



# TIPS FOR TEST TAKERS

## ENGLISH UNIVERSITY & ENGLISH BUSINESS

Examination Preparation

B2·C1



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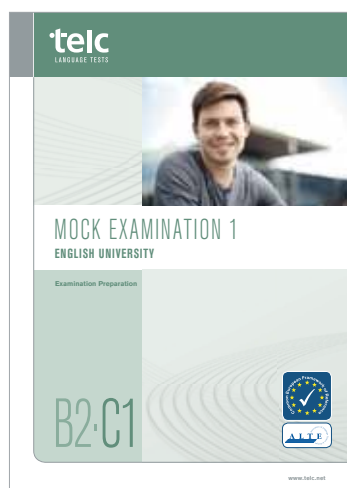
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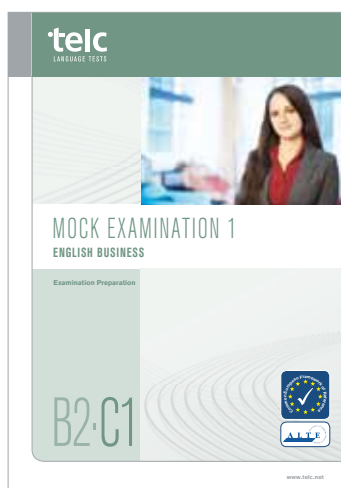
# Introduction

Dear Reader,

This booklet is designed to help you prepare for the examination *telc English B2·C1 University* and *telc English B2·C1 Business*. The structure and the level of difficulty the examinations are the same, but the topics are tailored to the individual target groups.



*telc English B2 · C1 University:*  
recommended for learners who are (interested in) studying or working at a university.



*telc English B2 · C1 Business:*  
recommended for adults in the working world.

Before you get started, here are a few things to consider:

- First of all, you should become familiar with the **format of the examination**. This booklet describes the structure of the examination and the different task types.
- Secondly, you should make sure that the test **level B2·C1** corresponds to your English skills. This booklet includes the descriptions of the *Common European Framework of Reference* for levels B2 and C1 to help you with your decision.
- After you have determined that the B2·C1 examination is the right choice for you, you can start to **prepare for the test**. This booklet briefly describes a variety of practice material that will help you get ready for the examination.
- In addition, this booklet includes some useful **tips and tricks** for the examination itself, which will help you to feel more at ease on the day.
- Finally, this booklet explains **how the test is evaluated**. telc applies a transparent system which is easy to understand. With this information you know what to concentrate on and how to avoid typical mistakes.

Remember, you do not have to read this booklet from cover to cover. The chapters that describe the five subtests – **Listening, Reading, Language Elements, Writing and Speaking** – are probably the most important for you. In order to get the most out of those chapters, we recommend that you **work with the mock examination at the same time**. For example, study the chapter on Reading while you work through the Reading section of the mock examination.

We hope this booklet helps you to be successful in your examination ...

*The telc English Team*

# Reading

The Reading subtest requires overall **understanding of written texts in everyday situations** in a university or work-related context. You need to understand the **information in various types of texts**, such as Internet forums, informative texts, and texts on administrative, legal, financial and technical matters.



The Reading subtest is divided into **three parts**. Make sure that you don't spend too much time on one item. If you don't know the answer, go on to the next question. You might have time at the end of the Reading subtest to go back to any questions you were not sure about.

Some texts are more difficult than others. You may find **Part 3** of the Reading subtest rather challenging as it contains some difficult vocabulary and complex sentence structure. Keep in mind though that you are not required to understand every word or phrase in order to answer the questions.

Depending on the level of difficulty and the length of the text, you will probably be able to complete certain parts of the Reading subtest faster than others. Use the mock examination or the practice booklet to find out how much time you need for each part. If you know which part takes the least time and which part takes the most, you can **manage your time** during the examination accordingly.

You have 50 minutes to complete this subtest.

## Reading, Part 1

### Task

In this part, you will see an extract from an **Internet forum**. The topics are of general interest (e. g. student accommodation or customer service) in a university or work-related context. The language is informal and idiomatic, just as people would write in a forum. You will read six questions and eight possible answers. Your task is to identify the best answer for each question. In some cases, there may be no answer for the question.

### Reading strategy

Before you do anything else, you should skim the two pages to find out what the topic of the forum is (e. g. student accommodation or customer service). This is a very important step, as it will save you time when reading the forum questions.

Once you have understood what the topic is, read the forum questions and **underline** up to 5 keywords per question. As the wording in the answers will be different from the wording in the questions, you should think of possible **paraphrases** for each word that you underlined. For example, if you have underlined "Valencia" and "live with friends" in the question, possible paraphrases might be "abroad", "foreign" and "room together" with "mates".

# Speaking



The Speaking subtest consists of **three parts**. In all parts, you will get your instructions from the examiner, but you will be speaking to the other candidate. The Speaking subtest takes approximately 20 minutes.

Before the exam starts, **the examiners** will welcome you and briefly introduce themselves. They will guide you through the examination and if you get stuck, they will try to help you keep going. At the end of the examination, the examiners are not allowed to comment on your performance. You can find additional information on how the oral examination is conducted on pages 45–47 of the mock examination.



Whether you find the Speaking subtest easy or difficult depends on your experience with the English language and your personal preferences. Some people say the Speaking subtest is easy because “all you have to do is talk”. Others are simply not used to oral examinations and get nervous because they do not know what to expect. If you are the nervous type, here are a few things for you to consider:

- **You are not alone!**

The Speaking subtest is generally carried out in pairs, however, in case of an uneven number of candidates in pairs and one group of three. This means that you do not have to go into the examination room by yourself and you can speak to somebody who is in the same situation as you are.

- **Two examiners are better than one!**

There are always two examiners because telc wants to make sure that your performance is being rated objectively. Normally, only one of the examiners will talk to you. The second examiner will listen quietly and keep an eye on the time.

- **They don't test your knowledge!**

You will not be expected to memorise facts or answer questions about abstract topics. Instead, you will be asked to talk about everyday topics. It's very much like having a normal conversation with people.



## Speaking, Part 3

### Task

In the last part of the Speaking subtest, you will be asked to **discuss a controversial topic** together with the other candidate. The examiner will give you a task sheet with a question and three sample answers to this question.

You and your partner should **exchange your opinions on this topic**. There are some sample opinions on the sheet to give you some ideas but you don't have to comment on them.

The **examiner** will generally not get involved in your conversation. However, there are a few exceptions:

- The examiner might ask an additional question after the presentation.
- If your conversation is too short, the examiner will ask you some questions to help you keep going.
- If one person talks too much and the other too little, the examiner will encourage the quiet person to say more.
- If the communication breaks down because of a major misunderstanding or a lack of communication skills, the examiner will try to help you get back on track.

### Strategy

In this Speaking subtest, you are supposed to show that you can initiate and maintain a discussion and express your ideas clearly and precisely. In order to do this, it is helpful to become familiar with some common expressions so that you can ask for opinions (e. g. "What do you think?"), agree with your partner's opinion (e. g. "You're right."), partially agree (e.g. "That might be true, but...") or disagree (e.g. "I don't know about that. Don't you think...?").

In Part 3 of the Speaking subtest, you and your partner have to discuss the topic for about four minutes. Remember, this part of the test is a dialogue, not a monologue, this means you should take turns to ask and answer questions. Comment briefly on what your partner says and in turn ask for your partner's opinion. When you share your opinion, remember to include reasons and personal experiences. Make sure that you pay attention to your partner. The two of you have to work together in order to handle this task well. For example, if you are a very talkative person and your partner is rather quiet, try not to dominate the conversation. Listen to your partner and give him/her time to express his/her ideas. You can also help each other if one of you gets stuck or can't think of a word. If you do not understand what your partner said, ask for clarification.

In order to do well on this subtest, you also need to know how it is evaluated.

There are **five marking criteria**:

### Task Management

is evaluated individually for each section of the Speaking subtest:

- Part 1A: Can you socialise naturally with another person?
- Part 1B: Can you respond to the examiner's questions in detail?
- Part 2A: Can you give a clearly structured presentation?
- Part 2B: Can you respond to questions in detail?
- Part 3: Can you exchange opinions with your partner and keep a conversation going?

The other four criteria apply to your overall performance:

### **Pronunciation and Intonation**

Do you have a natural pronunciation and intonation?

### **Fluency**

Can you speak spontaneously and without unnatural pauses?

### **Accuracy**

Can you use common and complex grammatical structures effectively?

### **Vocabulary**

Can you use a broad range of vocabulary including idiomatic expressions?

You can find further information on the marking criteria for Speaking on pages 39–40 of the Mock examination.

## **Example**

Here is an excerpt from an oral examination to give you an idea of what is expected of you in order to fulfill the marking criteria. The overall performance of Candidate A is at level B2 while the performance of Candidate B is mostly at level C1. The example is based on the tasks in the mock examination *telc English B2-C1 University*, pages 23–26.

**Examiner:** We'd like you to talk to each other about the topic. And the topic is studying together with others. So, have a brief look at the picture and the comment and when you're ready, start to talk with each other. Ok?

**Candidate A:** Ok. I think it's a good experience to study together with so many people because you can talk about the things you learned during the lessons and you can prepare for tests together and yeah, you can make some good relations with ... That's good.

**Candidate B:** Yes, I agree, I also think it's good to study with other people. You can also make friends, you can prepare together for...uhm for exams, but of course It always depends on the people. There are always people you like and people you don't like.

**Candidate A:** Oh, Yes, that's right. I have... I have one in my ... in my study lessons, he's very difficult and often it's, yeah, difficult to work him because we often need to get together in pairs and work together and one time I had to work together with him and it was very, very difficult, because he's... yeah, I don't know... very special part of... of human...

**Candidate B:** Yes, I know the situation as well. Uhm, Sometimes you have to ...uhm... prepare presentations together with some other student and some students, well, they don't ... some students work a bit different than you.

**Candidate A:** That's right. Sometimes it's difficult to bring it together so you can make a good work together. And one is maybe lazy and you will work more and that cannot depend together good.

**Candidate B:** But it can also be that... Other people can also help you when... when one does one part of the work you have to do and the other one does the other part of the work... less work for one person.

**Candidate A:** You're right. Don't forget you can spend your free time together and you can make

**Examination Preparation**

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## ENGLISH UNIVERSITY & ENGLISH BUSINESS

This booklet is designed to help test takers prepare for the dual-level examinations *telc English B2·C1 University* and *telc English B2·C1 Business*. It contains useful tips and strategies for the subtests Listening, Reading, Writing, Speaking and Language Elements. It also describes the examination structure and the different task types so participants know what to expect when taking the exam. Additionally, this booklet explains how the test is evaluated and helps participants to know what to concentrate on and how to avoid typical mistakes.

This booklet may also be used in conjunction with the mock examinations *telc English B2·C1 University* and *telc English B2·C1 Business*.