



Wood Manufacturing Council/Conseil des fabricants de bois

## **READING TEXT**

### **Essential Skills Assessment Tool**

## Questions and Answers

2009

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**Canada**

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## **Introduction**

**Reading Text** refers to reading material that is in the form of sentences or paragraphs.

**Reading Text** generally involves reading notes, letters, memos, manuals, specifications, regulations, books, reports or journals.

**Reading Text** includes:

- forms and labels if they contain *at least one paragraph*
- print and non-print media (for example, texts on computer screens and microfiche)
- paragraph-length text in charts, tables and graphs

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"><li>• Read relatively short texts to locate a single piece of information.</li><li>• Follow simple written directions.</li></ul>	<ul style="list-style-type: none"><li>• Read more complex texts to locate a single piece of information or read simpler texts to locate multiple pieces of information.</li><li>• Make low-level inferences.</li></ul>	<ul style="list-style-type: none"><li>• Choose and integrate information from various sources or from several parts of a single text.</li><li>• Make low-level inferences from multiple sources.</li><li>• Identify relevant and irrelevant information.</li></ul>	<ul style="list-style-type: none"><li>• Integrate and synthesize information from multiple sources or from complex and lengthy texts.</li><li>• Make complex inferences and use general background knowledge.</li><li>• Evaluate quality of text.</li></ul>	<ul style="list-style-type: none"><li>• Interpret dense and complex texts.</li><li>• Make high-level inferences and use specialized knowledge.</li></ul>

# **READING COMPLEXITY LEVEL 1**

1. A cabinetmaker apprentice is reviewing his health and safety procedures manual and reads the following directions on evacuations:

**Evacuation Procedure**

1. When the alarm sounds each employee must STOP what they are doing immediately, shut down any equipment, turn off any fuel lines and disconnect electrical sources if time permits.
2. Walk to the nearest exit, avoid panic and confusion. Each exit will be marked and emergency lighting will be provided.
3. Report to your assigned meeting spot. Each supervisor will ensure everyone is present.
4. Remain at your meeting spot until the All Clear signal is given.

When may the cabinetmaker apprentice leave the meeting spot?

- |    |  |                          |
|----|--|--------------------------|
| A. | After disconnecting electrical sources | <input type="checkbox"/> |
| B. | When the All Clear signal is given     | <input type="checkbox"/> |
| C. | When the alarm sounds                  | <input type="checkbox"/> |
| D. | When everyone is present               | <input type="checkbox"/> |

Item Number:	1
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Follow simple instructions

1. When may the cabinetmaker apprentice leave the meeting spot?

- A. After disconnecting electrical sources ☐
- B. When the All Clear signal is given ☒
- C. When the alarm sounds ☐
- D. When everyone is present ☐

Rationale:

A is incorrect as the cabinetmaker apprentice must disconnect electrical sources after hearing the alarm.

B is correct as the cabinetmaker apprentice may leave the meeting spot when the All Clear signal is given.

C is incorrect as the cabinetmaker apprentice must "STOP what they are doing immediately, shut down any equipment, turn off any fuel lines and disconnect electrical sources if time permits."

D is incorrect as the cabinetmaker apprentice must wait until the All Clear signal is given to ensure that it is safe to leave the meeting spot.

2. A cabinetmaker is following this procedure in order to install an island in a kitchen.

### **Islands**

Islands must be placed in a kitchen according to the measurements on the floor plan. Islands must be installed according to these guidelines:

- 2" stock is used to fasten islands to the floor. The blocks are screwed to the floor and then the island is fastened to the blocks. Pinning through the end of the cabinet into the block is acceptable. Screwing in through the toe space or on the back of the cabinet will help hide the screws.
- When two cabinets joined at 45-degrees form an island, the cabinets must be joined with  $\frac{3}{4}$ " fillers cut at  $22\frac{1}{2}$  degrees and applied at the top of the cabinets. These can be pinned in place.
- Electrical outlets are often installed in the island, either in the raised bar top or in the end of the cabinet. The electrical plan must be referred to for the location of the outlet. The electrician will cut the hole in the cabinet.

What is the 2" stock used for in the installation of the island?

- A. To use as a toe space ☐
- B. To join two cabinets forming a 45-degree island ☐
- C. To fasten the islands to the floor ☐
- D. To install the electrical outlets ☐

Item Number:	2
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Locate one piece of information in a short text

2. What is the 2" stock used for in the installation of the island?

- A. To use as a toe space ☐
- B. To join two cabinets forming a 45-degree island ☐
- C. To fasten the islands to the floor ☒
- D. To install the electrical outlets ☐

Rationale:

A is incorrect since the toe space is used to hide the presence of screws.

B is incorrect since fillers cut on 22 ½ degrees are used to join the islands.

C is correct since the 2" stock is screwed to the floor and then the island screwed to the stock in order to fasten the islands to the floor.

D is incorrect since the raised bar top or the end of the cabinet are used to install the electrical outlets.

3. Arnold, furniture assembler, reads the following note which was left from his supervisor:

Arnold,

I went to the shop to replace a dull saw blade and noticed that there was sawdust and remnants on the floor. I asked Joe to clean it up this time but it is important that you check the shop floor at the end of your shifts to make sure that the sawdust and remnants are removed. I recorded this in the log.

Suzanne

What does Arnold need to do at the end of his shifts?

- A. Ask Joe to clean up the sawdust and remnants ☐
- B. Check the shop floor for sawdust and remnants ☐
- C. Check the saw blade at the end of his shifts for sharpness ☐
- D. Record information in the log ☐



Item Number:	3
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Follow simple directions

3. What does Arnold need to do at the end of his shifts?

- A. Ask Joe to clean up the sawdust and remnants ☐
- B. Check the shop floor for sawdust and remnants ☒
- C. Check the saw blade at the end of his shifts for sharpness ☐
- D. Record information in the log ☐

Rationale:

Arnold,

I went to the shop to replace a dull saw blade and noticed that there was sawdust and remnants on the floor. I asked Joe to clean it up this time but it is important that you check the shop floor at the end of your shifts to make sure that the sawdust and remnants are removed. I recorded this in the log.

Suzanne

A is incorrect as Sue has already indicated that she asked Joe to clean up the mess the last time.

B is correct as the note indicates that John must "check the shop floor regularly to make sure that the sawdust and remnants are removed."

C is incorrect since Sue is asking for the sawdust and remnants to be cleaned up, not for the blade to be checked.

D is incorrect since the note informs the reader that Sue has recorded the information in the log: "I recorded this in the log."

4. Helen, a chair sander, is finishing a chair and needs to know how to remove glue spots. She refers to the following procedure:

Dried glue spots on the surface prevent both stain and finish from penetrating into the wood. Removing them is one of the hardest things to do, but you can try sliding a flat file after having removed the handle back and forth over the spot. Press down on the file with fingers and thumbs, and keep it parallel with the grain. Then sand the area.

What must Helen do to the file before filing the surface?

- A. Stain the surface of the wood ☐
- B. Press down with fingers and thumbs on the file ☐
- C. Keep the file parallel with the grain ☐
- D. Remove the handle. ☐

Item Number:	4
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Follow simple directions

4. What must Helen do before filing the surface?

- A. Stain the surface of the wood ☐
- B. Press down with fingers and thumbs on the file ☐
- C. Keep the file parallel with the grain ☐
- D. Remove the handle ☒

Rationale:

Dried glue spots on the surface prevent both stain and finish from penetrating into the wood. Removing them is one of the hardest things to do, but you can try sliding a flat file after having removed the handle back and forth over the spot. Press down on the file with fingers and thumbs, and keep it parallel with the grain. Then sand the area.

A is incorrect as Helen must file the glue off first before staining the wood.

B is incorrect as Helen must remove the handle before filing.

C is incorrect. Helen must remove the handle before filing parallel to the wood.

D is correct.

5. Sarah, a warehouse hand, is loading pallets into a delivery truck and refers to the following procedure to ensure that the truck is loaded correctly:

1. You must wear proper Personal Protective Equipment (PPE) such as a hardhat, steel-toed boots, safety glasses, and earplugs.
2. Check the straps in the truck to make sure that they are not frayed and if they are frayed, replace the straps. These can be accessed through your foreman.
3. Load the truck by making sure the load is distributed.
4. Do not overload the truck. The truck must not be loaded more than the limit posted on the vehicle weight limits stuck on the door post.

Where can Sarah find the load limit for the truck?

- |  |                          |
|--|--------------------------|
| A. By asking the foreman               | <input type="checkbox"/> |
| B. By checking the straps              | <input type="checkbox"/> |
| C. By looking at the truck's door post | <input type="checkbox"/> |
| D. By checking the stickers on her PPE | <input type="checkbox"/> |

Item Number:	5
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Looking for one piece of information in simple text

5. Where can Sarah find the load limit for the truck?

- A. By asking the foreman ☐
- B. By checking the straps ☐
- C. By looking at the truck's door post ☒
- D. By checking the stickers on her PPE ☐

Rationale:

1. You must wear proper PPE (Hardhat, steel-toed boots, safety glasses, and earplugs).
2. Check the straps in the truck to make sure that they are not frayed and if they are frayed, replace the straps. These can be accessed through your foreman.
3. Load the truck by making sure the load is distributed.
4. Do not overload the truck. The truck must not be loaded more than the limit posted on the vehicle weight limits stuck on the door post.

A is incorrect since Sarah can ask the foreman for new straps.

B is incorrect since Sarah should check the straps for frays.

C is correct.

D is incorrect since Sarah must wear proper PPE.

6. A furniture assembler has a pre-cut piece of wood in his hands and he looks at his materials list to see where the piece should go when building a chair.

**White Oak**

Four Legs: 1-1/4 inches thick by 1-1/4 inches wide by 9 inches long

Back: 3/4 inches thick by 4-1/2 inches wide by 13 inches long  
(includes tenons at each end)

Front: 3/4 inches thick by 5 inches wide by 13 inches long  
(includes tenons at each end)

Sides: 3/4 inches thick by 4-1/2 inches wide by 9 inches  
long (includes tenons at each end)

Tenons: 3/8 inches thick by 3-1/2 inches wide by 1/2 inches long  
(centered in width and thickness of board)

The piece of wood is 3/4 inches by 5 inches by 13 inches. The piece of wood will be used on which part of the chair?

- A. The four legs ☐
- B. The back ☐
- C. The front ☐
- D. The sides ☐

Item Number:	6
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Locate one piece of information in a short text

6. The piece of wood is  $\frac{3}{4}$  in. by 5 in. by 13 in. For which part of the chair the piece of wood will be used?

- A. The four legs ☐
- B. The back ☐
- C. The front ☒
- D. The sides ☐

Rationale:

A is incorrect since the measurements of the legs are "1- $\frac{1}{4}$  in. thick by 1- $\frac{1}{4}$  in. wide by 9 in. long"

B is incorrect since the measurement of the back is " $\frac{3}{4}$  in. thick by 4- $\frac{1}{2}$  in. wide by 13 in. long"

C is correct since the measurement of the front is " $\frac{3}{4}$  in. thick by 5 in. wide by 13 in. long"

D is incorrect since the measurement of the sides is " $\frac{3}{4}$  in. thick by 4- $\frac{1}{2}$  in. wide by 9 in. long"

7. A cabinet maker apprentice reads instructions for hardware installation on a cabinet door.

Installation of Cabinet Knobs & Pulls

On contemporary flat door panels, knobs are attached to the bottom open corner, approximately 1 ½" to 2" from the edges. Vertical pulls are centred vertically and fastened 2" from the outside edge. Horizontal pulls are placed from 2" to 4" from the bottom edge and are fastened 2" from the opening edge. Test the knob or pull action to see that it is comfortable.

Where should the apprentice place the horizontal pull on the cabinet door?

- A. Attached to the bottom approximately 1 ½" to 2" from the edges ☐
- B. Fastened 2" to 4" from the bottom and 2" from the opening edge ☐
- C. Centred along the vertical rail and fastened 2" from the outside edge ☐
- D. Placed 2" to 4" from the outside edge and 1 ½" to 2" from the bottom ☐



Item Number:	7
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Follow simple written directions

7. Where should the apprentice place the horizontal pull on the cabinet door?

- A. Attached to the bottom approximately 1 ½" to 2" from the edges ☐
- B. Fastened 2" to 4" from the bottom and 2" from the opening edge ☒
- C. Centred along the vertical rail and fastened 2" from the outside edge ☐
- D. Placed 2" to 4" from the outside edge and 1 ½" to 2" from the bottom ☐

Rationale:

A is incorrect since knobs are attached to the bottom open corner, approximately 1 ½ to 2" from the edges

B is correct since horizontal pulls are placed from 2" to 4" from the bottom and are fastened 2" from the open edge

C is incorrect since vertical pulls are centred along the vertical rail and fastened 2" from the opening edge

D is incorrect since horizontal pulls are placed from 2" to 4" from the bottom not 1 ½ to 2"

8. A furniture assembler reads a note from a customer that outlines a request for the assembly of a desk.

Hi Alex,

Thanks for offering to assemble the desk I ordered. I don't have the time, tools or experience to do the job. Please replace the original hardware with the custom handles I provided. I like the design and the quality of the other materials. I'm looking forward to the results of your work.

Robin

What request does the customer make in the note?

- A. To provide custom handles ☐
- B. To replace the original hardware ☐
- C. To change the design ☐
- D. To use quality materials ☐

Item Number:	8
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Locate a single piece of information in a simple text

8. What request does the customer make in the note?

- A. To provide custom handles ☐
- B. To replace the original hardware ☒
- C. To change the design ☐
- D. To use quality materials ☐

Rationale:

A is incorrect since the furniture customer has already provided the handles.

B is correct since the only request in the note from the customer is to replace the original hardware with custom handles.

C is incorrect since the customer likes the design and does not request a change.

D is incorrect since the customer likes the quality of the materials and does not make a request to use quality materials.

9. A wooden door maker receives work orders for a new job that includes specifications for the fire rating of the door.

This job requires hollow core wooden doors with a fire resistant rating greater than 20 minutes. To achieve this rating a mesh core is needed. Construct the doors with a mesh core surrounded by 55 mm minimum wood stile and rails, with lock blocks, 7 ply construction and 45 mm overall thickness. Use a Grade A maple veneer.

What must the door maker do to ensure the door has a fire resistance rating greater than 20 minutes?

- A. Construct the door with a mesh core ☐
- B. Use 7 ply construction material ☐
- C. Make sure the overall thickness is 45 mm ☐
- D. Surround the core with 55 mm wood stiles and rails ☐

Item Number:	9
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Follow simple written directions.

9. What does the door maker do to ensure the door is fire resistance rating greater than 20 minutes?

- A. Construct the door with a mesh core ☒
- B. Use 7 ply construction material ☐
- C. Make sure the overall thickness is 45 mm ☐
- D. Surround the core with 55 mm wood stiles and rails ☐

Rationale:

A is correct since to achieve a fire resistant rating greater than 20 minutes a mesh core is needed.

B is incorrect since the 7 ply construction material is not a requirement for the fire resistant rating.

C is incorrect since the overall thickness of the materials is not a requirement for the fire resistant rating.

D is incorrect since surrounding the core with 55 mm wood stiles and rails is not a requirement for the fire resistant rating.

10. A furniture packer reads a note from a co-worker at the beginning of a shift.

Hi Serge,

I removed the legs and doors from the custom cabinet and packed them separately. Protect the corners and edges of the cabinet with expanded polystyrene before applying the plastic film and boxing it. Don't forget to include the package with the legs and doors.

Thanks,  
Annie

What important step in the packing process does Serge need to take to protect the cabinet corners?

- A. Remove the legs and door and pack them separately ☐
- B. Use expanded polystyrene over the entire cabinet ☐
- C. Apply plastic film and put the cabinet in a box ☐
- D. Protect the corners and edges with expanded polystyrene ☐

Item Number:	10
Skill:	Reading
Complexity Level:	1
Skill Component Addressed:	Follows simple written directions.

10. What step in the packing process does Serge take to protect the cabinet corners?

- A. Remove the legs and door and pack them separately ☐
- B. Use expanded polystyrene over the entire cabinet ☐
- C. Apply plastic film and put the cabinet in a box ☐
- D. Protect the corners and edges with expanded polystyrene ☒

Rationale:

A is incorrect since the legs and door have already been removed and packed separately.

B is incorrect since expanded polystyrene only needs to be used on the corners of the cabinet.

C is incorrect since applying the plastic film and putting the cabinet in a box is the step in that packing process that is completed after the corners have been protected with polystyrene.

D is correct since protecting the corners and edges of the cabinet with expanded polystyrene is required before applying the plastic film and boxing the cabinet.