

in collaboration with



# Workplace Literacy and Numeracy (WPLN) Assessment

# Introduction and a short guide to WPLN

# About this document

This short guide gives a simple introduction to the WPLN tests. This easy-to-read document is for lower-level candidates and people who are preparing candidates. This document is not a complete guide. For a more comprehensive summary with complete explanations, please use the WPLN Candidate Guide.

# About the test

- The WPLN test was designed by world experts in language and numeracy testing.
- Each version of the test is written by trained writers who follow strict guidelines.
- Each part of every test is checked by experts to make sure it meets the guidelines.
- Every WPLN test is a high-quality test, designed by experts, written by experts and checked by experts.

# What is in the test

There are six tests:

- Reading
- Listening
- Writing
- Speaking
- Grammar and vocabulary
- Numeracy.

If you take any of the reading, writing, listening or speaking tests, you will also take grammar and vocabulary.

# Taking the test

- The WPLN test is taken using a desktop computer.
- People take the test at a specific time and in a specific place.

# Contents

About this document	2
About the test	2
WPLN Reading (35 minutes)	ŀ
Task one4	1
Task two4	1
Task three	5
Task four	3
WPLN Listening (40 minutes)7	,
Section one	7
Section two	3
Section three	3
Section four	9
WPLN Writing (50 minutes)10	)
Introduction	)
Part one	)
Part two	1
Part three	1
Part four	2
WPLN Speaking (12 minutes) 13	}
Introduction	3
Part one	1
Part two	5
Part three	3
Part four	3
WPLN Grammar and Vocabulary (25 minutes)17	,
Grammar	7
Vocabulary	7
Workplace Numeracy Assessment19	)
Workplace Numeracy Assessment FAQs19	)

# WPLN Reading (35 minutes)

# Task one

The test taker reads a short text with six sentences. Each sentence has a gap. The gap in the first sentence is completed as an example. Next to each gap in the other five sentences, there is a drop-down menu. The menu shows words to fill the gap. The test taker chooses and clicks on the right word for each sentence.

• The text is about 50 words long.

### You might read:

• Emails, letters, notes, postcards.

The instructions give a situation and explain the task.

۹	Question 1 of 5
Choose one word from the list for each gap. The first one is done for you.	
Dear Sally,	
Tim and I are on holiday in Greece. We have a nice view view view view view view view vie	
The weather is and it's really hot.	
Yesterday morning we went on a to catch some fish.	
We had lunch in a bar and we visited an old church.	
Tomorrow we are going to take a car and variable around.	
I hope it won't be to hot!	
Love, Janice	

### Task two

The test taker reads two short texts. Each text is different. The texts do not have the sentences in the correct order. The test taker puts the sentences of each text into the correct order to make two short, complete texts.

• The texts are 90 to 100 words long.

### You might read:

• Newspapers, notices and regulations, manuals, guides or instructional materials.

The instructions give a situation and explain the task.

Each text has six sentences. The first sentence is in the correct place. The other five sentences are not in the correct order.

The test taker must put the other five sentences in the correct order. The test taker needs to click on the sentences and move them to make a complete text.

	Question 3 of 5
The sentences below are from some instructions. Put the sentences in the right order. The first sentence is	done for you.
If you are visiting our office for the first time, please follow these instructions.	
A member of staff will write this information in the visitor's book.	
Before you leave, please return the card to a member of staff at the front desk.	
You can then use the card to enter through the security gate.	
Next, he or she will give you a visitor's identity card.	
You should go to the front desk upon arrival and give your name and address.	

# Task three

There are four short paragraphs on the same topic by four different people. The test taker chooses one of the four people to match against some sentences on the topic.

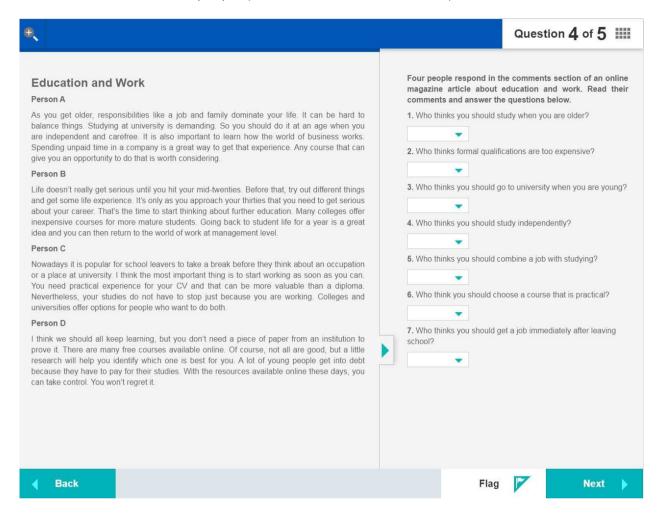
• Each paragraph is 70 to 80 words long.

### You might read:

• Magazine articles, newspapers, internet articles or online comments.

The instructions give a context and explain the task.

The test taker reads seven sentences. Under each sentence is a drop-down box. The dropdown box shows the four people (identified as Person A, B, C, D).



# Task four

There is a text with eight paragraphs. There are headings for seven of the paragraphs. The test taker reads the text and chooses the best heading for each paragraph from a drop-down box. The first paragraph has a correct heading as an example.

• The text is 700 to 750 words long.

### You might read:

• Magazines, newspapers or textbooks.

The instructions describe the task.

Each text has six sentences. The first sentence is in the correct place. The other five sentences are not in the correct order.

#### Question 5 of 5

#### Read the passage quickly. Choose a heading for each Mission To Mars numbered paragraph (1-7) from the drop-down box. There is one more heading than you need. 1 1. On 3rd June 2010 an international crew of six astronauts entered a space ship and prepared themselves for a 520 day voyage to the planet Mars and back. The module that was to be their home for the next year and a half contained their sleeping quarters, a kitchen/dining room, a living room, a control room and a toilet. There was also space for food 3 storage, a small greenhouse, a bathroom, a sauna and even a gym. The Mars landing was scheduled for 12th February 2011, following a 255-day flight, and would involve a full two 4 days of exploration of the planet surface. An equally long return journey would see the astronauts return to earth on 4th November 2011. 5 2. Emerging from the spaceship after an exhausting 520 days, Russian commander Alexei 6 Sitev declared the mission finally over. "The programme has been fully carried out," he 7 announced at a press conference "All the crew members are in good health. We are now ready for further tests." Indeed, the general consensus in the scientific community was that the Mars 500 project had achieved its aims, and, what is more, the crew had managed to complete their mission without ever having to leave the Earth's atmosphere. 3. Mars 500 was, in fact, a simulation exercise. The astronauts never even left the ground and their space ship was a specially constructed working model situated in a warehouse in the suburbs of Moscow. The aims of the mission were to see how well humans could cope with the confinement and stress involved in extended interplanetary travel. The astronauts three Russians, a Frenchman, an Italian and a Chinese national - were volunteers for the project, and, although all of them had the option of leaving their 550 cubic meter living space at any time, none of them chose to do so. 4. All communications between the crew and mission control were subject to a twenty minute delay to simulate the time it would take signals to reach the earth from outer space. Although not all the elements of space flight - such as the effects of zero gravity - could be reproduced, the conditions on board were made as realistic as possible. The astronauts breathed recycled air, showered only once every ten days and lived mostly on a diet of tinned food. Even the surface of Mars had been recreated to allow the crew the simulated experience of walking on the red planet. ddition to the discomforts of living in a confined space the astronauts also scroll Back Next Flag

# **WPLN Listening (40 minutes)**

### Section one

The test taker listens to 13 short recordings to find pieces of information. Sometimes the recording is one person speaking. Sometimes the recording is two people speaking.

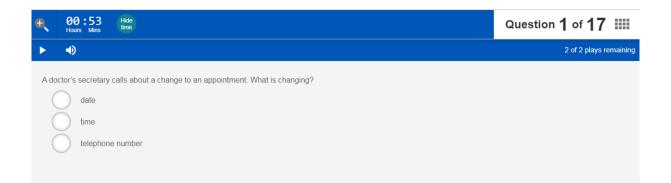
• Each recording (a short talk) is about 30 seconds long.

### You might hear:

- 1 person talking: telephone messages, instructions, school presentations or short talks.
- 2 people talking: friendly conversations.

The test taker hears spoken instructions that give a situation and ask a question.

For each question, the test taker chooses the correct answer from three possible answers.



### Section two

The test taker listens to four different people talk about a topic to find pieces of information.

• Each person will talk for about 30 seconds.

Before listening to the people talk, the test taker will hear a description of the task.

The test taker completes four sentences from six choices. The test taker clicks the dropdown box and chooses the correct choice.

₽,	00:51 Hours Mins Hide	Question 14 of 17
•		2 of 2 plays remaining
Con Spe Spe Spe	r people are describing their plans for the future. aplete the sentences below. aker A wants to aker B wants to aker C wants to aker D wants to	

# Section three

The test taker listens to a man and a woman talking to each other and chooses statements to go with each person.

• Each conversation is about two minutes long.

### You might hear:

• Conversations: interviews on TV or the radio, debates and discussions.

Before listening to the discussion, the test taker will hear a description of the task.

The test taker reads four different opinions about the topic of the discussion on the screen. As the test taker listens to the discussion, they decide which person says each opinion.

▶ ◄)		2 of 2 plays remaining
Listen to two parents discussing the issue of children's heal the man and the woman.	th. Read the opinions below and decide wh	nose opinion matches the statements, the man, the woman, or both
Who expresses which opinion?		
Parents should better manage their children's diets.		
Man	Woman	Both
Parents should support their child's interest in sport.		
Man	Woman	Both
Quiet time can promote children's concentration abilities.		
O Man	Woman	Both
Excessive sleep can be bad for young people.		
Man	Woman	Both

# Section four

The test taker listens to two different talks to decide what the opinions of the speakers are.

• Each talk is one and a half minutes long.

### You might hear:

 1 person talking: public lectures, short formal speeches, talks on TV and radio or work presentations.

Before listening to the speakers, the test taker will hear a description of the task.

For each question, the test taker clicks on one of three possible choices.

$\triangleright$	•D	2 of 2 plays remaining
	sten to a city planner talk at a press conference about a new transport plan and answer the questions below. (hat is his opinion of the plan overall? It is very similar to previous community projects in the same area. It was prepared without proper consultation with the community. It does not represent the opinions of the whole community.	
W	that is his opinion of the role of the media?         He is critical of the media's reporting of the plan.         He is surprised by the media's interest in the plan.         He is confused by the media's reaction to the plan.	

# WPLN Writing (50 minutes)

### Introduction

The test has four parts. Part one is the easiest. The test gets more difficult with each part.

# Part one

The test taker writes answers to simple questions about themselves and their surroundings.

At the start of Part one, the test taker reads instructions that give information about the situation and tells them what they need to do.

The test taker reads five questions. Next to each question, there is a blank text box. The test taker writes the answer in the text box. The first one is done as an example.

You want to join a history club. You have 5 messages from a member of the club. Write short answers (1-5 words) to each message.		
Example How are you?	I'm fine, thanks.	
What is the weather like today?		
What is your favourite time of year?		
What is your favourite colour?		
What is your job?		
What do you usually do in your free time?		

# Part two

The test taker writes sentences giving simple information about themselves.

The test taker reads the instructions and the question. Below the question is a large text box. They write their answer in the text box.

You are a new member of the history club. Fill in the form. Write in sentences. Use 20 - 30 words. You have 7 minutes.

Aptis History Club Please write some of the reasons why you are interested in history.

0 words

# Part three

The test taker writes answers to messages posted on an online message board.

The test taker could be asked to write about people, places, jobs, interests, habits, routines, and likes and dislikes. They could also be asked to write about their feelings, attitudes, hope and plans. They will need to express their opinions and if they agree or disagree with particular opinions or ideas.

After each question there is a text box. The test taker writes their answer to the question in the text box.

You are a member of a history club. You are talking to three other members in the history club chat room. Talk to them using sentences. Use 30 to 40 words per answer. You have 10 minutes in total. Answer all three questions.

#### Aptis History Club Chat

Sam: Hi! Welcome to the club. I was interested in history at school and I studied it at university. What about you?

Miguel: Welcome. Can you tell me something about the history of your country?

Michelle: Who is your favourite person from history, and why are you interested in him or her?

Part four

The test taker writes two emails about the same problem. One is to a close friend of the test taker, the other is to someone with an important job who the test taker doesn't know very well. In the emails, the test taker needs to demonstrate how they change their language when they write to someone they are close to and someone they don't know.

Before the test taker writes the emails, they read a message (about 80 words) that is on the screen. This message describes a situation and asks the test taker to reply.

There are instructions that give the test taker information about the situation and tells them what to do.

Below each instruction, there is a text box. The test taker writes their emails in the text box.

0 words

0 words

0 words

You are a member of a history club. You received this e-mail from the club.

Dear Member,

We are writing to tell you that the trip to Blackrock Castle has been cancelled because of lack of interest. You will be given a refund for the cost of the coach trip. However because this is a late cancellation we cannot refund the cost of your entrance ticket to the castle. We apologise for this and thank you for your understanding.

Write an e-mail to your friend. Write about your feelings and what you think the club should do about the situation. Write about 50 words. You have 10 minutes.

0 words

Write an e-mail to the president of the club. Write about your feelings and what you think the club should do about the situation. Write 120-150 words. You have 20 minutes.

0 words

# **WPLN Speaking (12 minutes)**

### Introduction

The test has four parts.

The tasks get more complicated as the test continues.

The test begins with an introduction and a check of the microphone to make sure the test taker replies with their answer.

Before we get started, let's test your microphone.

It's important to make sure we can hear you clearly so we can mark your response.



# Part one

The test taker gives simple information about themselves and answers questions on familiar topics.

At the start of Part one, the test taker hears this instruction.

• **'Part one**. In this part, I'm going to ask you three short questions about yourself and your interests. You will have 30 seconds to reply to each question. Begin speaking when you hear this sound.' (beep)

The test taker hears a person asking three questions. After each question, the test taker speaks their answer.

Part One. In this part I am going to ask you three short questions about yourself and your interests. You will have 30 seconds to reply to each question.

Begin speaking when you hear this sound.

# Part two

The test taker describes, expresses opinions and provides reasons and explanations in response to spoken questions.

The test taker sees a photograph and is asked three questions. The first question asks the test taker to describe the photograph. The test taker then responds to two questions on the topic of the photograph.



Describe this picture.

# Part three

The test taker describes, compares and contrasts, and provides reasons and explanations in response to spoken questions.

The test taker sees two photographs and is asked three questions. The test taker compares and contrasts the two photographs to answer the first question. The test taker gives opinions or preferences, and uses reasons and justifications to answer the second and third

Part Three - In this part I'm going to ask you to compare two pictures, and I will then ask you two questions about them. You will have 45 seconds for each response.

Begin speaking when you hear this sound.







Tell me what you see in the two pictures.

# Part four

The test taker speaks about ideas on an abstract topic. The test taker speaks about their own experience of the topic and gives more general opinions about it.

They hear three questions. The test taker has one minute to think about their answers. The test taker has two minutes to give their answers.

The first two questions relate to the test taker's experience of the topic. The third question is about the topic in more general terms.





Tell me about a time when you visited a very tall building.

How did you feel about it?

Why do you think so many cities have tall buildings?

# WPLN Grammar and Vocabulary (25 minutes)

# Grammar

There are 25 questions.

Each question is a sentence with a space for a missing word or phrase. Below the sentence is a list

(a drop-down menu) of three words or phrases.

The test taker chooses and clicks on the correct word to put in the gap.

# Vocabulary

The vocabulary test has five parts. There are five questions in each part. The questions get more difficult as the test continues.

### Part one

The test taker matches two words that have the same or very similar meanings, for example, 'start' and 'begin'.

The test taker reads a list of five words. Next to each word, there is a drop-down box. The test taker clicks the box to open a drop-down menu. The drop-down menu has ten words. The test taker chooses and clicks on the word that matches the word in the list. There is an example given for the test taker.

### Part two

The test taker reads a sentence that has a missing word. The test taker must understand the sentence and choose the right word to complete it.

There are five sentences. There is a gap in each sentence. Next to the gap, there is a dropdown menu. The drop-down menu shows ten words. The test taker chooses and clicks on the correct word.

### Part three

Part three is like part two. The words in the drop-down menus are more difficult.

The test taker reads a sentence with a missing word. The test taker must understand the sentence and choose the right word to complete it.

There are five sentences. There is a gap in each sentence. Next to the gap, there is a dropdown menu. The drop-down menu shows ten words. The test taker reads the sentence and chooses and clicks on the correct word to complete the sentence.

### Part four

The test taker reads five definitions. Next to each definition, there is a drop-down box. The test taker clicks the drop-down box and reads ten words. They need to choose and click on the word that matches the definition.

### Part five

This part tests the test taker's knowledge of what words often go together, for example 'blue' and 'sky'.

The test taker reads five words. Next to each word, there is a drop-down box. The test taker clicks the drop-down box and reads ten words. They need to choose and click on the word that is most often used with the word next to it.

# **Workplace Numeracy Assessment**

The Workplace Numeracy (WPN) Test is divided into two parts.

- In Part 1, you complete questions without using a calculator.
- In Part 2, you are given a calculator to solve more complex questions.

The test becomes more difficult as it progresses.

The WPN Test assesses mathematical competences and skills in everyday workplace operations and situations. The test questions range from simple questions on basic numeracy to more complex mathematical problems. The test is based on four mathematical content areas:

- 1. number and operation sense
- 2. patterns, functions and algebra
- 3. measurement and shape
- 4. data, probability and statistics.

It's a good idea to take a familiarisation test so that you understand what you need to do in the test. You can find familiarisation tests for each of the components on the British Council Singapore website: <u>https://www.britishcouncil.sg/exam/wpln</u>.

# Workplace Numeracy Assessment FAQs

# What framework is the test based upon?

The new test is based on the same framework as the old test – the Singapore Workplace Literacy and Numeracy Framework.

### What is the test design?

The test has two parts – Part 1 without a calculator and Part 2 using a calculator. The questions become more difficult as you continue.

### What is the test scoring?

Each item in the test is worth one point.

### How are results reported?

Results are reported as a score out of 50 and a WPN level. The WPN levels range from 1 to 8.

# Important features of the test interface

### One way only

The test is linear (or one-way). This means you cannot return to earlier items. You should complete an item and then move on to the next one. The test becomes gradually more difficult. So, if you start slowing down, it's unlikely that you'll find many of the later items much easier than the ones that are making you think hard.

### **Answer options**

Questions are presented as Multiple choice or Short answer.

### Multiple choice:



Click in the circle next to the answer you think is correct.

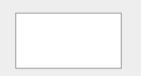
### Short answer:



In the short answer questions, you will only be able to enter numbers or a decimal point. You cannot enter a unit of measurement. The instructions will tell you to give your answer in a particular unit of measurement. You should only enter the numbers/decimal point. Volume of Cuboid = Length × Width × Height

What is the volume of the pool?

Give your answer in m<sup>3</sup>.



### Zoom to enlarge text

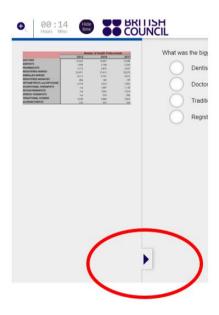
If the writing on the screen is too small for you to read, click on the icon in the top left-hand corner of the screen.



When you click on this icon, you can enlarge the text by 100, 150 or 200 percent.

### Enlarging images

In some questions, there will be a small image on the left-hand side of the screen. In these cases, click on the dark triangle (circled in red below). This will enlarge the image.



### Using the calculator

After question 26, a calculator will be available for questions where you need to do calculations. Click on the icon in the top right-hand corner of the screen to access the calculator.

Question <b>11</b> of <b>16 </b>	
a of the roof.	



If a formula is needed to answer a question, it will be provided on the screen. You can find a full list of all formula used in the test on page 49 of the full Candidate Guide online at: <a href="https://www.britishcouncil.sg/exam/wpln/prepare">https://www.britishcouncil.sg/exam/wpln/prepare</a>.

© British Council 2020

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. A registered charity: 209131 England and Wales SC037733 (Scotland).