SUMATIVE ASSESSMENT – LISTENING

Subject	: English
Grade	: XI AKL
Material	: Procedure Text
Topic	: Safety and Ergonomic Procedures in an Accounting & Financial Office
Total Questions	: 15
Time Allocation	: ± 30–40 minutes



ERGONOMIC WORKPLACE

SAFETY FIRST

WORK SAFE BE SAFE

Learning Objective:
Students are able to understand the main flow of information, analyze the sequence of safety and ergonomic procedures, and identify specific details related to safe, healthy, and secure practices in an Accounting & Financial Office from an English listening text.

A. FILL IN THE BLANKS (Questions 1–5)

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

Safety and Ergonomic Procedures in an Accounting & Financial Office

Good morning everyone. Welcome to the Accounting and Financial Laboratory. Before starting your computer accounting simulation, you must strictly adhere to our workplace safety and ergonomic guidelines.

First, adjust your ergonomic chair so that your feet rest (1) _____ on the floor and your knees form a 90-degree angle to support your lower back.

Next, position your computer monitor at (2) _____ level, approximately arm's length away, and apply an anti-glare screen filter to prevent eye strain.

Then, organize your desk space neatly by keeping financial documents, paper clips, and heavy ledgers away from electrical cables and power (3) _____.

After that, ensure that all office equipment such as paper shredders, calculators, and cash counting machines are properly plugged into grounded sockets without (4) _____ multi-plug adaptors.

During your work session, remember to take short 5-minute ergonomic stretch breaks every hour to avoid repetitive (5) _____ injuries.

B. TRUE OR FALSE (Questions 6–8)

Instruction: *Listen to the text carefully. Write* ***True*** *if the statement is correct and* ***False*** *if the statement is incorrect.*

6 Students should adjust their chairs so that their feet rest flat on the floor.

Answer: _____

7 Financial documents and heavy ledgers should be placed close to electrical cables and power outlets.

Answer: _____

8 Students should take a 5-minute ergonomic stretch break every hour.

Answer: _____



C. ANSWER THE QUESTIONS (Questions 9–10)

Instruction: Answer the questions based on the information you hear from the procedure text.

9 Why should students position the computer monitor at eye level and use an anti-glare screen filter?

Answer:

_____

_____

_____

10 What should students do before leaving the Accounting and Financial Laboratory?

Answer:

_____

_____

_____

_____



D. MATCHING (Questions 11–15)

Instruction: *Match the safety and ergonomic procedure in Column A with the correct purpose/action in Column B. Write the correct letter in the answer column.*

	COLUMN A – SAFETY & ERGONOMIC PROCEDURES	
11	Adjust the ergonomic chair.	____
12	Position the monitor at eye level.	____
13	Keep documents and heavy ledgers away from electrical cables.	____
14	Take 5-minute stretch breaks every hour.	____
15	Log off, turn off devices, unplug appliances, and secure financial files.	____



	COLUMN B – PURPOSE/ACTION
A	To prevent repetitive strain injuries during long work sessions.
B	To support the lower back and maintain a proper sitting position.
C	To prevent eye strain while working with the computer.
D	To reduce the risk of electrical accidents and keep the workspace organized.
E	To protect electronic equipment and maintain confidential financial documents.

LISTENING PROCEDURE **Note for students:** You will hear the listening text three times.

- **First Listening:** Listen to understand the general idea and sequence of the procedures.
- **Second Listening:** Focus on specific information and complete your answers.
- **Third Listening:** Check and correct your answers.

LIVEWORKSHEETS