

CAHIER DE TEST / TEST BOOKLET

Test de niveau en anglais : expression écrite

Directives

Le Test de niveau a été conçu pour vous donner une idée du niveau que vous pourriez obtenir au Test d'expression écrite de l'Évaluation de langue seconde. Le Test de niveau diffère du Test d'expression écrite quant au temps alloué, au nombre de questions posées et à la manière de les présenter.

Vous devez vous chronométrer. Ne prenez pas plus de **45 minutes** pour répondre aux **40 questions** et ne consultez pas de ressources extérieures. Évitez de passer trop de temps sur une question difficile. En cas de doute, choisissez la réponse qui vous semble la plus appropriée en éliminant d'abord les choix de réponse qui vous paraissent peu probables.

Il y a deux types de questions : celles pour lesquelles il faut remplir les espaces en blanc et celles pour lesquelles il faut identifier les erreurs.

1. Remplir les espaces en blanc : Choisissez le mot ou le groupe de mots qui complète le mieux le texte.

2. Identifier les erreurs : Choisissez le segment en caractères **gras** qui contient une ou plusieurs erreurs.

Une fois le test terminé, consultez la clé de correction et déterminez ensuite le niveau correspondant à votre score. Veuillez noter que ce résultat n'est pas officiel.

Si vous avez besoin de mesures d'adaptation pour le Test de niveau, veuillez communiquer avec nous à CFP.CPP-PPC.PSC@canada.ca.

English Level Test: Written Expression

Instructions

The purpose of this Level Test is to give you an idea of the level you could attain on the Second Language Evaluation – Test of Written Expression. The Level Test is different from the official test in the time allotted, the number of questions asked and in their presentation.

You must time yourself. Do not take more than **45 minutes** to answer the **40 questions** and do not consult external sources. Avoid spending too much time on a question you find difficult. If you are unsure, choose the answer that seems the best by first eliminating the answer choices that seem the most unlikely.

There are two types of questions: fill in the blank and error identification.

- 1. Fill in the blank:** Choose the word or group of words that best completes the text.
- 2. Error identification:** Choose the section in **bold** that contains one or more errors.

Once you have completed the test, check the answer key. Then determine the level that corresponds to your score. Please note that this result is not official.

If you require accommodations to take this Level Test, please contact us at CFP.CPP-PPC.PSC@canada.ca.

Due to the weather conditions, **(1)** _____ will be no mail service this morning. Thank you for your understanding.

Question 1

- (1) they
- (2) it
- (3) there
- (4) these

A new employee will be coming in to work with us next week. I would like to get her **(2)** _____ in cubicle C456. Could you please arrange to have the necessary software programs (e.g., MS Office) **(3)** _____ on her computer? Thank you.

Question 2

- (1) set up
- (2) setting up
- (3) sets up
- (4) to be set up

Question 3

- (1) install
- (2) installed
- (3) installing
- (4) be installed

Madeleine Dubois will **(4)** _____ an offer for another position with Statistics Canada in the near future. I invite you to join your colleagues in taking Madeleine to lunch as a small token **(5)** _____ our thanks and appreciation. Please let me know by Friday if you would like to attend.

Question 4

- (1) be accept
- (2) be accepting
- (3) accepting
- (4) be accepted

Question 5

- (1) of
- (2) from
- (3) to
- (4) for

The **(6)** _____ issue of our on-line newsletter is now available on our website: www.newsletter.ca. This issue **(7)** _____ on security awareness in the workplace.

Question 6

- (1) recently
- (2) latest
- (3) newly
- (4) frequent

Question 7

- (1) focus
- (2) focusing
- (3) focuses
- (4) are focused

Hello everyone! I hope you are all enjoying a wonderful summer! **(8)** _____ to advise you that the National Joint Council will hold its first retreat on September 13. It will be a full day, facilitated by Donna Cummings. I will provide you with more details as they become available. In the meantime, kindly **(9)** _____ this date in your calendars.

Question 8

- (1) This is
- (2) That is
- (3) These are
- (4) It is

Question 9

- (1) marking
- (2) marks
- (3) mark
- (4) will mark

I have received confirmation from all workshop participants. In order to make this work, I have revised the schedule. Thank you for being so **(10)** _____.

Question 10

- (1) accommodated
- (2) accommodates
- (3) accommodating
- (4) accommodate

Hello Diane,

(11) _____ the report that is due tomorrow, could you please stop by my office and pick up Form A-1? This form needs to be completed before the report is submitted. Thank you.

Question 11

- (1) Regards
- (2) Regard
- (3) To regard
- (4) Regarding

This is to inform you that a software upgrade will be distributed on your computers on July 9. This upgrade will address a few technical issues we (12) _____ lately. Thank you.

Question 12

- (1) identify
- (2) have been identified
- (3) have identified
- (4) had identify

This is to inform you that the career development presentation is scheduled for February 7 at 1:30 p.m. If you have questions that you wish to have answered during this presentation, please send them to (13) _____.

Question 13

- (1) either Susan or myself
- (2) me either or Susan
- (3) me either Susan
- (4) either myself and Susan

We have received information from the Health Department about avian influenza. The Health Department's recommendations are based upon the **(14)** _____ information available at this time and **(15)** _____ change as more information becomes available. Additional information and updates are accessible on the Health Department's website at www.health.ca. The Health Department continues to **(16)** _____ of avian influenza.

Question 14

- (1) least
- (2) most
- (3) best
- (4) largest

Question 15

- (1) are subject to
- (2) were subject to
- (3) are subjected to
- (4) were subjected to

Question 16

- (1) monitor occurrences close
- (2) closely monitor occurrences
- (3) monitor occurrences closely
- (4) close monitor occurrences

We are pleased to invite you **(17)** _____ us for a one-day workshop on Friday, January 24, entitled "Diversity in Canada." This is an excellent opportunity for you to obtain a **(18)** _____ understanding of diversity and to learn about the impact of potential prejudices in the workplace. Your feedback on the workshop, which **(19)** _____ at the end of the session, will be carefully reviewed and **(20)** _____ in the development of a handbook on diversity in the workplace.

Question 17

- (1) to join
- (2) to joining
- (3) for joining
- (4) for join

Question 18

- (1) more deeply
- (2) more deep
- (3) deeply
- (4) deeper

Question 19

- (1) is obtained
- (2) will be obtained
- (3) has been obtained
- (4) had been obtained

Question 20

- (1) taken into account
- (2) taking into account
- (3) take into account
- (4) have been taken into account

I am pleased to inform you that our department's response rate to the Public Service Employee Survey was nearly 72%. This is a good result, **(21)** _____ the average departmental response rate of 65%.

Question 21

- (1) above well
- (2) well up
- (3) well above
- (4) over well

Thank you for your **(22)** _____ note, which provided additional information about your interests. The months of August and September are busy ones for us as we will be hosting other international delegations. **(23)** _____, it would be preferable to delay your visit until October. Is this possible? I would like to propose that your visit include the following presentations:

- An overview of our organization
- A summary of program development

Do the suggested presentations **(24)** _____ your needs?

Question 22

- (1) most recent
- (2) more recent
- (3) more recently
- (4) most recently

Question 23

- (1) In particular
- (2) For example
- (3) Although
- (4) For this reason

Question 24

- (1) meet
- (2) conform
- (3) agree
- (4) relate

The new government-wide Policy on Training and Development has been implemented to support employees at all levels, from front-line employees to executives. It provides access to **(25)** _____ training programs to ensure that public servants are fully equipped to **(26)** _____ their roles and to enhance their ability to serve Canadians. The implementation of this new Policy will be phased in **(27)** _____ January 1 of next year.

Question 25

- (1) lead-edge
- (2) leading-edge
- (3) cut-edge
- (4) edge-cutting

Question 26

- (1) finish
- (2) do
- (3) act
- (4) fulfill

Question 27

- (1) between now to
- (2) from here to
- (3) between now and
- (4) from here and

I hope that the feedback provided by our team on the implementation of the Research Centre was helpful. We look forward to **(28)** _____ your proposal and providing additional feedback.

I understand that an initial version of the financial plan for the Research Centre has been prepared. My colleagues and I **(29)** _____ committed and will provide any guidance or input that you might find helpful.

Question 28

- (1) reviews
- (2) reviewing
- (3) reviewed
- (4) review

Question 29

- (1) maintain
- (2) keep
- (3) remain
- (4) continue

I would like to remind you that May 25 to May 29 is Volunteer Recognition Week. I encourage you to check your local media for upcoming activities in your area to **(30)** _____ the effort and dedication of volunteers.

Question 30

- (1) remembered
- (2) commemorate
- (3) memorize
- (4) record

We would like to remind you that, **(31)** _____ the limited number of corporate boardrooms available, you should avoid **(32)** _____ several rooms for the same time period.

Question 31

- (1) given
- (2) provided
- (3) giving
- (4) providing

Question 32

- (1) to book
- (2) book
- (3) booking
- (4) booked

In the future, the priority of the Labour Management Board will be to improve upon the timeliness of its decisions and to increase the number of cases it processes. To deliver on this priority, the Board will review its organizational structure and, **(33)** _____, its operational processes for delivering services.

Question 33

- (1) in especially
- (2) in particular
- (3) in special
- (4) in specific

The purpose of this message to all managers is to initiate this year's Performance Discussion Process.

(34) The forms and a Performance Discussion Process Guide are attached. **Once discussions are finalized (1)**, please **complete Form 2231 (2)**, have the employee sign it, and then submit the completed form to your Human Resources Advisor. **In those rare cases (3)** where the employee refuses to sign the form, the form must be sent to the Human Resources Advisor **regardless the missing signature (4)**.

(35) Your support of this key performance development tool is essential. In the last few years, our organization's managers **have increased the percentage of (1) performance discussions completed (2)** from 83% to 96%. **Your leadership and commitment (3)** are critical components of **the continue success (4)** of this important departmental process.

For (34) and (35), choose the part in bold that contains one or more errors.

Question 34

- (1) "Once discussions are finalized"
- (2) "complete Form 2231"
- (3) "In those rare cases"
- (4) "regardless the missing signature"

Question 35

- (1) "have increased the percentage of"
- (2) "performance discussions completed"
- (3) "Your leadership and commitment"
- (4) "the continue success"

The new Employment Act upholds the foundation of the Staffing Agency's mission and vision. The Act determines **(36)** _____ our mission. Under the new Act, while the Agency retains its appointment authority, its staffing authorities have been delegated to departments and agencies.

(37) There are two important consequences associated with the implementation of the new Act. First, **the greater degree of delegation have to include (1)** appropriate monitoring and reporting measures. The Agency must find ways to implement these monitoring and reporting measures and it **is currently working toward that goal (2)**. Second, as the Agency still **has an important role to play (3)** in recruitment, staffing and assessment activities, it must ensure that it has the service capacity to respond appropriately to any situation **that might result from (4)** the delegation of authority to departments and agencies.

Question 36

- (1) the manner we carry out
- (2) the manner in which we carry out
- (3) the manner that we carry out
- (4) the manner to which we carry out

For **(37)**, choose the part in bold that contains one or more errors.

Question 37

- (1) "the greater degree of delegation have to include"
- (2) "is currently working toward that goal"
- (3) "has an important role to play"
- (4) "that might result from"

Enzo Costa has had a long and distinguished career in Canada's Public Service. He began his career in the early 1980s as a trainee with our department. Over the years, he has accumulated a wealth of experience in human resources management and related fields. He has worked in a variety of departments, including Heritage, Transport, Supply and Services and Revenue. Some employees may recall that he worked with our department in the late 2000s, initially as Regional Director of our Quebec Region and **(38)** _____ as Director General of Human Resources Management.

Question 38

- (1) accordingly
- (2) consequently
- (3) secondly
- (4) subsequently

(39) There are two reasons why (1) we need to establish guidelines for the use of the Internet. The first is operational: the size of some files that are available on the Internet can cause congestion on our network. This can slow down the system for all users. **Over time (2)** we hope to increase system capacity, **but for the present (3)** we need to limit access. The second reason is that there are some uses of the Internet that are not appropriate in a government setting. For instance, some social networking websites **have deemed inappropriate (4)** for the workplace.

The Executive Management Committee recently approved the “Internet Use Policy” for our organization.

(40) According to the Policy (1), each incident of Internet abuse **will be dealt with (2) on a case-by-case basis (3)**, following consultation between the employee's manager and the staff relations advisor. **In case involving criminal activity (4)**, law enforcement agencies will be contacted and employee termination may result.

For (39) and (40), choose the part in bold that contains one or more errors.

Question 39

- (1) “There are two reasons why”
- (2) “Over time”
- (3) “but for the present”
- (4) “have deemed inappropriate”

Question 40

- (1) “According to the Policy”
- (2) “will be dealt with”
- (3) “on a case-by-case basis”
- (4) “In case involving criminal activity”