

# Speaking

## Procedure, Script and Materials

Time: 20 minutes

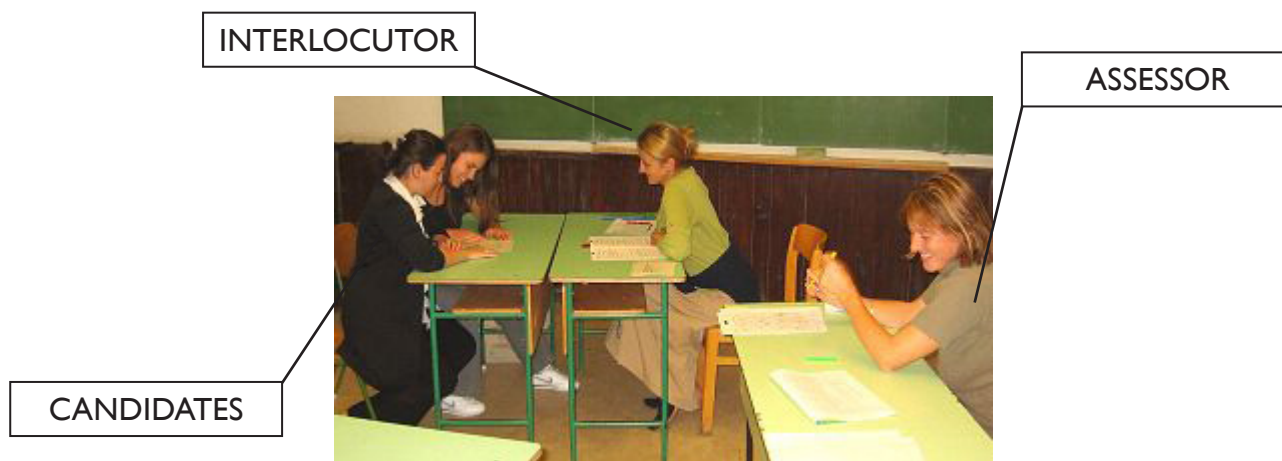
**You now have 10 minutes to prepare the picture story**

- *You may use a non-electronic dictionary.*
- *You must not speak to the other candidates.*
- *You may make notes but do not read aloud from the notes in the test.*
- *You may take this sheet of paper and your notes into the examination.*
- *In the test, give your notes to the examiner when asked.*

## Outline of the Speaking Test

Before the exam you have ten minutes preparation time in the preparation room. Here you receive your Mark Sheet and a Presentation Topic Sheet. You are allowed to use your non-electronic dictionary to prepare your story.

There will be two examiners in the exam room – the Interlocutor who is running the exam and the Assessor who is listening and evaluating - and two (or very occasionally three) candidates at a time:



### The Speaking Test has four tasks:

Task		Timing
<b>1. Interview</b>	<ul style="list-style-type: none"> <li>The Interlocutor asks each candidate one introductory question, and two on another topic. (e.g. food, travel)</li> </ul>	2-3 mins.
<b>2. Picture Story</b>	<ul style="list-style-type: none"> <li>First Candidate A, and then Candidate B, gives their presentation.</li> </ul>	1.5 mins 1.5 mins.
<b>3. Transactional Dialogues</b>	<ul style="list-style-type: none"> <li>Each candidate receives three different transactional dialogue cards. S/he starts a “three-turn” conversations with the Interlocutor.</li> </ul>	4-5 mins.
<b>4. Discussion</b>	<ul style="list-style-type: none"> <li>Candidates receive a topic card containing a sentence about a problem or situation. After mentioning a few ideas, the candidates discuss the advantages and disadvantages of those ideas, before attempting to come to an agreement about the best or most important.</li> </ul>	3-4 mins.

Together with the welcome, setting up of tasks and closure, the speaking test will be no longer than twenty minutes. The Interlocutor will speak from a script you can see on the following pages.

## Speaking: Lead In

**Welcome** (maximum 30 seconds)

☺)) Good morning / afternoon / evening.

☺)) My name is < name > and this is my colleague < name >.

☺)) Have you got your mark sheets?

>>> candidates hand over forms <<<

☺)) Please also give me the tasks and your notes. I'll return these to you later.

>>> candidates hand over forms <<<

☺)) So you are < candidate A name > and you are < candidate B name >?

## Task I: Interview (max 2 minutes)

>>> The Interlocutor will ask a selection of the following questions and will follow up with the interventions. <<<

### I(a) Warm up

☺)) First, we'd like to find out some information about you.

☺)) Are you a student or do you work?

☺)) Where?

☺)) What's it like?

☺)) What do you enjoy most about your studies?

### Possible Interventions:

#### Inviting participation

☺)) What about you?

☺)) What do you think?

☺)) Do you agree?

☺)) What's your opinion?

#### Inviting expansion

☺)) Why?

☺)) In what way?

☺)) Tell me more.

☺)) Describe him / her / it.

**Changing topic**

ﺉﻧﻲ ﻧﻮﻭﺉ ﻧﻮﻭﺉ ﻧﻮﻭﺉ Now I'd like to ask about a different subject.

ﺉﻧﻲ ﻧﻮﻭﺉ OK. Thank you.

ﺉﻧﻲ ﻧﻮﻭﺉ Let's change subjects.

ﺉﻧﻲ ﻧﻮﻭﺉ The next topic is...

**I(b) Topics**

>>> The Interlocutor will ask each candidate at least one 'A' question and one 'B' question. <<<

*(The A question is about the candidate's life or personal preferences; the B question concerns an issue to elicit the candidate's opinion.)*

**Work & Studies****A**

ﺉﻧﻲ ﻧﻮﻭﺉ What is your typical working/school day like?

ﺉﻧﻲ ﻧﻮﻭﺉ What would your ideal job be?

ﺉﻧﻲ ﻧﻮﻭﺉ What do you find stressful during the working/school day?

**B**

ﺉﻧﻲ ﻧﻮﻭﺉ Is it better to work in a small or large firm?

ﺉﻧﻲ ﻧﻮﻭﺉ The most important thing about school is getting qualifications. Do you agree?

ﺉﻧﻲ ﻧﻮﻭﺉ It's best if work colleagues are the same age. Do you agree?

**Training****A**

ﺉﻧﻲ ﻧﻮﻭﺉ What kind of practical training would you like?

ﺉﻧﻲ ﻧﻮﻭﺉ What kind of training wouldn't you like?

ﺉﻧﻲ ﻧﻮﻭﺉ How would you feel about paying for your work training?

**B**

ﺉﻧﻲ ﻧﻮﻭﺉ Training is important for companies. Do you agree?

ﺉﻧﻲ ﻧﻮﻭﺉ The best work training is in-house. Do you agree?

ﺉﻧﻲ ﻧﻮﻭﺉ Why do some workers not like training courses?

**Travel****A**

- ﺉﻧﻰ) Who travels the furthest to work/school in your family?
- ﺉﻧﻰ) How do you travel to work/school?
- ﺉﻧﻰ) Would you like to work abroad? Why/why not?

**B**

- ﺉﻧﻰ) "People travel more in their work these days" Do you agree?
- ﺉﻧﻰ) "Most business travel is unnecessary" Do you agree?
- ﺉﻧﻰ) "The internet makes most business travel unnecessary" Do you agree?

ﺉﻧﻰ) Thank you.

**Task 2: Presentation** (2 x 1.5 minutes plus instructions)

ﺉﻧﻰ) In this part of the test, you are going to give the presentation you prepared earlier.

ﺉﻧﻰ) < Candidate A > here are the pictures and your notes.

ﺉﻧﻰ) Now, I'd like you to tell your story. You may look at your notes but please do not read aloud from what you have written. Tell the story to < Candidate B >, < Assessor > and me. Remember you only have one and a half minutes so don't worry if I interrupt you. All right?

ﺉﻧﻰ) You have 30 seconds to look through the presentation and your notes. Please start when you are ready.

>>> The Interlocutor gives Candidate A the presentation and notes that he/she prepared before the exam. <<<

>>> 30 seconds - The candidate looks through his/her notes. <<<

If necessary >>>

ﺉﻧﻰ) Please start now.

>>> 1.5 minutes - The candidate gives his/her presentation using the notes and the pictures. <<<

ﺉﻧﻰ) Thank you.

>>> This is then repeated with the other candidate. <<<

**Task 3: Transactional Dialogues (5 minutes)**

🗣️ In this part of the test you must say something that is appropriate to say in a situation. Read each card and follow the instructions.

>>> The Interlocutor gives a card to Candidate A, who reads it and starts a conversation with the Interlocutor. This is repeated with Candidate B, and then the whole sequence two more times, with different cards. <<<

🗣️ < Candidate A > Read this card. When you are ready please start a conversation with me. I am your colleague.

>>> # Card 1. <<<

If necessary >>>

🗣️ Please start now.

>>> Candidate <<<

🗣️ But I lent it to you yesterday.

>>> Candidate <<<

🗣️ Thank you.

You are sitting at your desk. You need a stapler. Ask your colleague for his/hers.

🗣️ < Candidate B > Read this card. When you are ready please start a conversation with me. I am the receptionist.

>>> # Card 2. <<<

If necessary >>>

🗣️ Please start now.

>>> Candidate <<<

🗣️ I'm sorry, but we don't have a room 302.

>>> Candidate <<<

🗣️ Thank you.

You are at a conference and are looking for room 302. Ask the receptionist.

🗣️ < Candidate A > Here is your next card. Please read it and speak when you are ready. I am your colleague.

>>> # Card 3. <<<

If necessary >>>

🗣️ Please start now.

>>> Candidate <<<

🗣️ I'm afraid that time is no good for me.

>>> Candidate <<<

🗣️ Thank you.

You need to have a formal meeting with a colleague. Suggest a time and place.

👤)

< Candidate B > Here is your next card. Please read it and speak when you are ready. I am your boss.

>>> # Card 4. <<<

If necessary >>>

👤) Please start now.

>>> Candidate <<<

👤)

Thanks, but that's not mine.

>>> Candidate <<<

👤)

Thank you.

You are walking on the corridor. You see your boss drop a pen. Tell him / her.

👤)

< Candidate A > Here is your last card. Please read it and speak when you are ready. I am the IT technician.

>>> # Card 5. <<<

If necessary >>>

👤) Please start now.

>>> Candidate <<<

👤)

Sorry, but I can't deal with it right now. When would be a good time for me to come?

>>> Candidate <<<

👤)

Thank you.

You are having problems with your computer. The IT technician is in the room. Ask for help.

👤)

< Candidate B > Here is your last card. Please read it and speak when you are ready. I am your colleague.

>>> # Card 6. <<<

If necessary >>>

👤) Please start now.

>>> Candidate <<<

👤)

Can I help at all? Would you like anything?

>>> Candidate <<<

👤)

Thank you.

You are in a meeting at work. You suddenly feel ill. Tell a colleague.

👤)

Thank you.

**Task 4: Discussion** (4 minutes)

3)) For the final part of the test, you are going to talk to each other about a topic I will give you. I'm just going to listen.

>>> The Interlocutor picks up a Topic Card, reads it out loud and gives the following instructions: <<<

3)) First make a spoken list of four or five things.

3)) Then, when you have done that, discuss which one is the best/ most important.

3)) Remember to give reasons for what you say.

3)) You have 3 minutes altogether to try and agree. All right?

>>> The Interlocutor places the topic card in front of the candidates. <<<

3)) Thank you. That is the end of the test. Good bye. Have a nice weekend / evening.

>>> The cards for candidates are on page 47. <<<



## Presentation One:

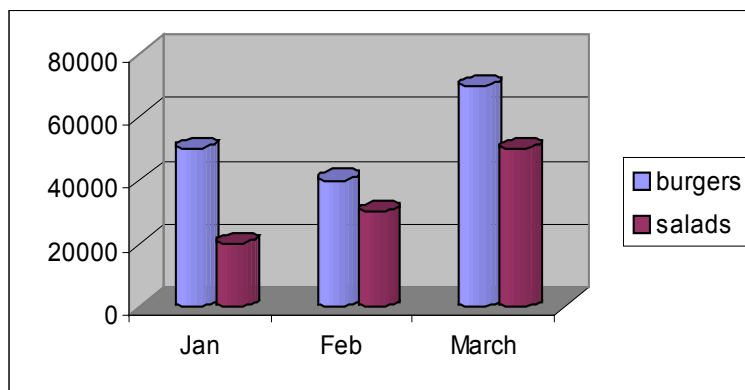
**You are a manager of a London fast food restaurant.**

- Give a presentation to your managing director.
- Talk about successes problems and your suggestions.
- Use the information below.
- The presentation should last ca. 1½ minutes.

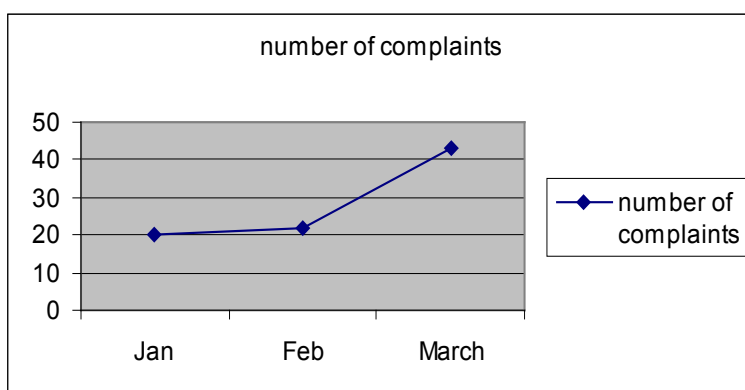


### Information to use in the Presentation

1. Special promotions e.g. “Chinese Month” (January) & “French Month” (March) - excellent / other ideas?
2. Number of customer complaints (food too greasy; overcharging customers) / suggestions?!



3. Should we sell a vegetarian burger? Arguments for and against? Will people buy it?



4. High number of overtime hours / employees getting very tired.
5. National holiday next month (1 May) / double pay for staff.

## Presentation Two:

**You work in the Sales Department of your company, “Drinx for Life”**

- Give a presentation to your managing director.
- Talk about why you should go to the conference in Paris.
- Use the information below.
- The presentation should last ca. 1½ minutes.



### Information to use in the Presentation

1. Extract from the conference programme:

"We are what we drink"

~ exciting new ideas for the food and drink industry

PARIS, SALLE DES BANNES, 1st-3rd OCTOBER

#### Time: Topic / Title:

Monday 09.00 -10.30 New flavours for soft drinks

Monday 14.00 -15.30 New packaging for fizzy drinks - new boxes, safer delivery

Tuesday 16.00 -17.30 Introducing 'juice extractors' - how to make 100% juice from fruit for your customers

Wednesday (All day) 'Better advertising' how to sell your drinks to more people

### 2. You feel the positive reasons for going to the conference are:

- Your company is international, and it is important to find out what is happening in other companies with similar products
- You have a lot of competition in your country, and you are looking for new ways of selling more of your products
- You haven't been to a conference before
- You would like to meet new people to help in your business

**Topic Cards for Task Four: Discussion****EuroPro B1**

What do employers look for in interviews?

- e.g. work experience
- .....
- .....
- ..... etc.

**EuroPro B1**

What are the reasons for changing jobs?

- e.g. to get higher pay
- .....
- .....
- ..... etc.