

Name \_\_\_\_\_

Date \_\_\_\_\_

**Practice CLB 4/5 Reading Assessment - Reading a Work Schedule**Directions: Look at the table below, and then answer the questions 1 to 8.**Cam's Coffee Cafe - May 23 to 29**

Depts.	Sun	Tues	Weds	Thurs	Fri	Sat
<b>Servers</b>						
Jack	8-2 pm	8 - 2 pm	12-4 pm	8 - 2 pm	8-2pm	
Harpreet		12-4 pm	8-2 pm	12-4 pm	12-4 pm	8-2 pm
Alaa	10-3pm					10-3 pm
<b>Kitchen Staff</b>						
Ali	7-2 pm	7-2 pm	7-2 pm	7-2pm	7-2 pm	
Sarah	9-3 pm		9 - 4 pm	9 - 4 pm	9-4 pm	7-2 pm
Jim		9-4 pm		10-2 pm	10-2 pm	9-3 pm

**\*Note:** There is a 1/2 hour unpaid meal break when you work 6 hours or more.**CLB 4**

- How many columns are there? (1 pt)
- What are the dates for this schedule? (1 pt)
- Which server is working Tuesday - Saturday? (1 pt)
- How many kitchen staff work on Friday? (1 pt)
- What are the hours Sarah is working on Sunday and Saturday? (1 pt)
- Who isn't working on Saturday? (1 pt)
- Who is working fewer hours on Sunday - Alaa or Jack? (2 pts)

8. What is purpose of this schedule? (2 pts)

**TOTAL CLB 4** \_\_\_\_/10

**CLB 5** - Directions: This schedule is part of the schedule above. Answer questions 9-16.

Managers						
Mark	8-3 pm				8-4 pm	11-3 pm
Ann		8-4 pm	8-4 pm	8-4 pm	12-4 pm	8-1 pm

**\*Note:** There is a 1/2 hour unpaid meal break when you work 6 hours or more.

9. What are the subheadings in this schedule? (1 pt)

10. What is the heading for the last column? (1 pt)

11. What is the total number of staff working on Tuesday? (1 pt)

12. Which days of the week is the restaurant open? (1 pt)

13. How many hours does Ann get paid for on Saturday? (1 pt)

14. Which day(s) of the week does Mark work until 4pm? (1 pt)

15. Who works more weekend hours - Ali or Sarah? (2 pts)

16. Jim has a dental appointment on Tuesday at 3 pm. Who can he ask to switch shifts with? (2 pts)

**BONUS!!** (1pt) Why do you think Ali comes into work at 7 am? Please give me a reason for your answer.

**Total CLB 5** \_\_\_\_/10