

Speaking

Procedure, Script and Materials

Time: 20 minutes

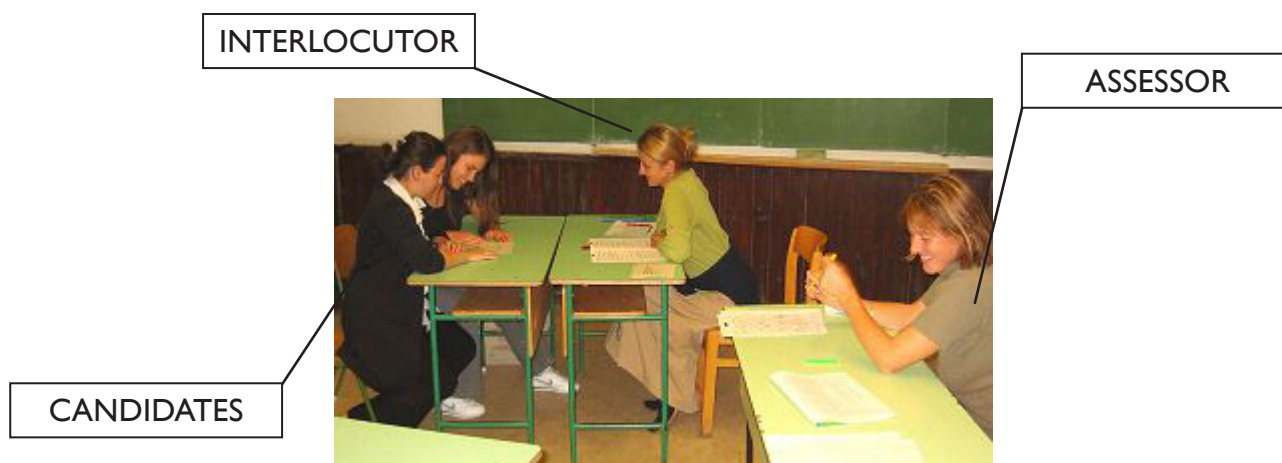
You now have 10 minutes to prepare the presentation

- *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 Sheet. You are allowed to use your non-electronic dictionary to prepare your presentation.

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:



This test will have four tasks:

Task		Timing
1. Welcome and Interview	<ul style="list-style-type: none"> The Interlocutor will ask you one introductory question, and two on another topic.(e.g. work, travel) 	2-3mins.
2. Presentation	<ul style="list-style-type: none"> First Candidate A then Candidate B will give their prepared presentations 	2 mins. 2 mins.
3. Transactional Dialogues	<ul style="list-style-type: none"> Each candidate gets three different situation cards in turns. They start “three-turn” conversations with the Interlocutor 	4-5 mins.
4. Discussion	<ul style="list-style-type: none"> Candidates receive a card with a sentence describing a problem or situation. After thinking of a few ideas, the candidates discuss the advantages and disadvantages of various ideas before coming to an agreement about the most suitable. 	3-4 mins.

Together with the welcome, setting up of tasks and closure, the speaking task will be no longer than 20 minutes. The Interlocutor will speak from a script which you can see on the following pages.

Speaking: Interlocutor's' script: Lead-in**Welcome** (maximum 30 seconds)

Interlocutor: Good morning / afternoon / evening.

Interlocutor: My name is < name > and this is my colleague < name >.

Interlocutor: Have you got your mark sheets?

>>> candidates hand over forms <<<

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

>>> candidates hand over forms <<<

Interlocutor: So you are < candidate A name > and you are < candidate B name >?

Task One: Interview (max 2 minutes)

>>> The Interlocutor will ask one or two of the following questions to each candidate.<<<

I(a) Introduction

Interlocutor: First, we'd like to find out some information about you.

Interlocutor: Are you a student or do you work?

Interlocutor: Where?

Interlocutor: What's it like?

Interlocutor: What do you enjoy most about your work / studies?

Possible Interventions:**Inviting participation**

Interlocutor: What about you?

Interlocutor: What do you think?

Interlocutor: Do you agree?

Interlocutor: What's your opinion?

Inviting expansion

Interlocutor: Why?

Interlocutor: In what way?

Interlocutor: Tell me more.

Interlocutor: Describe him / her / it.

Changing topic

- ﺉﻧﻨﻰ) Now I'd like to ask about a different subject.
- ﺉﻧﻨﻰ) OK. Thank you.
- ﺉﻧﻨﻰ) Let's change subjects.
- ﺉﻧﻨﻰ) 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.)

Office Life**A**

- ﺉﻧﻨﻰ) Do you work in an office or have you ever worked in one?
- ﺉﻧﻨﻰ) What do you think about sitting in an office all day long?
- ﺉﻧﻨﻰ) Do you like to work alone or with many other people in the same room?

B

- ﺉﻧﻨﻰ) Describe the ideal office.
- ﺉﻧﻨﻰ) "Office work destroys your health." Do you agree?
- ﺉﻧﻨﻰ) "High standard offices motivate people to work better." Do you agree?

Computers**A**

- ﺉﻧﻨﻰ) Do you often work with computers?
- ﺉﻧﻨﻰ) Are you good at computer work?
- ﺉﻧﻨﻰ) Have you ever been trained on a course or did you learn computing on your own?

B

- ﺉﻧﻨﻰ) Do you think computers become more intelligent than people one day?
- ﺉﻧﻨﻰ) What do you think the best thing about computers is?
- ﺉﻧﻨﻰ) "In ten years most people will work at home on their computers." Do you agree?

Working hours**A**

- 3» How many hours a day do you work/study?
 3» Do you think you have enough leisure time?
 3» How many hours do you think people spend with intensive work on an average working day?

B

- 3» "The longer hours you work the more you manage to do." Do you agree?
 3» Do you think working hours will increase in your country in the near future?
 3» How long do you think an ideal working day might be? Why?

3» Thank you.

Task Two: Presentation (2 x 2 minutes + instructions)

3» In this part of the test, you are going to give the presentations you prepared earlier.

3» < Candidate A > here are the information and your notes.

3» Now, I'd like you to give your presentation. You may look at your notes but please do not read aloud from what you have written. Give the presentation to < Candidate B >, < Assessor > and me. Remember you only have two minutes so don't worry if I interrupt you. All right?

3» You have 30 seconds to look through the information and your notes. Please start when you are ready.

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

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

If necessary >>>

3» Please start now.

>>> 2 minutes - The candidate tells his/her presentation using the notes and the information. <<<

3» Thank you.

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

Task Three: Transactional Dialogues (5 minutes)

3» 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. <<<

3» < *Candidate A* > Read this card. When you are ready please start a conversation with me. I am one of your colleagues.

>>> # Card 1. <<<

If necessary >>>

3» Please start now.

>>> Candidate <<<

3» But what do you want us to do? Where do you think we could go?

>>> Candidate <<<

3» Thank you.

3» < *Candidate B* > Read this card. When you are ready please start a conversation with me. I am your colleague.

>>> # Card 2. <<<

If necessary >>>

3» Please start now.

>>> Candidate <<<

3» As a matter of fact I'm not very good at these things either. Why don't you ask Paul?

>>> Candidate <<<

3» Thank you.

3» < *Candidate A* > Here is your next card. Please read it and speak when you are ready. I am the technician.

>>> # Card 3. <<<

If necessary >>>

3» Please start now.

>>> Candidate <<<

3» You should have asked earlier, I'm afraid. All these devices are in use in the next slot.

>>> Candidate <<<

3» Thank you.

You're at work. Your colleagues speak loudly about private matters and you can't concentrate on your work. Ask them not to disturb you.

You are sitting at your desk at work. You don't know how to format a table on your computer. Ask your colleague to help you.

You are giving a presentation at a conference. You need a projector and a CD player. Ask the technician to get them.

3» < *Candidate B* > Here is your next card. Please read it and speak when you are ready. I'm your colleague.

>>> # Card 4. <<<

If necessary >>>

3» Please start now.

>>> Candidate <<<

3» Just a couple of more minutes, please. I haven't finished yet.

>>> Candidate <<<

3» Thank you.

You are chairing a meeting and one of your colleagues speaks much longer than he is supposed to. Stop him in a polite way.

3» < *Candidate A* > Here is your last card. Please read it and speak when you are ready. I am the conference assistant.

>>> # Card 5. <<<

If necessary >>>

3» Please start now.

>>> Candidate <<<

3» I'm sorry, but I'm extremely busy at the moment. Could you ask someone else to do it for you?

>>> Candidate <<<

3» Thank you.

You've just finished your talk at a conference and you have to arrive at the airport in a very short time to catch your plane. Ask the conference assistant to get you a taxi as soon as possible.

3» < *Candidate B* > Here is your last card. Please read it and speak when you are ready. I'm the client .

>>> # Card 6. <<<

If necessary >>>

3» Please start now.

>>> Candidate <<<

3» You were late last time too.

>>> Candidate <<<

3» Thank you.

You arrive late for a business lunch with a very important client. Apologise to him.

3» Thank you.

Task Four: Discussion (4 minutes)

Interlocutor: 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: <<<

Candidate 1: First make a spoken list of four or five things.

Candidate 2: Then, when you have done that, discuss which one is the best/ most important.

Candidate 1: Remember to give reasons for what you say.

Candidate 2: You have 3 minutes altogether to try and agree. All right?

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

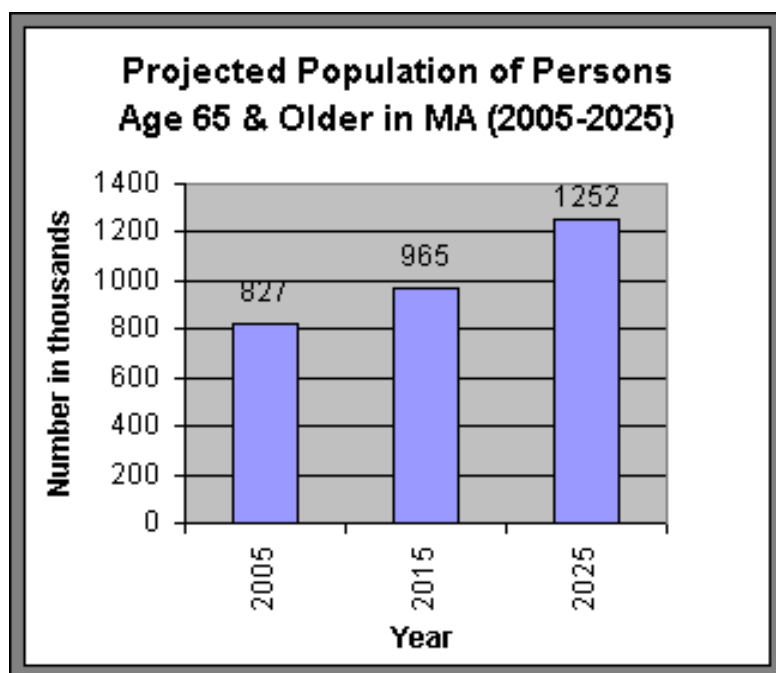
Interlocutor: Thank you. That is the end of the test. Good bye. Have a nice weekend / evening.

>>> The cards for candidates are on page 49. <<<

Information to be used in the presentation:

You work as a consultant for a government committee that works on the welfare of senior citizens in your country.

- Use the graph, the chart and the information to make a presentation on the current situation and how to improve things.

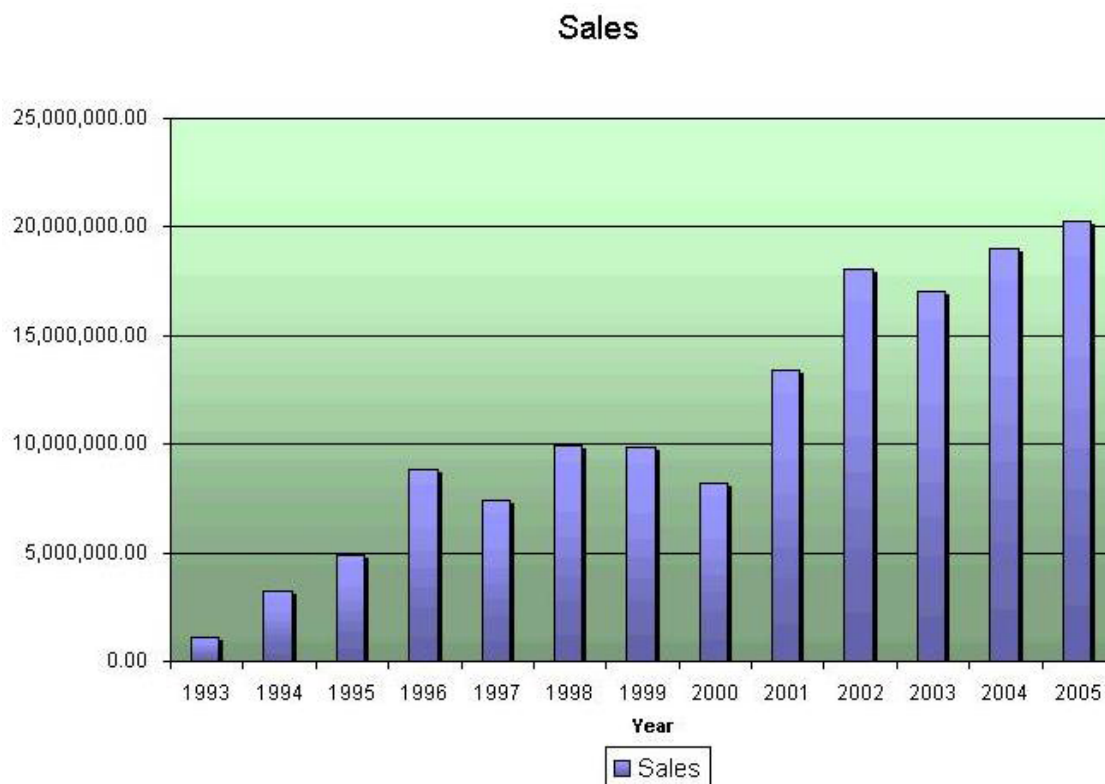


Problem	Possible Solution
People over 85 – the fastest growing segment of population	medical resources, personal care and support services needed
Growing demand for long-term care services	Individual and group policies for improving services
Most elderly people prefer home nursing to institutes	“Aging in Place” programmes and care models
Many elderly people cannot afford long-term care	Long-Term Care Insurance Better government healthcare policy

Information to be used in the presentation:

You work as a sales manager of a successful hypermarket network. Your company wants to open new branches in Eastern European countries and wants your opinion.

- Use the graph and the information to make a presentation on the current situation and how to improve things.



Points to be considered	Ways of improvement in new countries
Marketing policy	Careful, specially targeted and wide-spread advertising strategies
Training programmes	Introduction of training system of local management teams within a year
Motivation of employees	Shares and differentiated pay-scheme for efficiency
Investment policy	Mapping market possibilities and finding good locations for new hypermarkets

Speaking: Topic Cards for Task Four: Discussion

**A satisfying job depends on many things.
What are some of these factors?**

- e.g. enough challenge
-
-
- etc.

What makes a good working team?

- e.g. team building programs
-
-
- etc.