



MOCK EXAMINATION 2

ENGLISH BUSINESS

Examination Preparation

B1·B2



Contents

The Structure of the Examination	5
----------------------------------	---






Test

Listening	6
Reading	10
Language Elements	18
Writing	20
Speaking	21

Information

Answer Sheet S30	27
Marking Criteria for Writing	33
Marking Criteria for Speaking	35
Points and Partial Results	37
B1 or B2 Certificate?	39
Background Information on <i>telc English B1-B2 Business</i>	40
Audio Script	45
Answer Key	47
Score Sheet M10	48

The Structure of the Examination

	Subtest	Aim	Type of Test	Time
Written Examination	 Listening			
	Part 1	Understanding voice mail messages	4 multiple-choice items	25 min.
	Part 2	Understanding everyday conversations	5 true/false and 5 multiple-choice items	
	Part 3	Understanding an interview	6 multiple-choice items	
	Part 4	Understanding different opinions about a topic	3 matching items	
	 Reading			
	Part 1	Understanding emails and subject lines	4 matching items	40 min.
	Part 2	Understanding questions and answers from an Internet forum	5 matching items	
	Part 3	Understanding different types of published texts	6 multiple-choice items	
	Part 4	Understanding formal informative texts	3 true/false items	
 Language Elements				
Part 1	Selecting appropriate phrases in a conversation	8 matching items	20 min.	
Part 2	Selecting appropriate phrases in a semi-formal letter or email	10 multiple-choice items		
 Writing				
	Writing semi-formal emails	1 writing task out of a choice of two	30 min.	
Oral Examination	 Speaking			
	Preparation			20 min. Approx. 16 min.
	Part 1A	Talking about experiences and opinions	Task sheet with pictures	
	Part 1B	Answering follow-up questions	Examiner questions	
	Part 2A	Presentation	1 presentation out of a choice of two. Task sheet with questions and pictures	
	Part 2B	Answering follow-up questions	Examiner questions	
Part 3	Discussion	Task sheet with sample statements on one controversial topic		

Listening, Part 1

You will hear four voice mail messages.

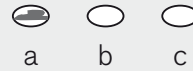
Which answer fits best: a, b or c? You will hear each message once.

Mark your answers for items 1–4 on the answer sheet.

Example

When you arrive at London City Airport, you should

- a** look for the company driver.
- b** stay there for the meeting.
- c** take a taxi to London Stansted Airport.



1 Maggie wants Sue to

- a** come to the office on Tuesday.
- b** phone her boss sometime today.
- c** schedule a meeting with her boss.

2 Ms Rose is being asked to

- a** accept the position of project manager at Ben's firm.
- b** plan to build some new offices for Ben.
- c** work on a project to modernise Ben's offices.

3 You are asked to

- a** give Jane a call.
- b** inform Mr. Rickman when the meeting will start.
- c** pick up a visitor from the cafeteria.

4 You need to

- a** find out what is wrong with the goods.
- b** make sure that the delivery arrives today.
- c** return the shipping company's call.

										1	1	6	6	4534344
--	--	--	--	--	--	--	--	--	--	---	---	---	---	---------

ENGLISH B1-B2 BUSINESS

<input type="text"/> Familienname · Surname · Apellido · Nom · Cognome · Soyadı · Фамилия														
<input type="text"/> Vorname · First Name · Nombre · Prénom · Nome · Adı · Имя														
<input type="text"/>			<input type="text"/>			<input type="text"/>			Beispiel: 23 April 1989 Example: 23 April 1989			<input type="text"/>		
Geburtsdatum · Date of Birth · Fecha de nacimiento · Date de naissance · Data di nascita · Doğum tarihi · Дата рождения														
<input type="text"/> Geburtsort · Place of Birth · Lugar de nacimiento · Lieu de naissance · Luogo di nascita · Doğum yeri · Место рождения														
<input type="text"/>			<input type="text"/>											
Muttersprache · First Language · Lengua materna · Langue maternelle · Madrelingua · Anadili · Родной язык														
<input type="checkbox"/> männlich · male · masculino · masculin · maschile · erkek · мужской <input type="checkbox"/> weiblich · female · femenino · féminin · femminile · kadın · женский														
Geschlecht · Sex · Sexo · Sexe · Sesso · Cinsiyeti · Пол														
<input type="text"/> Prüfungszentrum · Examination Centre · Centro examinador · Centre d'examen · Centro d'esame · Sınav merkezi · Экзаменационное учреждение														
<input type="text"/>			<input type="text"/>			<input type="text"/>			Beispiel: 17. Juli 2012 Example: 17 July 2012			<input type="text"/>		
Prüfungsdatum · Date of Examination · Fecha del examen · Date d'examen · Data dell'esame · Sınav tarihi · Дата экзамена														
<input type="text"/> Testversion · Test Version · Versión del examen · Version d'examen · Versione d'esame · Sınav sürümü · Тестовая версия														

- 001 – Deutsch
- 002 – English
- 003 – Français
- 004 – Español
- 005 – Italiano
- 006 – Português
- 007 – Magyar
- 008 – Polski
- 009 – Русский язык
- 010 – Český jazyk
- 011 – Türkçe
- 012 – عربي
- 013 – 汉语
- 000 – andere/other

Marking Criteria for Speaking

The candidate's performance in the Speaking subtest is assessed according to five criteria. Task Management is related to the content of what is said, whereas Pronunciation/Intonation, Fluency, Accuracy and Vocabulary are related to the language used by the candidate. These criteria are based on what can be expected of a learner at the relevant level of the *Common European Framework of Reference for Languages*.

Content

I Task Management

Language

II Pronunciation / Intonation

III Fluency

IV Accuracy

V Vocabulary

The Speaking subtest consists of three parts divided into five sections. Criterion I (Task Management) is assessed individually in each of the five sections. Criteria II – V, in contrast, apply to the oral performance as a whole.

Content

	B2	B1	A2
Part 1A	Can give a clear, detailed description of a picture and comment on the situation.	Can relay the main information seen in a picture and mention individual details.	Can describe the main information seen in a picture in a brief and general manner.
Part 1B	Can report on his/her own experiences in a clear and detailed manner. Can express his/her opinions clearly and precisely.	Can report on his/her own experiences in a partially detailed manner. Can briefly give reasons and explanations for opinions on familiar topics.	Can report on his/her own experiences in a brief and general manner.
Part 2A¹	Can give a clearly structured presentation pertaining to the topic, giving reasons in support of or against a particular point of view.	Can give a straightforward presentation on familiar topics in which the main points are explained with reasonable precision.	Shows limited ability to give a short, basic presentation.
Part 2B	Can spontaneously respond to follow-up questions and express his/her thoughts clearly and precisely.	Can answer straightforward follow-up questions in a brief manner.	Shows limited ability to answer simple follow-up questions.
Part 3	Can actively initiate and maintain a discussion and demonstrate effective turntaking. Can present his/her ideas and opinions with precision and respond to his/her partner's contributions in an appropriate manner.	Can take part in a discussion, and generally follow the main points. Can generally express his/her point of view and briefly comment on the views of others. Can agree or disagree politely.	Can say what he/she thinks when addressed directly, but is rarely able to keep a conversation going. Can generally identify the topic of discussion.

¹ If the entire presentation is read out, the mark cannot be higher than A2.

Examination Preparation

MOCK EXAMINATION 2

ENGLISH B1·B2 BUSINESS

telc – language tests have a long tradition of specialisation in the field of English language testing and certification around the world. The *telc English B1·B2* examination is a dual-level format that measures language competence across two levels of the Council of Europe's *Common European Framework of Reference for Languages* (CEFR). *telc* test takers thereby have the opportunity to gain certification at a level that precisely reflects their language abilities.

An essential characteristic of standardised language examinations is that the participants know what is expected of them during the test. The mock examination informs the test taker about the test format, tasks and assessment criteria, as well as the procedures involved in the exam implementation. It can be used for practice purposes, general information and examination preparation.