

FORMATIVE ASSESSMENT 12

Text 1



How to Make a Cup of Coffee

Instructions:

1. Boil water in a kettle.
2. While the water is boiling, add coffee grounds to a coffee filter in a coffee maker.
3. When the water is boiling, pour it over the coffee grounds.
4. Let the coffee steep for 4-5 minutes.
5. Pour the coffee into a cup and enjoy.

1. What is the first step in making a cup of coffee?

- A. Boil water.
- B. Prepare water
- C. Pour water
- D. Add coffee ground
- E. Pour the coffee

Text 2



How to Make a Fried Egg

Ingredients:

- 1 egg
- 1 tablespoon butter or oil

Instructions:

1. Heat the butter or oil in a frying pan over medium heat.
2. Crack the egg into the pan.
3. Cook the egg for 2-3 minutes per side, or until the yolk is cooked to your liking.
4. Season with salt and pepper to taste.

2. What is the second step in making a fried egg?

- A. Cook the egg for 2-3 minutes
- B. Crack the egg into the pan.
- C. Heat the butter
- D. Heat the oil in frying pan
- E. Add the salt and pepper to taste

Text 3



How to Make a Sandwich

Ingredients:

2 slices of bread

1 tablespoon mayonnaise

1 slice of cheese

1 slice of ham

Instructions:

Spread mayonnaise on one slice of bread.

Place the cheese on top of the mayonnaise.

Place the ham on top of the cheese.

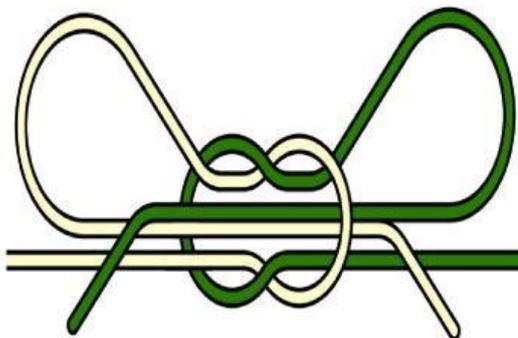
Top with the other slice of bread.

Cut the sandwich in half and enjoy.

3. What is the third step in making a sandwich?

- A. Top with the other slice of bread.
- B. Place the cheese on top of the mayonnaise.
- C. Place the ham on top of the cheese.
- D. Cut the sandwich in half and enjoy.
- E. Spread mayonnaise on one slice of bread.

Text 4



How to Tie a Shoelace

Instructions:

Make a loop with one end of the shoelace.

Cross the other end of the shoelace over the loop.

Bring the end of the shoelace that is under the loop up through the loop.

Pull the end of the shoelace that is under the loop to tighten the knot.

Repeat steps 1-4 for the other shoelace.

4. What does repeat in tying a shoelace?
- A. Pull the end of the shoelace
 - B. Pull the first of the shoelace
 - C. Make a loop with one end of the shoelace.
 - D. Cross the other end of the shoelace over the loop.
 - E. Steps 1 to 4 for the other shoelace.

Text 5

How to Write a Formal Letter

Instructions:

Begin with your address and date on the right-hand side of the page.

Leave two lines and address the recipient with their salutation, such as "Dear Mr./Ms. [Last Name]," or "Dear Dr./Professor [Last Name]."

Write an introduction explaining the purpose of your letter.

State your main points clearly and concisely in the body paragraphs.

Conclude with a closing sentence and your signature.

Type your name below your signature.

Proofread your letter for any errors before sending it.

5. What is the first step in writing a formal letter?
- (A) Leave two lines and address the recipient.
 - (B) Begin with your address and date.
 - (C) Write an introduction explaining the purpose of your letter.
 - (D) State your main points clearly and concisely.
 - (E) Type your name below your signature.

Text 6

How to Send an Email

Instructions:

Open your email program and click on "Compose" or "New Message." Enter the recipient's email address in the "To" field. Add a subject line that briefly summarizes your email. Type your message in the body of the email. Proofread your email for any errors. Click on "Send" or "Enter" to send your email.

6. What should you do before clicking "Send" or "Enter"?

- (A) Begin with your address and date.
- (B) Leave two lines and address the recipient.
- (C) Write an introduction explaining the purpose of your letter.
- (D) Proofread your email for any errors.
- (E) State your main points clearly and concisely.

Text 7



How to Cook Pasta

Ingredients:

- 1 cup pasta
- 4 cups water
- 1 tablespoon olive oil
- Salt to taste

Instructions:

Bring the water to a boil in a large pot.

Add the salt and olive oil to the boiling water. Add the pasta and stir gently.

Cook the pasta according to the package instructions, typically for 8-12 minutes.

Drain the pasta in a colander. Serve the pasta with your favorite sauce.

7. What should you do before adding the pasta to the boiling water?

- (A) Add the salt and olive oil.
- (B) Bring the water to a boil.
- (C) Serve the pasta with your favorite sauce.
- (D) Drain the pasta in a colander.
- (E) Add the pasta and stir gently.

Text 8

How to Fold Origami

Instructions:

Begin with a square piece of paper.

Fold the paper in half diagonally to create a triangle.

Unfold the paper and then fold it in half again, creating a crease.

Unfold the paper again and fold the top corners down to meet the crease in the center.

Fold the bottom corners up to meet the crease in the center.

Fold the top flaps down again to meet the bottom flaps.

Tuck the corners of the flaps into the pockets created in the previous step.

You have now folded a simple origami crane!

8. When do you create a crease in the paper?

- (A) After folding the paper in half diagonally.
- (B) Before folding the paper in half diagonally.
- (C) After folding the bottom corners up to meet the crease.
- (D) After folding the top corners down to meet the crease.
- (E) When tucking the corners of the flaps into the pockets.

Text 9

How to Download an App

Instructions:

Open the app store on your device.

Search for the app you want to download.

Tap on the app's name to view its details.

Read the reviews and information about the app.

If you decide to download the app, tap on "Get" or "Install."

Enter your password or fingerprint if prompted.

The app will download and install automatically.

Once the app is installed, you can tap on it to open it.

9. What should you do if you decide to download the app?

- (A) Open the app store on your device.
- (B) Search for the app you want to download.
- (C) Tap on the app's name to view its details.
- (D) Read the reviews and information about the app
- (E) Tap on "Get" or "Install."

10. The synonym of **prompted**

- A. sited
- B. caused
- C. tried
- D. loved
- E. liked

11. How to Book a Flight Online

- (A) Choose your travel dates and destination.
- (B) Print your confirmation email.
- (C) Select your desired flight and fare.
- (D) Enter your passport information.
- (E) Pay for your flight using a secure payment method.

12. How to Register for a College Course

- (A) Submit your academic transcripts.
- (B) Take a placement test, if required.
- (C) Choose your desired course(s).
- (D) Attend campus orientation.
- (E) Pay the registration fees.

13. How to Change a Light Bulb

- (A) Turn off the power to the light fixture.
- (B) Unscrew the old bulb carefully.
- (C) Dispose of the old bulb properly.
- (D) Screw the new bulb firmly.
- (E) Turn the power back on and test the light.

14. How to Back Up Your Computer Files
- (A) Connect an external hard drive.
 - (B) Choose the files you want to back up.
 - (C) Install a backup software program.
 - (D) Schedule automatic backups.
 - (E) Verify that the backup is complete and error-free.
15. How to Write a Recipe
- (A) List the ingredients in order of use.
 - (B) Describe the cooking process step-by-step.
 - (C) Include tips and variations for the recipe.
 - (D) Give the recipe a creative and descriptive title.
 - (E) Specify the cooking time and serving size.
16. How to Apply for a Job
- (A) Research the company and the position.
 - (B) Proofread your resume and cover letter.
 - (C) Tailor your resume to the specific job requirements.
 - (D) Follow up after submitting your application.
 - (E) Practice your interview skills.
17. How to Write a Blog Post
- (A) Choose a catchy and relevant title.
 - (B) Briefly introduce yourself and your blog.
 - (C) State your main points in a clear and concise way.
 - (D) Add images or videos to enhance your content.
 - (E) Proofread your post for grammar and spelling errors.
18. How to Plan a Budget
- (A) Track your income and expenses for a month.
 - (B) Set realistic financial goals for yourself.
 - (C) Prioritize your needs and wants.
 - (D) Allocate funds for different spending categories.
 - (E) Review and adjust your budget regularly.

19. How to Give a Presentation

- (A) Research your topic thoroughly.
- (B) Create engaging and visually appealing slides.
- (C) Practice your delivery to ensure clarity and confidence.
- (D) Anticipate and answer potential questions from the audience.
- (E) End with a strong summary and call to action.

20. How to Train for a Marathon

- (A) Develop a training schedule with gradual increases in distance.
- (B) Incorporate cross-training activities like strength training and yoga.
- (C) Choose the right gear, including comfortable running shoes.
- (D) Fuel your body with proper nutrition and hydration.
- (E) Listen to your body and take rest days when needed.

21. How to Plant a Garden

- (A) Choose a location with adequate sunlight and drainage.
- (B) Prepare the soil by removing weeds and enriching it with compost.
- (C) Select plants that thrive in your climate and soil conditions.
- (D) Water your plants regularly, especially during hot weather.
- (E) Harvest your vegetables or fruits when they are ripe.

22. How to Fix a Flat Tire

- (A) Secure your vehicle and turn on the hazard lights.
- (B) Loosen the lug nuts on the flat tire with a lug wrench.
- (C) Place the jack under the car near the flat tire.
- (D) Raise the car with the jack until the flat tire is off the ground.
- (E) Replace the flat tire with the spare tire and tighten the lug nuts.

23. How to Write a Resignation Letter

- (A) Express your gratitude for the opportunity and experience.
- (B) State your final date of employment.
- (C) Offer to help with the transition and knowledge transfer.
- (D) Briefly explain your reason for leaving (optional).
- (E) Maintain an opportunity.

24. How to Learn a New Language

- (A) Immerse yourself in the language through various media.
- (B) Focus on building foundational vocabulary and grammar.
- (C) Find a language partner or tutor for additional practice.
- (D) Practice speaking and listening skills every day.
- (E) Don't be afraid to make mistakes and learn from them.

25. How to Clean Your Home Effectively

- (A) Tackle one room at a time to avoid being overwhelmed.
- (B) Start with dusting and decluttering surfaces.
- (C) Clean from top to bottom to avoid spreading dirt and dust.
- (D) Use appropriate cleaning products for different surfaces.
- (E) Delegate tasks among family members for a more efficient process.