

Mi-WOW

(Migrant Women-Opportunities for Work)

RETURNING TO THE WORKFORCE TRAINING

ENGLISH, IT AND COMMUNICATION SKILLS ASSESSMENT FORMS

PLEASE WRITE IN BLOCK CAPITALS.

Participant Information ID No:

| | | | | | (For internal use onl | y) | |
|-----------------|---------|--|----------------------|--|-----------------------|------------|----------|
| <u>Particip</u> | ant's D | etails: | | | | | |
| First Na | me: | | : | Surname (Family Name): | | | |
| Email: _ | | | | City: | | | |
| Date: _ | | | | | | | |
| minutes | to con | nplete them all. On | ce you have co | nd Communication skills empleted all of them, plea n miwow@newcommunit | se hand the forms | | |
| | _ | example below, ple e letter you believe | | e correct answer from the the answer box: | e options given in | each of yo | ur tests |
| | 0 | Have you seen Ma | aria? | | | Answer: | |
| | | A. Yes, she did. | B. Yes, I do. | C. Yes, I have. | | С | |









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1. English Test

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









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







ncp 2. Basic IT Skills Test

(Migrant Women-Opportunities for Work)

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





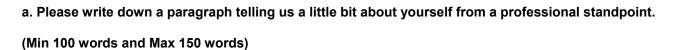




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3. Professional Communication Skills Test



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 <u>one</u> topic only).

(Min 250 words Max 500 words).









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