

<p><b>PART 1</b> <b>Listening</b> <b>(approx. 10 minutes)</b></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 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.). <b>Task Focus:</b> <i>identifying detail, understanding and interpreting information, specific information, gist, detail, main idea, function, purpose, attitude, opinion, etc.</i> <b>Marking Scheme:</b> 10 items x 2 points = 20 points <b>NOTE:</b> Each part is heard twice.</p>
<p><b>PART 2</b> <b>Knowledge of Linguistic Means</b> <b>(20 minutes)</b></p>	<p><b>Task type:</b> Multiple choice <b>Format:</b> 18 4-option multiple choice sentences <b>Task Focus:</b> <i>lexical</i> <b>Marking Scheme:</b> 18 items x 2 points = 36 points <b>Topic areas:</b> 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><b>PART 3</b> <b>Knowledge of Language Functions</b> <b>(15 minutes)</b></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> <b>Marking Scheme:</b> 16 items x 1 point = 16 points <b>Functions:</b> asking for &amp; 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><b>PART 4</b> <b>Reading</b> <b>(10 minutes)</b></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 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. <b>Task Focus:</b> <i>understanding detail, specific information, implication, attitude, reference and meaning</i> <b>Marking Scheme:</b> 6 items x 3 points = 18 points <b>NOTE:</b> All the texts are related to the specific field of study.</p>
<p><b>PART 5</b> <b>Writing Awareness</b> <b>(5 minutes)</b></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> <b>Marking Scheme:</b> 5 items x 2 points = 10 points <b>NOTE:</b> The candidate may be asked to complete a piece of writing such as a <b>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.</b> 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><b>Duration: 60 minutes</b></p>	<p><b>Marks: TOTAL: 100 points</b></p>