NOVA SCOTIA ENGLISH/COMMUNICATIONS 12 · UNIT B

Reading and Viewing — Practice Test

Nova Scotia English/Communications 12 • 25 questions

This practice test was made by AI and there may be mistakes. If a question or answer looks wrong, use the Flag a mistake button to let Brett know so he can fix it.

1 **What does workplace memo mean?**

- A A short written note that shares work information
- B A notice describing a job opening and its duties
- C Written steps for doing a task safely
- D Words on a product giving key facts about it

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2 What does job posting mean?

- A Written steps for doing a task safely
- B A notice describing a job opening and its duties
- C Words on a product giving key facts about it
- D A table showing times for shifts or events

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3 What does instruction sheet mean?

- A Words on a product giving key facts about it
- B A table showing times for shifts or events
- C Written steps for doing a task safely
- D A form where a person gives facts to apply for something

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4 What does label mean?

- A A table showing times for shifts or events
- B A form where a person gives facts to apply for something
- C A factual account of a recent event
- D Words on a product giving key facts about it

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5 What does schedule mean?

- A A table showing times for shifts or events
- B A form where a person gives facts to apply for something
- C A factual account of a recent event
- D The short title that tells what an email is about

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6 What does application form mean?

- A A factual account of a recent event
- B A form where a person gives facts to apply for something
- C The short title that tells what an email is about
- D A sign that warns about a hazard

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7 What does news report mean?

- A The short title that tells what an email is about
- B A sign that warns about a hazard
- C A factual account of a recent event
- D A list showing what items cost

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8 **What does email subject line mean?**

- A A sign that warns about a hazard
- B A list showing what items cost
- C A written record of a payment made
- D The short title that tells what an email is about

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9 **What does safety sign mean?**

- A A sign that warns about a hazard
- B A list showing what items cost
- C A written record of a payment made
- D A written rule that guides behaviour at work

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10 **What does price list mean?**

A A written record of a payment made

B A list showing what items cost

C A written rule that guides behaviour at work

D The key that explains symbols on a map

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The New Shift Schedule

Use this reading for questions 11 to 13.

A notice on the board gave the new shift schedule for June. Morning shifts start at 7, afternoon shifts at 3, and night shifts at 11. Workers were asked to check the board before Friday and tell the manager about any clash.

11 **What is the main idea of The New Shift Schedule?**

- **A** Workers must check the new schedule before Friday
- **B** Reading a label carefully prevents harm
- **C** A careful reading of a posting helps an application succeed
- **D** Following written steps in order makes a task work

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12 **What is the main purpose of The New Shift Schedule?**

- A To show reading a product label
- B To show reading a workplace schedule
- C To show reading a job posting
- D To show reading instructions

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13 **A worker starts at 3. Which shift are they working?**

- A Morning
- B Night
- C Afternoon
- D No shift

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Reading a Label

Use this reading for questions 14 to 16.

A cleaning product label listed three warnings: keep away from eyes, do not mix with other cleaners, and store in a cool place. A new worker read the label twice before using the product. The supervisor praised the careful reading.

14 **What is the main idea of Reading a Label?**

- **A** Workers must check the new schedule before Friday
- **B** A careful reading of a posting helps an application succeed
- **C** Following written steps in order makes a task work
- **D** Reading a label carefully prevents harm

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15 **What is the main purpose of Reading a Label?**

- A To show reading a product label
- B To show reading a workplace schedule
- C To show reading a job posting
- D To show reading instructions

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16 **A new worker reads a cleaning product label twice before using it. Why was the supervisor pleased?**

- A The worker ignored the label
- B The worker read the three warnings carefully
- C The worker mixed cleaners
- D The worker stored it in a warm place

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The Job Posting

Use this reading for questions 17 to 19.

A job posting for a kitchen helper listed duties, hours, and pay. It asked applicants to send a short letter and a list of past jobs. Maya read the posting twice, noted the closing date, and sent her application two days early.

17 **What is the main idea of The Job Posting?**

- **A** Workers must check the new schedule before Friday
- **B** Reading a label carefully prevents harm
- **C** A careful reading of a posting helps an application succeed
- **D** Following written steps in order makes a task work

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18 **What is the main purpose of The Job Posting?**

- **A** To show reading a workplace schedule
- **B** To show reading a product label
- **C** To show reading instructions
- **D** To show reading a job posting

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19 **Why did Maya send her application two days early?**

- **A** She had noted the closing date
- **B** She had read the kitchen menu
- **C** She knew the owner
- **D** She had a recipe

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Instructions for the Machine

Use this reading for questions 20 to 22.

An instruction sheet for a new printer gave five steps in order, with a warning after step three. A worker followed the steps exactly and the printer worked at once. Skipping step three, the sheet warned, would jam the machine.

20 **What is the main idea of Instructions for the Machine?**

- **A** Workers must check the new schedule before Friday
- **B** Following written steps in order makes a task work
- **C** Reading a label carefully prevents harm
- **D** A careful reading of a posting helps an application succeed

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21 **What is the main purpose of Instructions for the Machine?**

A To show reading a workplace schedule

B To show reading a product label

C To show reading instructions

D To show reading a job posting

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22 **What happens if step three is skipped?**

A The printer prints faster

B Nothing happens

C The paper turns blue

D The machine jams

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The Safety Sign

Use this reading for questions 23 to 25.

A yellow sign near the stairs warned of a wet floor and showed a falling figure. Staff put out a second sign at the top of the stairs. A visitor later said the clear signs kept her from slipping.

23 **What is the main idea of The Safety Sign?**

- **A** Clear safety signs prevent accidents
- **B** Workers must check the new schedule before Friday
- **C** Reading a label carefully prevents harm
- **D** A careful reading of a posting helps an application succeed

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24 **What is the main purpose of The Safety Sign?**

- A To show reading a workplace schedule
- B To show reading a safety sign
- C To show reading a product label
- D To show reading a job posting

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25 **Why did staff put out a second sign at the top of the stairs?**

- A To show a smiling worker
- B To advertise a parked car
- C So the warning was clear before the stairs
- D To close the door

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ANSWER KEY

1. A
2. B
3. C
4. D
5. A
6. B
7. C
8. D
9. A
10. B
11. A
12. B
13. C
14. D
15. A
16. B
17. C
18. D
19. A
20. B
21. C
22. D
23. A
24. B
25. C

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