

<p>PART 1 Listening (approx. 10 minutes)</p>	<p>Task type: Multiple choice Format: ten unrelated dialogues of about 30 seconds' duration, each followed by a 3-option multiple choice item</p> <p>The candidates listen to a short dialogue, then choose the correct statement from three that are based on the dialogue. The recordings are dialogues between two interacting speakers (conversations, interviews, discussions, etc.).</p> <p>Task Focus: <i>identifying detail, understanding and interpreting information, specific information, gist, detail, main idea, function, purpose, attitude, opinion, etc.</i></p> <p>Marking Scheme: 10 items x 2 points = 20 points</p> <p>NOTE: Each part is heard twice.</p>
<p>PART 2 Knowledge of Linguistic Means (15 minutes)</p>	<p>Task type: Multiple choice Format: 18 4-option multiple choice sentences Task Focus: <i>lexical</i></p> <p>Marking Scheme: 18 items x 2 points = 36 points</p> <p>Topic areas: business etiquette and business communication; pay and benefits; types of work; skills and qualifications; interviews; selling products; product details and problems; communication with customers; meetings; presentations; time management; negotiations; customer service; travel arrangements; company culture; management styles; marketing; finance; quality standards; business strategies; competition; global economy and trade</p>
<p>PART 3 Knowledge of Language Functions (10 minutes)</p>	<p>Task type: Multiple choice Format: 16 2-option multiple choice exchanges Task Focus: <i>lexico-grammatical</i></p> <p>Marking Scheme: 16 items x 1 point = 16 points</p> <p>Functions: asking for & giving advice; making introductions; describing familiarity; ending a conversation; correcting a mistake; describing a good result; canceling an appointment; announcing a change; describing time and talking about time conflicts; describing costs; politely denying requests; agreeing/disagreeing with a statement; talking about hopes; offering a seat; describing an experience; changing deadlines; taking product orders; listing conditions; offering to take a message; identifying and stating a problem; asking for confirmation; asking for help; stating and disagreeing with an opinion; giving/citing examples; making suggestions; correcting a statement; talking about prices; expressing doubt; describing concerns; clarifying information; describing experience; making a prediction; giving permission; describing progress; stating goals; asking someone to be direct; discussing good and bad results; asking to speak with someone; supporting an argument</p>
<p>PART 4 Reading (10 minutes)</p>	<p>Task type: Multiple choice – True/False/Doesn't say Format: Three short texts (60-100 words each) containing factual information related to the field of business English; the first two texts are followed by two 3-option multiple choice questions each, while the third text is followed by two True/False/Doesn't say questions.</p> <p>Task Focus: <i>understanding detail, specific information, implication, attitude, reference and meaning</i></p> <p>Marking Scheme: 6 items x 3 points = 18 points</p> <p>NOTE: All the texts are related to the specific field of study.</p>
<p>PART 5 Writing Awareness (15 minutes)</p>	<p>Task type: A gapped or jumbled text of approx. 200 words Format: Gapped text – a text with five gaps to be filled with either one sentence from a choice of three or, one pair of sentences from a choice of six or, an appropriate word or, information from two short texts. Jumbled text – seven or eight paragraphs, of which five are to be organized into a text.</p> <p>Task Focus: <i>Recognition of writing features and language as required in their field of studies.</i></p> <p>Marking Scheme: 5 items x 2 points = 10 points</p> <p>NOTE: The candidate may be asked to complete a piece of writing such as a memo, a journal entry, an email, a business letter, a schedule, a vacation request form, a sales receipt, an overtime hours request, the results of a job-compatibility test, notes from an interview, a press release, a page from a catalogue, a return form, a phone message, a notice, etiquette guidelines, notes for a presentation/seminar, an employee profile, a list, a covering letter, a summary of requirements for certification, an article or a blog post. This task is based on elements of writing that the candidates will need to produce in the field of business English for professional purposes.</p>
<p>Duration: 60 minutes</p>	<p>Marks: TOTAL: 100 points</p>