

Level A

1.	A paragraph is:	

- A) an idea
- B) a unit of text
- C) a group of sentences
- D) all of these
- 2. True or false? A paragraph can be defined by the number of sentences.
  - A) True
  - B) False
- 3. Supporting sentences are NOT used to:
  - A) support the topic sentence
  - B) focus on the main idea in a paragraph
  - C) start a new paragraph
- 4. Which of these words is an abbreviation for 'paragraph'?
  - A) par
  - B) parag
  - C) p
  - D) para
- 5. What linking word or phrase could you NOT use instead of 'whereas'
  - A) in addition
  - B) however
  - C) On the other hand...
- 6. True or false? A useful way of developing a paragraph is to give an example.
  - A) True
  - B) False





Use this information about the Olympic Games to answer questions 7, 8, 9 and 10 in the Level A guiz and guestions 1,2,3 and 4 in the Level B guiz.

#### **The Olympic Games**

- Para 1 The Olympic Games are a major international event which includes both summer and winter sports. The modern International Olympic Committee (IOC) introduced the Winter Games for winter and ice sports; the Paralympic Games for athletes with a physical disability; and the Youth Games for teenage athletes. The Summer Olympic Games are held every four years, as are the Winter Games. This means that every two years there is either a Summer or Winter Olympics. The Paralympics are held immediately after the Summer and Winter Games.
- Para 2 The IOC is responsible for choosing the host city for each Olympic Games. There are more than 13,000 athletes who compete in the Summer and Winter Olympics in 33 different sports with a total of almost 400 events. Nearly every nation in the world is represented in the Olympic Games. The Olympic Games offer an opportunity to the host country to show off their city to the world.
- Para 3 The first Olympic Games were held in Olympia, in ancient Greece, from the eighth century BC to the fifth century AD. The first modern games, held by the IOC, were hosted in Athens in 1896. There were fourteen nations represented, and almost 250 athletes took part in 43 events. Women first took part at the Olympic Games which were held in Paris in 1900.
- Para 4 The Paralympic Games were set up in 1948. Sir Ludwig Guttmann organised a sporting event between different hospitals for rehabilitating soldiers. The event, called the Stoke Mandeville Games took place at the same time as the Olympic Games in London. 400 athletes competed in what was called the 'parallel Olympics', which later became known as the first Paralympics.
- Para 5 The IOC allows nations to compete in the Olympic Games even if they are not sovereign countries in their own right. As a result, colonies and territories such as Bermuda and Hong Kong can compete as separate nations even though they are part of another country.

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Read the text on the Olympic Games and answer the following questions.

- 7. Which is the topic sentence in the first paragraph?
  - A) The first sentence: 'The Olympic Games are a major international event which includes both summer and winter sports. '
  - B) The second sentence beginning: 'The modern Olympic Committee (IOC) introduced the Winter Games for winter and ice sports;'
  - C) The third sentence: 'The Summer Olympic Games are held every four years, as are the Winter Games.'
  - D) The fourth sentence: 'This means that every two years there is either a summer or winter Olympics.'
- 8. If you were to writing headings for each paragraph, what heading would be appropriate for the third paragraph?
  - A) Women and the Olympics
  - B) Where the Olympics are held
  - C) The first modern Olympic Games
  - D) History of the Olympic Games
- 9. What is the topic sentence in the fourth paragraph?
  - A) '400 athletes competed in what was called the 'parallel Olympics', which later became known as the first Paralympics.'
  - B) 'Sir Ludwig Guttmann organised a sporting event between different hospitals for rehabilitating soldiers.'
  - C) 'The Paralympic Games were set up in 1948.'
  - D) 'The event, called the Stoke Mandeville Games took place at the same time as the Olympic Games in London.'
- 10. What is the closing sentence in the second paragraph?
  - A) 'The IOC is responsible for choosing the host city for each Olympic Games.'
  - B) 'The Olympic Games offer an opportunity to the host country to show off their city to the world.'
  - C) 'Nearly every nation in the world is represented in the Olympic Games.'
  - D) 'There are more than 13,000 athletes who compete in the summer and winter Olympics in 33 different sports with a total of almost 400 events.'



# Skillswise

## **Building up paragraphs quiz**

Level B

Read the text on the Olympic Games in Level A and answer the following questions.

- 1. Which paragraph tells a story to make its point?
  - A) Paragraph 1
  - B) Paragraph 2
  - C) Paragraph 3
  - D) Paragraph 4
- 2. Which paragraph contains statistics about the modern Olympics?
  - A) Paragraph 1
  - B) Paragraph 2
  - C) Paragraph 3
  - D) Paragraph 4
- 3. Which paragraph makes a comparison between the Olympics as they are now (described in paragraph 2), and the first modern Olympic Games?
  - A) Paragraph 1
  - B) Paragraph 2
  - C) Paragraph 3
  - D) Paragraph 4
- 4. Which paragraph discusses the role of the International Olympic Committee about who can participate in the Olympics?
  - A) Paragraph 3
  - B) Paragraph 4
  - C) Paragraph 5





Use this information about preparing a mango to eat to answer questions 5, 6, 7, 8 and 9 in the Level B quiz.

#### Preparing a mango to eat

First, check that the mango is ripe. Don't be fooled by the colour of the skin. The skin may be green, red, yellow-orange or purple. Hold the mango in your hand to see if you feel a 'softness' or 'give' when you press it. Smell the mango. If the fruit has a strong perfume, it will be ripe.

Next, place the mango on a flat surface. Remember there is a large flat stone in the middle of the fruit. Take a sharp knife, hold the mango upright, and slice the fruit lengthwise on each side of the stone.

The next step is to hold each slice, flesh side up. Using a small knife, cut a criss-cross pattern into the flesh of the mango but do not cut through to the skin.

After this, turn the skin inside out and cut the mango cubes into a bowl.

Lastly, use a small sharp knife to get the last bits of flesh from around the stone. Add these pieces around the sides of the bowl.



- 5. Look at the text 'Preparing a mango'. What kind of text is this?
  - A) informative
  - B) persuasive
  - C) instructive
  - D) descriptive



	<ul><li>A) Before you start</li><li>B) First</li><li>C) Buy a mango</li></ul>
7.	Which linking word or phrase lets the reader know that this is the last instruction?
	A) Lastly B) Before you finish C) Next
8.	What is another linking word you could use instead of 'Lastly' in the last paragraph?
	A) To sum up B) Finally C) Next
9.	What word or phrase would you NOT use instead of 'The next step is' in the third paragraph?
	<ul><li>A) Following this</li><li>B) After this</li><li>C) Eventually</li></ul>
10.	What linking word or phrase would you NOT use when summarising your points in the final paragraph of a report?
	A) To sum up B) Alternatively C) To conclude

6. What linking word in the text, tells the reader that this is the first instruction?





Level C

Use this information about working as a leisure centre manager to answer questions 2-10 in the Level C quiz.

#### Working as a leisure centre manager

#### 1. Introduction

I have been asked to write a short profile of my job for our in-house magazine, 'Leeds Leisure'. This is part of a series on different employment opportunities in the local leisure industry.

#### 2. The organisation

Leeds Leisure Centre is a council-run facility. It has a range of indoor leisure facilities including a swimming pool, 2 sports halls and a gymnasium. There are also outdoor sports facilities such as a dry ski-run and a football pitch.

#### 3. What the work involves

As a leisure centre manager, I am responsible for the day-to-day running of the Leeds Leisure Centre. I arrange timetables for all the activities at the Centre. I recruit and manage 10 centre staff. I am responsible for the budget of the Centre and I have full responsibility for all health and safety issues. A key part of my job is organising and promoting special events, such as a recent Healthy Eating and Keep Fit campaign organised by local schools.

#### 4. .....

I am employed to work 37 hours a week. The hours can include evenings, early mornings and weekend work. I also need to be available to cover special events, emergencies and to cover for absent staff.

#### 5. Pay and conditions

A leisure centre manager can earn between £17,000 and £25,000 a year depending on qualifications and experience. Senior managers can earn over £35,000.

#### 6. Qualifications and experience needed

There are two ways you can become a leisure centre manager. You could start in an assistant position, and study for a professional qualification in your own time. Alternatively, you could do a foundation degree or a diploma which specialises in sports and leisure. You may be able to apply for an apprenticeship.

#### 7. Skills and knowledge

If you would like this job, you need to have an interest in sport and fitness. You need to have good spoken and written communication skills. You also need to know how to communicate with customers.

#### 8. Where you can work

There are job opportunities in leisure centres run by local authorities and private companies, such as health clubs, hotels, and workplace centres.

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- 1. What is the purpose of a report?
  - A) To give your personal opinion.
  - B) To give facts about an event or a subject.
  - C) To criticise an event or a person.
- 2. Look at the text 'Working as a leisure centre manager'. What would be a good heading for paragraph 4 of the report?
  - A) My employment
  - B) Covering special events
  - C) Absent staff
  - D) Hours of work
- 3. Which of these could be an alternative heading for paragraph 3?
  - A) Leeds Leisure Centre
  - B) Promoting special events
  - C) Main responsibilities
  - D) Healthy Eating
- 4. What is the topic sentence in paragraph 6 of the report?
  - A) You may be able to apply for an apprenticeship.
  - B) There are two ways you can become a leisure centre manager.
  - C) Alternatively, you could do a foundation degree or a diploma which specialises in sports and leisure.
  - D) You could start in an assistant position, and study for a professional qualification in your own time.
- 5. What does the word 'alternatively' mean in paragraph 6?
  - A) Another way of doing it
  - B) As well as this
  - C) In addition
- 6. What is the topic sentence in paragraph 3?
  - A) I arrange timetables for all the activities at the Centre.
  - B) I recruit and manage 10 centre staff.
  - C) As a leisure centre manager, I am responsible for the day-to-day running of the Leeds Leisure Centre.

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- 7. What information is given in the introduction to this report?
  - A) employment opportunities
  - B) Why this report has been written.
  - C) Information on the magazine.
- 8. True or false? This report is written in an informal style.
  - A) True
  - B) False
- 9. Who will read this report?
  - A) Young people in local schools
  - B) People who read the magazine
  - C) Staff in the leisure centre
- 10. Which sentence gives supporting information about the topic in paragraph 4?
  - A) The hours can include evenings, early mornings and weekend work.
  - B) I am employed to work 37 hours a week.



Answers

Level A

1. A paragraph is ...

The correct answer is: D. A paragraph is all of these things. It is a unit of text which contains a group of sentences which share an idea or topic.

2. True or false? A paragraph can be defined by the number of sentences.

The correct answer is: B. False. A paragraph has one or more sentences. There is no specific number of sentences in a paragraph.

3. Supporting sentences are NOT used to ...

The correct answer is: C. Supporting sentences give additional information to support the main idea in the same paragraph.

4. Which of these words is an abbreviation for 'paragraph'?

The correct answer is: D. 'Para' is a common way to abbreviate the word 'paragraph'.

5. What linking word or phrase could you NOT use instead of 'whereas'.

The correct answer is: A. 'Whereas' links two contrasting ideas. We use 'in addition' as a linking word when we are including more of the same information.

6. True or false? A useful way of developing a paragraph is to give an example.

The correct answer is: A. True. Giving an example is a good way of developing and supporting the main point in the sentence.



# **Skillswise**

## **Building up paragraphs quiz**

- 7. The correct answer is: A. The topic sentence is the first sentence in this paragraph it gives the main idea, i.e. what the Olympic Games is.
- 8. The correct answer is: D. The third paragraph covers the History of the Olympic Games.
- 9. The correct answer is: C. The topic sentence which introduces the Paralympic Games, is the first sentence.
- 10. The correct answer is: B. The last sentence is the closing sentence. It rounds off the paragraph, returning to the subject of the host city.

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Level B

Which paragraph tells a story to make its point?

The correct answer is: D. Paragraph 4 tells the story of how the Paralympic Games started.

2. Which paragraph contains statistics about the modern Olympics?

The correct answer is: B. The second paragraph uses statistics to describe the modern Olympic Games.

3. Which paragraph makes a comparison between the Olympics as they are now (described in paragraph 2), and the first modern Olympic Games?

The correct answer is: C. Paragraph 3 compares numbers of athletes and events at the first modern Olympic Games, following the description in paragraph 2 about the Games as they are now..

4. Which paragraph discusses the role of the International Olympic Committee about who can participate in the Olympics?

The correct answer is: C. Paragraph 5 discusses the IOC's role in deciding which countries can compete in the Olympic Games.

Look at the text 'Preparing a mango'. What kind of text is this?

The correct answer is: C. This is an instructive text and the paragraphs are giving instructions on how to do something.

What linking word in the text, tells the reader that this is the first instruction?

The correct answer is: B. Numbers are sometimes used as linking words in an instructive text.





7. Which linking word or phrase lets the reader know that this is the last instruction?

The correct answer is: A. 'Lastly' is a common linking word indicating that this is the last instruction.

8. What is another linking word you could use instead of 'Lastly' in the last paragraph?

The correct answer is: B. 'Lastly' is the linking word that links the paragraphs together. You could also use the word 'Finally' to show that this is the last instruction.

9. What word or phrase would you NOT use instead of 'The next step is...' in the third paragraph?

The correct answer is: C. You would not use the word 'eventually'. That implies that you have to wait some time for something to happen. This is not the case here as you are expected to follow the next instruction immediately.

10. What linking word or phrase would you NOT use when summarising your points in the final paragraph of a report?

The correct answer is: B. The word 'alternatively' indicates that the writer is putting a different point of view. This is different to summarising the main points.



## **Skillswise**

## **Building up paragraphs quiz**

Level C

1. What is the purpose of a report?

The correct answer is: B. Reports give information about an event or subject.

2. Look at the text 'Working as a leisure centre manager'. What would be a good heading for paragraph 4 of the report?

The correct answer is: D. The heading 'Hours of work' would cover all the information that is required in this paragraph.

3. Which of these could be an alternative heading for paragraph 3?

The correct answer is: C. The heading 'Main responsibilities' would be a good alternative for this paragraph.

4. What is the topic sentence in paragraph 6 of the report?

The correct answer is: B. Sentence 1 is the topic sentence. It gives the main idea in the paragraph.

5. What does the word 'alternatively' mean in paragraph 6?

The correct answer is: A. The word 'alternatively' lets you know that the writer is discussing a different way that you could train.

6. What is the topic sentence in paragraph 3?

The correct answer is: C. The first sentence is the topic sentence. It gives you an idea of the scope of the overall job.

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7. What information is given in the introduction to this report?

The correct answer is: B. The introduction explains the purpose of the report.

8. True or false? This report is written in an informal style.

The correct answer is: B. False. This report is written in a formal style.

9. Who will read this report?

The correct answer is: B. The report is written for people who will read the magazine.

10. Which sentence gives supporting information about the topic in paragraph 4?

The correct answer is: A. This is a supporting sentence, giving more information about the hours worked.