You have chosen to partake in the literacy test. You will be tested on a number of different English literacy topics. To advance you must pass both this and the numeracy test.

This literacy test will be divided into 4 sections:

* Spelling
* Punctuation
* Grammar
* Comprehension

There are 45 marks available on this test, you will need 30 marks to pass. The marks are broken down as follows:

* Spelling section – 10 marks
* Punctuation section – 15 marks
* Grammar section – 10 marks
* Comprehension section – 10 marks

**Spelling Section**

The first part of the literacy test is the spelling section. In this section you will be given a sentence with a word missing, then you will be given 3 options and you must select the correct spelling of the word.

**Punctuation Section**

This second section tests your ability to understands and apply punctuation rules. The correct and consistent use of punctuation is essential to the brand of our company. You will be asked to insert punctuation into a piece of writing. You must decide which piece of punctuation is most appropriate from the context of the sentence. You are not required to remove or re-write any sections of the passage.

**Grammar section**

This section tests your ability to identify text that doesn’t conform to good grammatical practice. You will be expected to distinguish between text that makes sense and clearly conveys its intended meaning, and text that does not. You will be given an incomplete sentence and asked to select the most appropriate choice for insertion to complete the passage.

**Comprehension selection**

This section tests your ability to:

* Identify main points in a text
* Distinguish between facts and opinions
* Retrieve facts and key points

You will be asked a question and must deduce the answer by reading through a passage of text.