

<p><b>PART 1</b> Listening (approx. 10 minutes)</p>	<p><b>Task type:</b> Multiple choice <b>Format:</b> 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><b>Task Focus:</b> <i>identifying detail, understanding and interpreting information, specific information, gist, detail, main idea, function, purpose, attitude, opinion, etc.</i></p> <p><b>Marking Scheme:</b> 10 items x 2 points = 20 points</p> <p><b>NOTE:</b> Each part is heard twice.</p>
<p><b>PART 2</b> Knowledge of Linguistic Means (15 minutes)</p>	<p><b>Task type:</b> Multiple choice <b>Format:</b> 18 4-option multiple choice sentences <b>Task Focus:</b> <i>lexical</i></p> <p><b>Marking Scheme:</b> 18 items x 2 points = 36 points</p> <p><b>Topic areas:</b> supply and demand; production and deadlines; benchmarks; controlling operations; product details; pricing; sales and marketing; branding; competition; customer relations; management styles; starting a business; business strategy and models; costs and expenses; income and assets; budgets; balance sheets; P&amp;L reports; cash flow statements; break-even point; taxes; bookkeeping; business relationships; e-commerce; internet security; project management; risk management; fraud; preventing shrinkage; bankruptcy; downsizing; evaluations; business ethics; workplace conflict</p>
<p><b>PART 3</b> Knowledge of Language Functions (10 minutes)</p>	<p><b>Task type:</b> Multiple choice <b>Format:</b> 16 2-option multiple choice exchanges <b>Task Focus:</b> <i>lexico-grammatical</i></p> <p><b>Marking Scheme:</b> 16 items x 1 point = 16 points</p> <p><b>Functions:</b> asking for an opinion; asking about causes/progress/needs/the future; describing benefits/a similar experience/potential effects/personal experience/significant changes; asking for clarification/repetition/an option; expressing reservation/relief/appreciation; estimating time; talking/asking about results; relating a similar experience; advising caution; politely interrupting; discussing risk; offering a compromise; bringing up an example; making an apology; giving advice/a warning; proposing a plan; agreeing with an opinion; changing topics; defining a term; delivering bad news; making a suggestion; discussing progress/possibility; listing paired items; giving a compliment; stating agreement; bringing up past experiences/a problem; stressing a point; talking about necessities; setting goals</p>
<p><b>PART 4</b> Reading (10 minutes)</p>	<p><b>Task type:</b> Multiple choice – True/False/Doesn't say <b>Format:</b> Three short texts (60-100 words each) containing factual information related to the field of management; 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><b>Task Focus:</b> <i>understanding detail, specific information, implication, attitude, reference and meaning</i></p> <p><b>Marking Scheme:</b> 6 items x 3 points = 18 points</p> <p><b>NOTE:</b> All the texts are related to the specific field of study.</p>
<p><b>PART 5</b> Writing Awareness (15 minutes)</p>	<p><b>Task type:</b> A gapped or jumbled text of approx. 200 words <b>Format:</b> 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. <b>Task Focus:</b> <i>Recognition of writing features and language as required in their field of studies.</i></p> <p><b>Marking Scheme:</b> 5 items x 2 points = 10 points</p> <p><b>NOTES:</b> The candidate may be asked to complete a sales report, an email, an employee suggestion form, a memo, an advertisement, a shipping order, manager's notes, a customer complaint form, a performance review, a letter of recommendation, a report, a feedback form, a balance sheet, a proposal, a code of conduct, an announcement, a petition, a list of goals, FAQs for a website, or an article. This task is based on elements of writing that the candidates will need to produce in the field of management for professional purposes.</p>
<p><b>Duration:</b> 60 minutes</p>	<p><b>Marks:</b> <b>TOTAL:</b> 100 points</p>