------|---------------------------------|----------------------------------|-----------------------------------|

61. ...and I _____ like to be part of the community again, my dear.

- | | | | |
|-----------------------------------|--------------------------------|----------------------------------|-----------------------------------|
| ☐ a) would | ☐ b) do | ☐ c) will | ☐ d) shall |
|-----------------------------------|--------------------------------|----------------------------------|-----------------------------------|

62. *Mr. Dlamini:* And I want to live in a townhouse _____ a maintenance contract and garden services included.

- | | | | |
|---------------------------------|----------------------------------|---------------------------------|--------------------------------|
| ☐ a) for | ☐ b) with | ☐ c) and | ☐ d) by |
|---------------------------------|----------------------------------|---------------------------------|--------------------------------|

63. You know – you pay for all the _____ I mean, I'm not a do-it-yourself man.

- | | | | |
|--------------------------------------|--------------------------------------|--|--|
| ☐ a) services | ☐ b) servants | ☐ c) assistance | ☐ d) assistants |
|--------------------------------------|--------------------------------------|--|--|

64. I don't like to mend leaking _____ and that sort of thing.

- | | | | |
|-----------------------------------|------------------------------------|-----------------------------------|--------------------------------------|
| ☐ a) walls | ☐ b) floors | ☐ c) roofs | ☐ d) ceilings |
|-----------------------------------|------------------------------------|-----------------------------------|--------------------------------------|

65. **Conversation at a Hotel** (questions 65 – 80). Complete the following dialogue:

Mr. Nxumalo has just checked into a hotel, but he is not happy with his room. He goes down to the reception desk.

Mr. Nxumalo: I'm _____ there's been a mistake. My room doesn't have a bath.

- | | | | |
|------------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| ☐ a) scared | ☐ b) afraid | ☐ c) anxious | ☐ d) regret |
|------------------------------------|------------------------------------|-------------------------------------|------------------------------------|

66. *Hotel clerk:* Well, I think your room is correct, sir. Room 118, _____?

- | | | | |
|---------------------------------------|--------------------------------------|--|-------------------------------------|
| ☐ a) don't you | ☐ b) isn't it | ☐ c) doesn't it | ☐ d) can you |
|---------------------------------------|--------------------------------------|--|-------------------------------------|

67. *Mr. Nxumalo:* _____, could I have a room with a bath, please?

- | | | | |
|----------------------------------|----------------------------------|--------------------------------------|---------------------------------------|
| ☐ a) Thus | ☐ b) Well | ☐ c) In spite | ☐ d) Thank you |
|----------------------------------|----------------------------------|--------------------------------------|---------------------------------------|

68. *Hotel clerk:* Er – I'm afraid we don't _____ a room with a bath and –

- | | | | |
|-------------------------------------|---------------------------------|----------------------------------|------------------------------------|
| ☐ a) reserve | ☐ b) get | ☐ c) have | ☐ d) retain |
|-------------------------------------|---------------------------------|----------------------------------|------------------------------------|

69. *Mr. Nxumalo:* Look, I'm very tired. I don't want to _____, but my company always books a room with a bath.

- | | | | |
|-----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| ☐ a) shout | ☐ b) denounce | ☐ c) anger | ☐ d) argue |
|-----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|

70. *Hotel clerk:* Er – I'll check the _____,...

- | | | | |
|--|-------------------------------------|---|---------------------------------------|
| ☐ a) correspondence | ☐ b) mailing | ☐ c) communicate | ☐ d) lettering |
|--|-------------------------------------|---|---------------------------------------|

71. ...but I don't think you were _____ into a room with a bath.

- | | | | |
|--------------------------------------|-------------------------------------|------------------------------------|--|
| ☐ a) reserved | ☐ b) checked | ☐ c) booked | ☐ d) registered |
|--------------------------------------|-------------------------------------|------------------------------------|--|

There we are. It is Mr. Nxumalo, isn't it?

Mr. Nxumalo: It is, yes.

(The clerk shows Mr. Nxumalo the letter.)

72. *Hotel clerk:* Yes, one _____ room.

- | | | | |
|-----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| ☐ a) alone | ☐ b) single | ☐ c) bathless | ☐ d) only |
|-----------------------------------|------------------------------------|--------------------------------------|----------------------------------|

73. *Mr. Nxumalo:* I'll see them when I get back. Well, I _____ that it's our mistake,...

- | | | | |
|--|---------------------------------------|-------------------------------------|------------------------------------|
| ☐ a) appreciate | ☐ b) deprecate | ☐ c) respect | ☐ d) expect |
|--|---------------------------------------|-------------------------------------|------------------------------------|

74. ...but are you sure there's _____ with a bath?

- | | | | |
|---------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|
| ☐ a) not | ☐ b) something | ☐ c) anything | ☐ d) nothing |
|---------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|

Hotel clerk: Well,

75. *Mr. Nxumalo:* I've just flown a very long _____ and I'm very tired and all I want is a bath and to sleep.

- | | | | |
|--------------------------------------|-------------------------------------|------------------------------------|------------------------------------|
| ☐ a) distance | ☐ b) airline | ☐ c) period | ☐ d) timing |
|--------------------------------------|-------------------------------------|------------------------------------|------------------------------------|

76. *Hotel clerk:* Well, as I've said, sir, there's _____ nothing for tonight.

- | | | | |
|---------------------------------------|---------------------------------------|--|--|
| ☐ a) extremely | ☐ b) perfectly | ☐ c) absolutely | ☐ d) especially |
|---------------------------------------|---------------------------------------|--|--|

But let's see. You're here for five days, aren't you?

Mr. Nxumalo: Oh dear!

77. *Hotel clerk:* I'll just have a _____ with the manager.

- | | | | |
|----------------------------------|--------------------------------------|------------------------------------|--------------------------------------|
| ☐ a) word | ☐ b) sentence | ☐ c) phrase | ☐ d) dialogue |
|----------------------------------|--------------------------------------|------------------------------------|--------------------------------------|

78. *Mr. Nxumalo:* I would _____ it.

- | | | | |
|-----------------------------------|--|-----------------------------------|------------------------------------|
| ☐ a) value | ☐ b) appreciate | ☐ c) thank | ☐ d) reward |
|-----------------------------------|--|-----------------------------------|------------------------------------|

79. I'm _____ to have a long hot bath!

☐ a) despaired

☐ b) worried

☐ c) desperate

☐ d) overwhelmed

80. *Hotel clerk:* Don't worry, sir! _____ it with me.

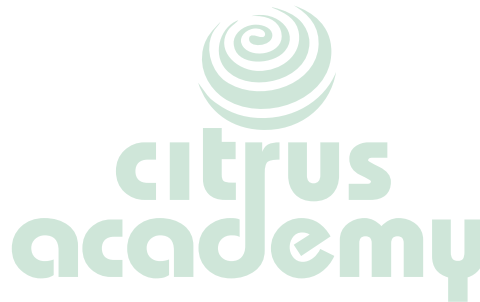
☐ a) Let

☐ b) Leave

☐ c) Give

☐ d) Stop

Total score:	
Out of a possible:	80 marks
Percentage:	%



Numeracy Assessment

information

Instructions

- Please complete the form with a black pen (*do not* use a pencil).
- You will need a ruler marked in cm and mm.
- You **MAY NOT** use a calculator.
- You may use a bilingual dictionary.
- You have **1 hour** to complete this section.
- There are 39 questions. Try to answer all the questions.
- Read each statement or sentence carefully.
- Tick the answer that you think is most appropriate.
- You may write your calculations to work things out in the margins of these pages, or use notepaper.

Questions 1 to 7 are about a family trip to Cape Town in June.

1. The family wants to catch the 11:35am train to Cape Town. The traveling time from the family's home to the railway station is 25 minutes. They plan to arrive at the station 20 minutes before the train leaves. What is the latest time they should leave home?

☐ a) 10:45am	☐ b) 10:50am	☐ c) 11:10am	☐ d) 11:15am
-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------

2. Car parking at the railway station costs R5.75 for each full day or R3.00 for up to four hours. Which calculation shows a method for working out the total cost of parking for 2 full days and 3 hours?

☐ a) $R5.75 + R3.00$	☐ b) $R5.75 \times 2$	☐ c) $(R5.75 \times 2) + R3.00$	☐ d) $(R5.75 + 3) \times 2$
---	--	--	--

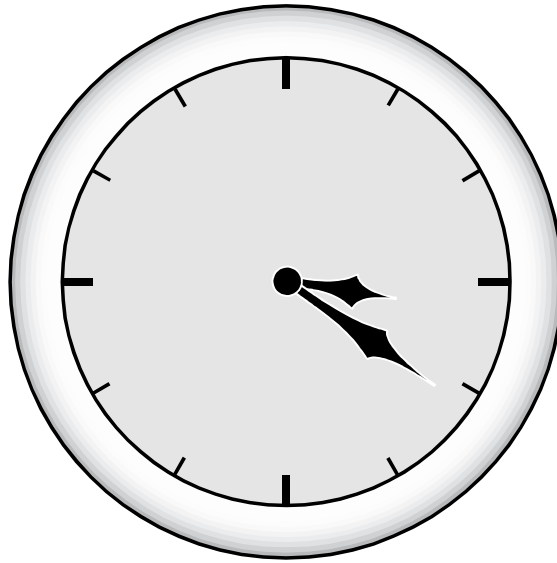
3. The railway carriage has 40 seats. 32 of the seats are reserved and 8 are unreserved. What is the ratio of reserved seats to unreserved seats?

☐ a) 4:1	☐ b) 1:4	☐ c) 4:5	☐ d) 1:5
---------------------------------	---------------------------------	---------------------------------	---------------------------------

4. The hotel normally charges R70 per room per night. The hotel reduces the price by 20% during June. What is 20% of R70?

☐ a) R7.00	☐ b) R14.00	☐ c) R20.00	☐ d) R20.70
-----------------------------------	------------------------------------	------------------------------------	------------------------------------

5. The taxi journey from the station to the hotel takes 20 minutes. The clock shows the time the family leaves the station in a taxi. What time will they arrive at the hotel?



- ☐ a) 13h41 ☐ b) 15h40 ☐ c) 15h41 ☐ d) 16h35

6. The manager produces a chart to show the temperature at midday on five days in June. Which chart is the most suitable to show the midday temperature each day?

Chart A

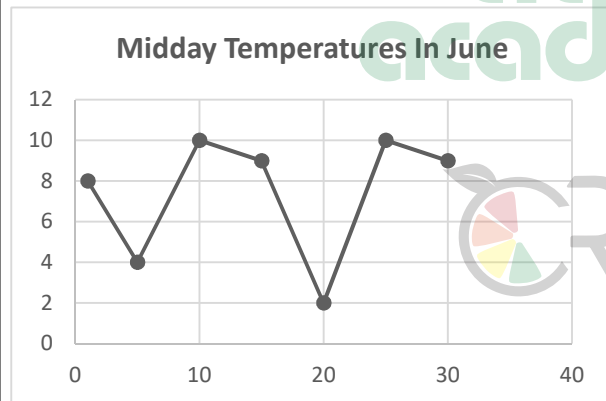


Chart B

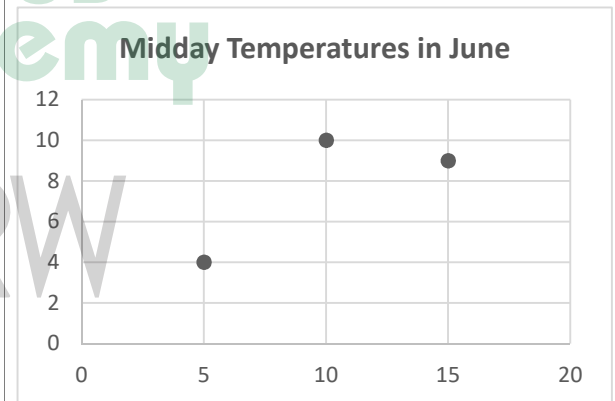


Chart C

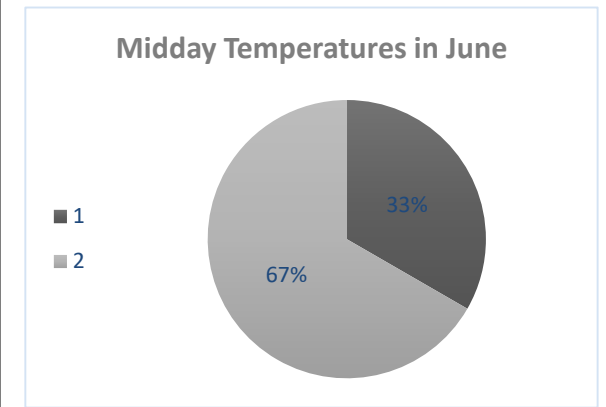
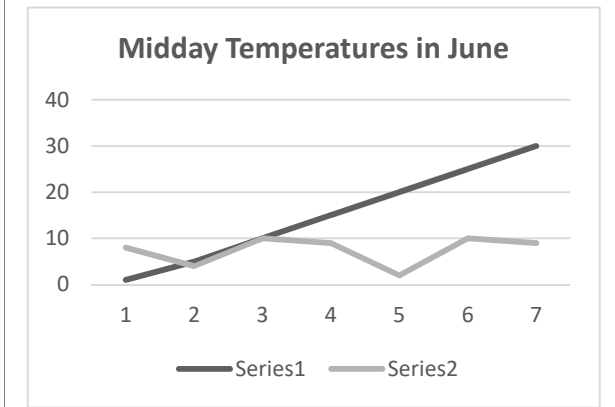


Chart D



- ☐ a) Chart A ☐ b) Chart B ☐ c) Chart C ☐ d) Chart D

7. The total cost of the trip to Cape Town is R718.64. What is the total cost to the nearest ten rand?

☐ a) R710 ☐ b) R718 ☐ c) R719 ☐ d) R720

Questions 8 to 12 are about a website.

8. Setting up the website costs a total of R900. 80% of this cost is paid to the company who designed the website. What is 80% of R900?

☐ a) R180 ☐ b) R720 ☐ c) R800 ☐ d) R880

9. The table shows the monthly charges of various companies for the website. How many companies pay more than R12.00 per month?

Company	Monthly charge (R)
A	10.50
B	15.95
C	9.95
D	11.20
E	14.75
F	9.95
G	8.90
H	12.50
I	10.90
J	13.75
K	12.00
L	11.95
M	12.50

☐ a) 3 ☐ b) 5 ☐ c) 7 ☐ d) 8

10. In the first month, the website receives 18 756 visits. What is this number in words?

☐ a) eighteen thousand, seven hundred and fifty-six ☐ b) one hundred and eighty thousand, seven hundred and fifty-six ☐ c) one hundred and eighty-seven thousand and fifty-six ☐ d) one million, eight thousand, seven hundred and fifty-six

11. The website company sells software. The table shows the software sales over four weeks. What is the total sales over the four weeks?

Week	Software Sales
1	756
2	1 962
3	2 604
4	2 989

- ☐ a) 5 191 ☐ b) 8 111 ☐ c) 8 191 ☐ d) 8 311

12. The table shows the number of visits to the website over a six-week period later in the year. What was the average (mean) number of visits each week?

Website Visits						
Week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Number of visits (thousands)	15	15	22	10	16	18

- ☐ a) 10 000 ☐ b) 12 000 ☐ c) 15 000 ☐ d) 16 000

Questions 13 to 16 are about a bank.

13. The bank has 20 staff. 12 of the staff work full time. What fraction work full time?

- ☐ a) $\frac{1}{6}$ ☐ b) $\frac{2}{5}$ ☐ c) $\frac{3}{5}$ ☐ d) $\frac{2}{3}$

14. A customer deposits a cheque for R1 266.37. How much is this to the nearest hundred rand?

- ☐ a) R1 200 ☐ b) R1 260 ☐ c) R1 270 ☐ d) R1 300

15. A cashier tallies the number of foreign exchange transactions in a week. How many transactions was R to Euro?

Foreign Exchange Transactions	
Currency	Tally
R to Dollars	xxxx XXXX xxxx XXXX xx
R to Euros	xxxx XXXX xxxx XXXX xxxx XXXX xxxx XXXX xxxx XXXX xxxx XXXX xxxx XXX
R to Swiss Francs	xxxx XXXX xxxx XXXX x
R to Kroner	xxxx XXXX xxx

- ☐ a) 40 ☐ b) 68 ☐ c) 73 ☐ d) 77

16. In one year a customer gets 5% interest on his R600 savings. Which calculations can he use to find the interest?

- ☐ a) $\frac{5}{100} \times 600$ ☐ b) $\frac{5}{100} + 600$ ☐ c) $\frac{600}{100} + 5$ ☐ d) $\frac{5}{600} \times 100$

Questions 17 to 25 are about a doctors' surgery.

17. A receptionist is paid R5.50 per hour. She works 30 hours each week. How much is she paid each week?

☐ a) R150.00 ☐ b) R150.50 ☐ c) R155.00 ☐ d) R165.00

18. The surgery has five doctors. The table shows the number of patients seen by each doctor on one day. What is the average (mean) number of patients seen by each doctor on one day?

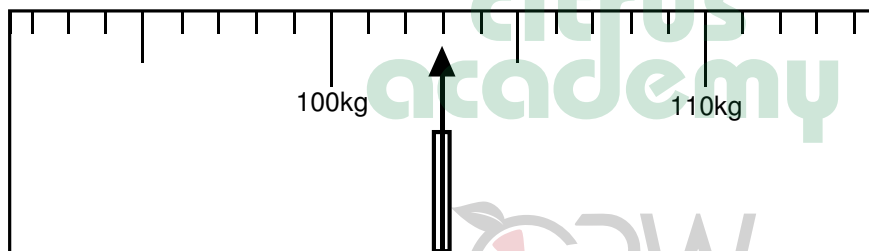
Patients Seen on One Day					
Doctor	A	B	C	D	E
Number of patients	18	22	21	18	16

☐ a) 16 ☐ b) 18 ☐ c) 19 ☐ d) 21

19. On another day $\frac{2}{5}$ of the patients are children. What is $\frac{2}{5}$ as a percentage?

☐ a) 20% ☐ b) 25% ☐ c) 40% ☐ d) 50%

20. The nurse weighs a patient. The diagram shows the reading on the weighing scale. What is the patient's weight?



☐ a) 100.3kg ☐ b) 103kg ☐ c) 106kg ☐ d) 115kg

21. The nurse checks another patient's weight in August and in December. How much weight did the patient gain between August and December?

Weight in August	61.84kg
Weight in December	64.62kg

☐ a) 2.78kg ☐ b) 3.22kg ☐ c) 3.78kg ☐ d) 3.88kg

22. The doctor records the patient's temperature. Temperature can be recorded in:

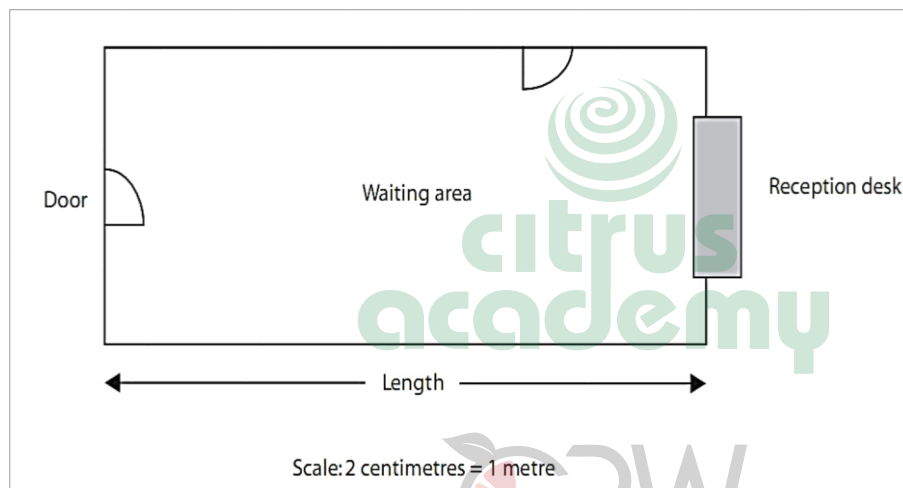
☐ a) centimetres ☐ b) degrees Celsius ☐ c) grams ☐ d) litres

23. The table shows the surgery opening hours. How many hours in total is the surgery open each week?

Surgery Opening Hours		
	Morning	Afternoon
Monday	8:00 – 12:00	1:00 – 7:00
Tuesday	8:00 – 12:00	1:00 – 7:00
Wednesday	8:00 – 12:00	Closed
Thursday	8:00 – 12:00	1:00 – 4:00
Friday	8:00 – 12:00	1:00 – 4:00
Saturday	8:00 – 12:00	Closed

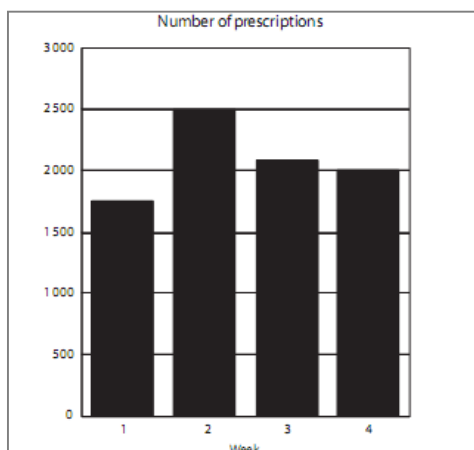
- ☐ a) 36 ☐ b) 38 ☐ c) 42 ☐ d) 48

24. The diagram below shows a scale plan of the surgery waiting area. Use your ruler to measure it. What is the length of the actual waiting area?



- ☐ a) 2.4 metres ☐ b) 6 metres ☐ c) 12 metres ☐ d) It is not possible to determine

25. The chart below shows the number of prescriptions issued in one month. What is missing from the chart?



- ☐ a) A title ☐ b) A label on the horizontal axis ☐ c) A scale on the vertical axis ☐ d) A label on the vertical axis

Questions 26 to 33 are about a citrus nursery.

26. They sell twenty-four thousand, two hundred and sixty-three trays of bedding plants over a three-month period. What is this in figures?

☐ a) 24 263 ☐ b) 240 263 ☐ c) 242 063 ☐ d) 2 400 263

27. The citrus nursery keeps a record of the number of Valencia trees sold in one week. What is the total number of shrubs sold on Saturday and Sunday?

Valencia Trees Sales	
	 = 10 shrubs  = 5 shrubs
Day	Trees Sold
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

☐ a) 75 ☐ b) 85 ☐ c) 160 ☐ d) 170

28. A customer buys the items shown in the table below. Which calculation shows a correct method for working out the total cost?

Customer Purchases		
Item	Price Each	Number Bought
Rose bush	R7.99	2
Plant pots	R2.50 for pack of 10	4 packs

☐ a) $(7.99 \times 1) + (2.50 \times 4)$ ☐ b) $(7.99 \times 2) + (2.50 \times 4)$
☐ c) $(7.99 \times 1) + (2.50 \times 10)$ ☐ d) $(7.99 \times 2) + (2.50 \times 10)$

29. In autumn, the nursery has a sale. A large citrus tree normally costs R28.00. What is 15% of R28.00?

Autumn Sale 15% Off All Large Citrus Trees

☐ a) R1.40 ☐ b) R1.50 ☐ c) R2.80 ☐ d) R4.20

30. An employee makes up compost by mixing 3 parts peat with 1 part sand. He mixes 24 kilograms of this compost. How much peat does he need?

☐ a) 6 kilograms	☐ b) 8 kilograms	☐ c) 18 kilograms	☐ d) 24 kilograms
---	---	--	--

31. He uses the compost to fill a planter. The diagram shows the planter. What is the volume of the planter?

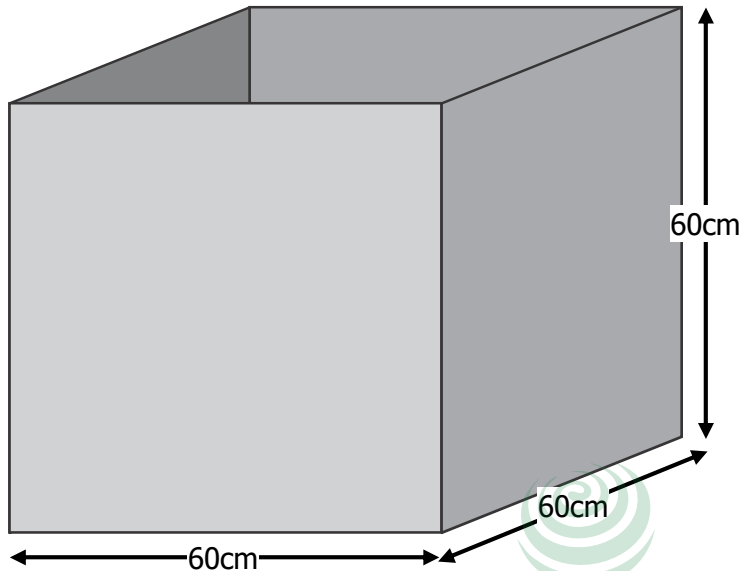
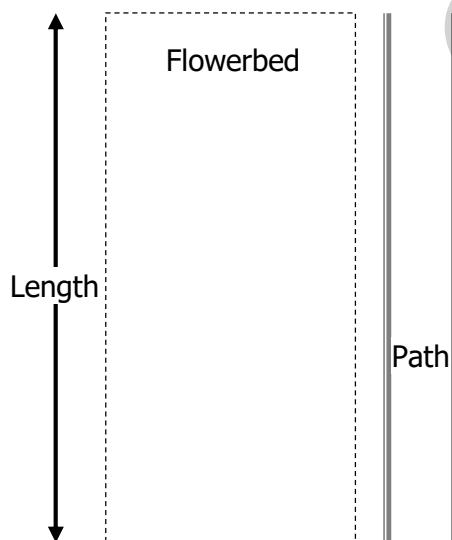


Diagram not to scale

☐ a) 180cm^3	☐ b) $3\,600\text{cm}^3$	☐ c) $7\,200\text{cm}^3$	☐ d) $216\,000\text{cm}^3$
--	---	---	---

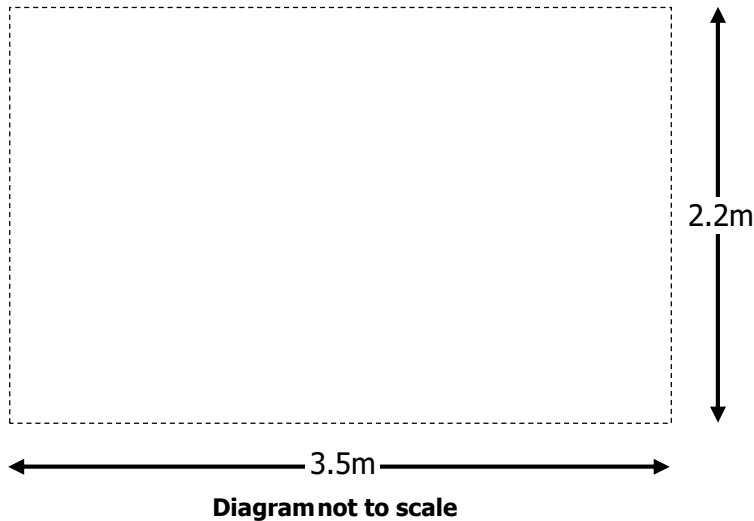
32. The scale diagram below shows a flower bed at the side of a path at the garden center. What is the length of the actual flower bed?



Scale: 1 centimetre represents 0.5 metre

☐ a) It is not possible to determine	☐ b) 5m	☐ c) 10m	☐ d) 50m
---	--------------------------------	---------------------------------	---------------------------------

33. The diagram shows a rectangular plant bed. What is the area of this plant bed?


☐ a) 4.84m^2
☐ b) 5.7m^2
☐ c) 7.7m^2
☐ d) 11.4m^2

Questions 34 to 36 are about a restaurant.

34. The chart shows the number of advance bookings for each month last year. What can you tell from the chart?


☐ a) Bookings rose from March to May

☐ b) Bookings rose between May and July

☐ c) Bookings were the same in February and July

☐ d) Bookings in May were exactly twice those in February

35. The table shows the number of advanced bookings in one week. What was the range of the number of advanced bookings this week?

Day	Number of Advanced Bookings
Monday	14
Tuesday	15
Wednesday	14
Thursday	12
Friday	16
Saturday	20
Sunday	21

- ☐ a) 7
 ☐ b) 9
 ☐ c) 14
 ☐ d) 16

36. Three-quarters of the advanced bookings are from people who have eaten at the restaurant before. What is $\frac{3}{4}$ as a percentage?

- ☐ a) 25%
 ☐ b) 34%
 ☐ c) 70%
 ☐ d) 75%

Total score:	
Out of a possible:	36 marks
Percentage:	%