

SUMATIVE ASSESSMENT – LISTENING



Subject : English



Grade : XI AKL



Material : Procedure Text

Topic : Office Safety and Ergonomic Procedures

Time Allocation : ± 30–40 minutes

Total Questions : 15

LEARNING OBJECTIVE

After listening to the procedure text, murid is able to understand the main flow of information, analyze the sequence of safety steps, and identify specific details about ergonomic equipment, office safety, and procedures in an Accounting & Financial Laboratory.



A. FILL IN THE BLANKS (Questions 1–5)

Instruction: Listen carefully to the text. Complete the paragraph below with the correct words you hear.

Safety and Ergonomic Procedures in an Accounting & Financial office

Before starting a computer accounting simulation, students must follow workplace safety and ergonomic guidelines. First, they should adjust their ergonomic chair so that their feet rest flat on the floor and their knees form a (1) _____-degree angle. Next, the computer monitor should be positioned at (2) _____ level and approximately arm's length away. Students should also keep their desk space neat by keeping financial documents and heavy ledgers away from electrical (3) _____ and power outlets.

All office equipment should be plugged into (4) _____ sockets without overloading multi-plug adaptors. During the work session, students should take short ergonomic stretch breaks every hour to avoid repetitive strain injuries. Finally, before leaving the laboratory, they must log off their accounting software, turn off electronic devices, unplug high-power appliances, and secure confidential files in a (5) _____ cabinet.

B. TRUE OR FALSE (Questions 6–8)

Instruction: Listen to the text and determine whether each statement is True (T) or False (F).

6. Students should adjust the ergonomic chair so that their feet rest flat on the floor. ☐

7. Heavy ledgers should be placed close to electrical cables to make the desk more organized. ☐

8. Students should take short ergonomic stretch breaks every hour. ☐

C. ANSWER THE QUESTIONS (Questions 9–10)

Instruction: Listen carefully and answer the questions based on the information you hear.

9. Why should the computer monitor be positioned at eye level and approximately arm's length away?

Answer: _____

10. What should students do before leaving the Accounting & Financial Laboratory? Mention at least three actions.

Answer:

- _____
- _____
- _____

D. MATCHING (Questions 11–15)

Instruction: Match the safety procedure in Column A with the correct purpose or detail in Column B.

Column A (Safety Procedure)	
11.	Adjust the ergonomic chair
12.	Position the computer monitor at eye level
13.	Keep heavy ledgers away from power outlets
14.	Plug office equipment into grounded sockets
15.	Secure confidential files in lockable cabinets

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Column B (Purpose / Detail)	
A	To protect confidential financial information
B	To reduce the risk of electrical problems and ensure safer equipment use
C	To support the lower back and maintain a proper sitting position
D	To prevent eye strain
E	To keep heavy objects away from electrical cables and power sources



LISTENING INSTRUCTION

You will hear the audio twice. The first time for general understanding and the second time for details. Make sure you use the time given to