



HANDBOOK
ENGLISH BUSINESS

A2·B1



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2 Test Specifications

Overview of the Test Format

telc English A2·B1 Business consists of four subtests:

Subtest	Time
Listening	25 minutes
Reading	45 minutes
Writing	30 minutes
Speaking	approx. 16 minutes

The subtests are divided into parts, as follows:

Written Examination

Subtest Listening	
Part 1	Understanding voice mail messages: <ul style="list-style-type: none"> ▪ 4 multiple-choice items ▪ Listening for detail
Part 2	Understanding short public announcements: <ul style="list-style-type: none"> ▪ 5 multiple-choice items ▪ Listening for gist and listening for detail
Part 3	Understanding conversations in work-related situations: <ul style="list-style-type: none"> ▪ 4 true/false items and 4 multiple-choice items ▪ Listening for gist and listening for detail
Part 4	Understanding different opinions about a topic: <ul style="list-style-type: none"> ▪ 3 matching items ▪ Listening for gist

Listening

Listening, Part 1

In the first part of this subtest, the candidates can demonstrate their ability to understand important details in voice mail messages spoken at a normal speed in a widely used standard variety of English.

Possible situations of language use reproduced by the task are:

- Listening to a message on an answering machine
- Understanding recorded messages on the telephone, e. g. messages from an official institution, a service provider or a doctor's office, etc.
- Understanding official loudspeaker announcements, e. g. at the station, at the airport, in a department store, etc.

Structure	Instructions Example Audio texts Items
Objective	To assess the candidate's ability to understand specific information in voice mail messages
Intended operations	Listening for detail
Type of task	Multiple-choice items with three options
Number of items	Four (items 1–4)
Channel	Text: spoken Instructions and items: written
Type of text	Monologue: voice mail messages, in business and work-related contexts
Nature of information	Work-related situations requiring some kind of concrete action by the listener
Speakers	Number of speakers: one per voice mail message
Text length	55–65 words per voice mail message
Test items	<ul style="list-style-type: none"> ▪ The candidate hears four voice mail messages. ▪ Each message is played once. ▪ For each message, there is one multiple-choice question with three options. The task is to choose the correct statement for each message. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	Vocabulary and grammar of the audio texts should be mostly at level A2. The language of the items should not exceed level A2.
Weighting	1 point per item (0 for incorrect response)

3 Inventories

3.1 Inventory T – Topics

This list of topic areas is primarily designed for item writers and test constructors. For classroom work and test preparation, this list of topics will merely form a “common-core” basis and will need to be further developed and extended to meet the individual needs and interests of the learners.

All the topics in this inventory may be used for test purposes. When selecting texts and test items, the editing team takes care to include only such materials that are likely to reflect the learner’s range of experience. Candidates are not required to have specialised knowledge in any of the topic areas. They are neither tested on their general knowledge of history, geography, politics, etc. nor are they expected to demonstrate any specialized job-related skills.

Topic	Sub-topic
Personal information	<ul style="list-style-type: none"> ▪ Name, address and telephone number ▪ Age, date, and place of birth ▪ Nationality ▪ Physical appearance ▪ Family ▪ House and home
Work	<ul style="list-style-type: none"> ▪ Jobs ▪ Vocational qualifications ▪ Daily work routines ▪ Clothes and dress code ▪ Working hours, conditions of work, pay ▪ Unemployment ▪ Communicating with employers, colleagues, clients, etc. ▪ Small talk
Travel and transport	<ul style="list-style-type: none"> ▪ Travelling by road, rail, air or ship ▪ Timetables and connections ▪ Travel arrangements ▪ Accommodation, luggage ▪ Customs ▪ Communicating with travel agents, receptionists, etc.
Places	<ul style="list-style-type: none"> ▪ Countries and cities ▪ Migration ▪ Public spaces and buildings (street, airport, hotel, etc.) ▪ Type and location of place ▪ Giving directions ▪ Relationships with other cultures ▪ Native language, other languages

3.2 Inventory V – Vocabulary

A

a/an	They have a new office in London. He works for an international company.
abbreviation	ASAP is the abbreviation for as soon as possible.
able	Mr Green might be able to help you.
ability	I like his ability to solve problems quickly.
unable	They were unable to come due to the bad weather.
disabled	I think the government should do more for disabled people.
about	Have you got any information about the meeting?
above	My office is just above the conference room.
above-mentioned	Please find attached the above-mentioned document for your reference.
abroad	His company has sent him abroad.
absence	His absence was very quickly discovered.
absent	He was absent from the meeting.
absolute	Michael has absolute trust in his co-workers.
absolutely	Absolutely right!
abuse	The police officer abused his position of power.
abuse	How serious is alcohol abuse among young people?
academy	She studied at a music academy.
accelerate	The car accelerates very quickly.
accent	She's been living in England for almost ten years now, but she hasn't lost her Spanish accent yet.
accept	They do not accept credit cards.
acceptable	Mistakes like that are just not acceptable.
access	You now have full access to all the information.
accident	He wasn't injured in the car accident.

accommodate	The conference room can accommodate 40 people.
accommodation	What was the accommodation like on your last business trip?
accompany	The assistant will accompany you to the manager's office.
according	According to the weather report, it's going to be sunny and dry tomorrow.
account	Where do you have your bank account?
accountant	He is an accountant.
accounting	The company wants to hire a new person for the accounting department
accurate	His description of the sales trends was very accurate.
accuracy	In this technical field, we demand a high degree of accuracy.
accuse	Nobody has accused you of stealing the documents.
ache	I woke up this morning with a terrible toothache.
achieve	He has achieved his childhood dream.
acknowledge	Please acknowledge receipt of this email.
acquire	The group will acquire another company soon
acquisition	The acquisition was very expensive but certainly worth it.
across	The restaurant is just across the street.
act	Our boss has been acting strangely recently.
active	My father-in-law leads a very active life.
activity	Our club offers a number of spare-time activities for people of all ages.
action	Our numbers are down. It's time for action.
action plan	We will send you the minutes of the meeting together with an action plan.

HANDBOOK

ENGLISH A2·B1 BUSINESS

telc English A2·B1 Business is a standardised, dual-level examination intended for adults who need English for their jobs. It measures general language competence across two levels of the *Common European Framework of Reference for Languages (CEFR)* using a task-based, communicative approach.

The *telc English A2·B1 Business Handbook* gives detailed information about all areas unique to the work-oriented version of the exam, including inventories of topics and vocabulary. For an in-depth coverage of the A2·B1 examinations, please also refer to the *telc English A2·B1 Handbook*.