

**RETURNING TO THE WORKFORCE TRAINING**  
ENGLISH, IT AND COMMUNICATION SKILLS ASSESSMENT FORMS

PLEASE WRITE IN **BLOCK** CAPITALS.

**Participant Information ID No:**

(For internal use only)

**Participant's Details:**

First Name: \_\_\_\_\_ Surname (Family Name): \_\_\_\_\_

Email: \_\_\_\_\_ City: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

There are three tests: English skills, IT skills, and Communication skills. It should take you no more than 45 minutes to complete them all. Once you have completed all of them, please hand the forms back to one of Mi-WOW team members or email them back to us on [miwow@newcommunities.ie](mailto:miwow@newcommunities.ie).

Following the example below, please choose the correct answer from the options given in each of your tests. Write down the letter you believe to be correct in the answer box:

<b>0</b>	<p><b>Have you seen Maria?</b></p> <p>A. Yes, she did.      B. Yes, I do.      C. Yes, I have.</p>	<b>Answer:</b> <b>C</b>
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## 1. English Test

<b>1</b>	I _____ my homework every day after school.  <b>A</b> have <b>B</b> make <b>C</b> do	<b>Answer</b> :
<b>2</b>	What type of application will you buy?  <b>A</b> I'm not sure. <b>B</b> I hope it was good. <b>C</b> I didn't pay for it.	<b>Answer</b> :
<b>3</b>	She answers the phone and talks to clients. She is a _____.  <b>A</b> Builder <b>B</b> Musician <b>C</b> Receptionist	<b>Answer</b> :
<b>4</b>	I _____ to the USA last summer.  <b>A</b> going <b>B</b> go <b>C</b> went	<b>Answer</b> :
<b>5</b>	_____ your partner play the violin?  <b>A</b> Does <b>B</b> Has <b>C</b> Is	<b>Answer</b> :
<b>6</b>	The weather was _____ cold to go swimming in the beach, so we went to the park instead.  <b>A</b> so <b>B</b> too <b>C</b> very <b>D</b> such	<b>Answer</b> :
<b>7</b>	I like to go to the swimming pool once in a _____.  <b>A</b> time <b>B</b> moment <b>C</b> season <b>D</b> while	<b>Answer</b> :
<b>8</b>	They stayed in Paris during the week and took a _____ to Luxembourg on Friday.  <b>A</b> travel <b>B</b> holiday <b>C</b> trip <b>D</b> transfer	<b>Answer</b> :

<b>9</b>	What _____ tomorrow afternoon?  <b>A</b> are you going <b>B</b> are you going to do <b>C</b> do you do	<b>Answer</b> :
<b>10</b>	I'd like to begin my presentation _____ a look at last year's targets.  <b>A</b> with <b>B</b> by <b>C</b> in <b>D</b> As	<b>Answer</b> :
<b>11</b>	I often go shopping _____ the weekend. I am busy during the week.  <b>A</b> in <b>B</b> for <b>C</b> at	<b>Answer</b> :
<b>12</b>	I have received _____ a hundred applications for this position.  <b>A</b> mostly <b>B</b> nearly <b>C</b> quite <b>D</b> less	<b>Answer</b> :
<b>13</b>	This coat isn't _____. Look! It is too small  <b>A</b> my <b>B</b> me <b>C</b> mine	<b>Answer</b> :
<b>14</b>	It was only a week ago _____ she found out she was expecting a baby girl.  <b>A</b> then <b>B</b> since <b>C</b> after <b>D</b> that	<b>Answer</b> :
<b>15</b>	The president of Iran is _____ to arrive now in Ireland.  <b>A</b> due <b>B</b> planned <b>C</b> tended <b>D</b> fast	<b>Answer</b> :

2. Basic IT Skills Test

1	How do you open a program such as Microsoft Word when there are no icons on the desktop?  <b>A</b> Right click to reveal all icons <b>B</b> Click the start button and select program from the menu <b>C</b> It is not possible to open a program if no icons are on the desktop	<b>Answer</b> :
2	How do you minimise or maximise a program in Windows?  <b>A</b> Right click on the mouse. <b>B</b> Go to "File" and select minimise or maximise. <b>C</b> Top right corner, dash or square.	<b>Answer</b> :
3	A word processing file can be attached to an email message?  <b>A</b> Yes. <b>B</b> No. <b>C</b> Only to select email addresses.	<b>Answer</b> :
4	What does the "Reply to All" email function do?  <b>A</b> It generates a reply message to all of the recipients of the message. <b>B</b> This function does not exist. <b>C</b> It generates a reply message only to the sender of the message.	<b>Answer</b> :
5	Which of the following is an example of an email address?  <b>A</b> www.google.com <b>B</b> jedo.gmail.com <b>C</b> johndoe@cinci.org	<b>Answer</b> :
6	"Desktop" is a computer term that refers to?  <b>A</b> The desk that your computer is stationed on <b>B</b> Where the computer monitor sits. <b>C</b> The initial screen showing icons for folders, applications, and files.	<b>Answer</b> :
7	Which of the following applications is a professional social network?  <b>A</b> Facebook <b>B</b> Twitter <b>C</b> LinkedIn	<b>Answer</b> :
8	Which of the following applications is an online schedule tool?  <b>A</b> Slack <b>B</b> Doodle <b>C</b> Dropbox	<b>Answer</b> :

### 3. Professional Communication Skills Test

a. Please write down a paragraph telling us a little bit about yourself from a professional standpoint.

(Min 100 words and Max 150 words)

b. Please write down a very short essay about the importance of women in the workplace and in leadership positions OR about what you think the main barriers migrant women face are (Please, choose one topic only).

(Min 250 words Max 500 words).



# Mi-WOW

(Migrant Women-Opportunities for Work)

Mi-WOW is co-funded by the Government of Ireland and the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.



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