



MOCK EXAMINATION 2 ENGLISH BUSINESS

Examination Preparation

B2



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The Structure of the Examination

	Sub-Test	Type of Test	Marks	Time in minutes
Written Ex	kamination			
1 Readir	ng Comprehension			
	3–6 parts	20 multiple-choice items	20	60
2 Writing	9			
	Part 1 Part 2	6 guiding points short message	20* 5*	60
Break				20
3 Listeni	ing Comprehension			
	Part 1 Part 2 Part 3	6 true/false items 7 multiple-choice items 7 multiple-choice items	20	max. 30
4 Langua	age Elements			
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Part 1 Part 2	10 multiple-choice items 10 matching items	5   5 	30
Oral Examination				
	Part 1: Description/Explanation Part 2: Discussion Part 3: Task	examination with two candidates, in exceptional cases with three candidates	25**	approx. 16

* cf. marking criteria

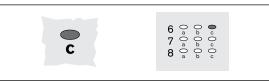
** cf. marking criteria

Information concerning the Answer Sheet

Always use a pencil on the Answer Sheet.

Each item has only one correct answer.

For example, if you think that  $\mathbf{c}$  is the correct answer, mark your answer on the Answer Sheet in the following way:





6

#### **1** Reading Comprehension (Part 1)

Read the texts and answer questions 1–20 according to the information in the texts. Mark a), b) or c) on your answer sheet.

#### Letter

Your boss has received the following letter and wants your help with some of the details. Answer the questions according to the information given in the text.

- 1. The letter is an invitation to
  - a) attend a conference.
  - b) join an association.
  - c) speak at a conference.
- 2. Payment in connection with the conference
  - a) depends on the length of the talk.
  - b) has been fixed by the organisers.
  - c) is negotiable.
- 3. The topic of the talk to be given
  - a) is "Europe: Trends, Chances and Opportunities".
  - b) is to be decided by the speaker.
  - c) will be given by the conference organisers.



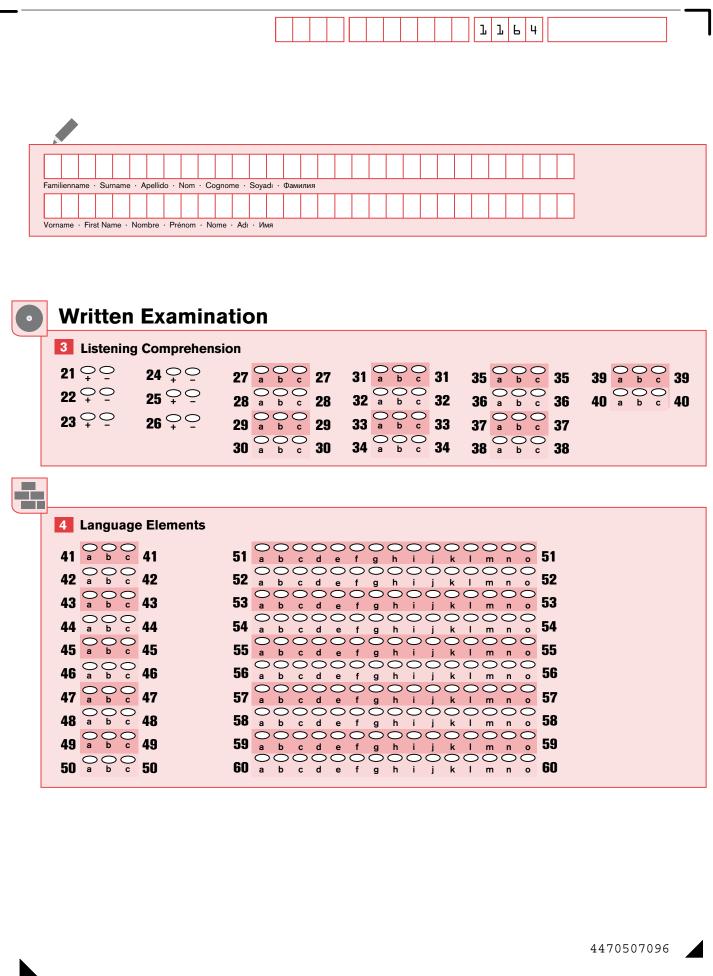
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# ENGLISH B2 BUSINESS

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## telc English B2 Business





## **Marking Instructions for B2 WRITING Subtest**

The Writing subtest is assessed by licensed telc raters. In the case of disagreement, the marks awarded by Rater 2 are taken in preference. Further spot-checks are regularly carried out at the telc head office. In such cases the telc rating becomes the final score.

#### **Criterion 1: Content (Guiding Points)**

Assessment is made on the basis of the number of guiding points that have been included and processed.

It is assumed that the piece of writing is recognisable as such (business letter).

A guiding point can only be counted for marking purposes if

- it is recognisable as the point given in the task, i.e. the candidate demonstrates that she/he has understood the intention of the guiding point and dealt with it using the appropriate language;
- it is dealt with as part of or in a full sentence.

A	4 points	All six guiding points have been included and processed appropriately. There is no evidence of misinterpretation.
В	3 points	At least four of the guiding points have been included and processed appropriately.
С	1 point	At least two of the guiding points have been included and processed adequately.
D	0 points	Only one guiding point has been included and processed adequately or none of the guiding points have been included.

#### **Criterion II: Communicative Design**

Assessment is based on

- the appropriacy of the order in which the guiding points have been included in relation to the message of the piece of writing and the addressee;
- the appropriacy of the register and the linking language used (discourse features);
- the formal characteristics of the piece of writing (e.g. date, reference line, salutation, closing formula);
- the impression the piece of writing would make in the business context given (register, consistency of style).

Α	8 points	The design is appropriate in all respects.
В	6 points	The design is appropriate in most respects.
С	3 points	The design is largely inappropriate and would cause a bad impression in a business context.
С	0 points	The design is inappropriate.



**Examination Preparation** 

# MOCK EXAMINATION 2 ENGLISH B2 BUSINESS

The two main characteristic features of telc examinations are test papers based on language tasks formulated in a clear and understandable way and standardised marking criteria applied in an objective way. The comprehensively defined test specifications and uniform marking criteria ensure that these features apply to all examinations and are identical for all languages covered by the telc programme. This equally applies to the test format. The mock examination presented here enables teachers and learners to simulate the precise conditions under which the examinations take place, both from the perspective of organising the test as well as from the point of view of the test materials. In this way, it is possible to fully prepare candidates for the examination. The mock examination can also be used for practice purposes, for examiner training and for general information.