

GENERAL TRAINING READING EXAMPLE

Read the free sample text below which is taken from General Training Practice Test 2 and then answer the questions on page 2. The correct answers are on page 3.

Using your Computer Safely at Work

As we use computers here a lot in our company, we are very well aware that misuse of these devices can cause problems for the users. Computer workstations or other equipment can be associated with repetitive strain injuries (RSI's) in the neck, shoulder, back or arms, as well as with fatigue and eyestrain.

Support your back. Avoid back pain by adjusting your chair so that your lower back is properly supported. A correctly adjusted chair will reduce the strain on your back. Make sure you have one that is easily adjustable, so that you can change the height, back position and tilt. Have your knees level with your hips. You may need a footrest for this.

Adjust your chair. Adjust your chair height so that you can use the keyboard with your wrists and forearms straight and level with the floor. This can help prevent RSI's. Your elbows should be by the side of your body, so that the arm forms an L-shape at the elbow.

Rest your feet on the floor. Your feet should be flat on the floor. If they're not, ask if you can have a footrest, which lets you rest your feet at a level that's comfortable. Don't cross your legs, as this can cause posture-related problems.

Place your screen at eye level. Your screen should be directly in front of you. A good guide is to place the monitor about an arm's length away, with the top of the screen roughly at eye level. To achieve this, you may need to get a stand for your monitor. If the screen is too high or too low, you'll have to bend your neck, which can be uncomfortable.

Using the keyboard. Leave a gap of about 100mm - 150mm at the front of the desk to rest your wrists between bouts of typing. Your wrists should be straight when using a keyboard. Keep your elbows vertical under your shoulder and right by your side. Some people like to employ a rest to keep their wrists straight and aligned with the keys.

Keep your mouse close. Position and use the mouse as close to you as possible. A mouse mat with a wrist pad may help to keep your wrist straight and avoid awkward bending. If you are not using your keyboard, push it to one side if using the mouse a lot.

Avoid screen glare. Your screen should be as free of this as possible. If it's on your screen, hold a mirror in front of it to identify the cause. Position the monitor to avoid glare from overhead lighting and sunlight. If necessary, pull blinds across the windows and replace ceiling lighting with table lights. Adjusting the screen's brightness or contrast can make it much easier to use.

Working with glasses. People with bifocals may find difficulties with computer work. It's important to be able to see the screen easily without having to raise or lower your head uncomfortably. If you can't work comfortably with bifocals, you may need a different type of glasses.

Questions 21 – 24

Complete the sentences below.

Write **NO MORE THAN ONE WORD** from the text for each answer.

Write your answers in boxes **21 - 24** on your answer sheet.

- 21** Using a _____ can help workers keep their knees and hips aligned.
- 22** Workers who _____ their legs can suffer from difficulties with their posture.
- 23** Workers should think about buying a _____, so that their computer screen is at eye level.
- 24** Some workers use a _____, so that their wrists are at the same level as their keyboard.

ANSWERS

- 21. footrest
- 22. cross
- 23. stand
- 24. rest

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