

<p><b>PART 1</b> <b>Listening</b> (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> <b>Knowledge of Linguistic Means</b> (20 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> office supplies and equipment; computers and accessories; people and parts of the office; sales numbers; types of business and work; pay and benefits; money; bank accounts; changes in value; departments and corporate governance; introductions and small talk; delegation and time management; dealing with staff; networking; telephone calls and correspondence; getting the job; hiring and termination; meetings; scheduling; presentations; team building; negotiating; traveling and business in different cultures</p>
<p><b>PART 3</b> <b>Knowledge of Language Functions</b> (15 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> making a polite request; asking about completion; approving a request; attracting attention; listing benefits/drawbacks; looking for someone; bringing up an error; describing mixed results; describing conditions; giving a strong response; giving a reminder; confirming information; asking for an opinion; stating a goal; listing requirements; meeting someone new; answering the phone; taking and leaving a message; stating a preference; giving advice; asking for a recommendation; describing responsibility; checking on progress; asking about methods; listing positives; identifying a problem; ending a conversation; providing reassurance; giving a warning; asking for more information; identifying positive aspects; asking to be considered; showing gratitude; delivering bad news; providing options; talking about priorities; identifying weaknesses; rejecting a proposal</p>
<p><b>PART 4</b> <b>Reading</b> (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. <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> <b>Writing</b> (5 minutes)</p>	<p><b>Task type:</b> A gapped text <b>Format:</b> One text (100-200 words) from which five sentences, phrases, words or headings have been removed and placed in a jumbled order, together with an extra option as a distractor, above the text. <b>Task Focus:</b> <i>recognition of writing features and language as required in their field of study</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 <b>a request form, an email, a notice, a job application, a report, a summary, notes, a questionnaire, a feedback form, an account form, a call log, a memo, communication tips, a reminder sheet, an advice column, a survey, an assessment of the applicant, a schedule, a meeting evaluation or an agenda.</b> 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: 60 minutes</b></p>	<p><b>Marks: TOTAL: 100 points</b></p>