

# English Proficiency Assessment

## OALCF Level 2 Assessment



## Literacy Link of Eastern Ontario

Pre-screening tool for the purpose of assessing an Ontario Adult Literacy Curriculum Framework level to learners wishing to improve their English skills.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



NOTES:

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## ENGLISH PROFICIENCY ASSESSMENT – LEVEL 2

**D.2 Task:** Use a translation app or online tool to look up the meanings of these workplace words.

Then, write a simple English sentence for each word.

Work Word	My Language	Simple English Sentence
Shift		
Pay		
Uniform		
Meeting		
Supervisor		

**A1.2 Task:** Read a workplace memo

Attention: Starlight Gifts Staff

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All staff must wear uniforms during their shifts. Please arrive 10 minutes before your shift. If you will be late or absent, call your supervisor. Pay for last week's hours will be deposited on Friday. There is a team meeting Thursday at 2:30 PM in the lunchroom.

**Answer the questions:**

1. When must staff wear uniforms?

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2. How many minutes early should you arrive for your shift?

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3. What should you do if you will be late?

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4. When will pays be deposited?

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5. When and where is the team meeting?

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**A2.2 Task:** Read a work schedule

**Work Schedule:**

Day	Shift Start	Shift End	Break Time
Monday	8:00 AM	4:00 PM	12:00 PM
Tuesday	8:00 AM	4:00 PM	12:00 PM
Wednesday	8:00 AM	12:00 PM	None
Thursday	8:00 AM	4:00 PM	12:00 PM
Friday	Off	Off	Off

**Answer the questions:**

1. How long is the lunch break on Tuesday?

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2. What time does the shift end on Wednesday?

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3. Which day is a half-day?

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4. What day has no shifts?

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**B2.2 – Task:** Write a short message to your supervisor explaining that you will arrive late tomorrow because of an appointment.

Use this structure:

- Say hello
- Say your name
- Explain why you will be late
- Say what time you will arrive
- Thank the supervisor

**Your message:**

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**B3.2a and B3.2b Task:** Fill in a simple timesheet for the week

Day	Shift Start	Shift End	Hours Worked
Monday	9:00 AM	5:00 PM	
Tuesday	12:00 PM	4:00 PM	
Wednesday	9:00 AM	5:00 PM	
Thursday	9:00 AM	5:00 PM	
Friday	Off	Off	

**C2.2 Task:** Answer these questions aloud based on the timesheet above

1. How many will you work in total on Monday and Wednesday?

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2. If you take a 30-minute break each day, how many hours will you work in total that week?

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**D.2 and B1.2 Task:** Discussing online directions

With your instructor pick a location (example: CN Tower, local library, a hotel in another town)

Use a site like Google Maps on your phone or a device to look up the directions.

Discuss how to get to that location from your classroom with your instructor. Include time of travel, how many kilometers, and any other important instructions.

**E.1, B1.2 and B3.2 Task:** Talk about your goals

Choose one short-term goal (a goal that will take a year or less) and one long-term goal (a goal that will take longer than a year) that you are working on for yourself.

Tell your instructor about these goals and how you plan to achieve them.

You can work together to write the plan in the spots on the next page.

Short-term goal	
• What is needed to reach this goal.	
Long-term goal	
• What is needed to reach this goal.	
Why these goals are important	



Please show your instructor your work

Thank you.