

# **BEC PRELIMINARY SAMPLE TEST 1**

## **CONTENTS**

### **FOR TWO CANDIDATES**

**Part 1: Interview**

**Part 2: Mini-presentations**

**Part 3: Collaborative task and discussion**

### **FOR THREE CANDIDATES**

**Part 1: Interview**

**Part 2: Mini-presentations**

**Part 3: Collaborative task and discussion**

**PART 1 for 2 candidates**

🕒 *Approx. 2 mins.*

**Phase 1**

**Good morning/afternoon/evening. I'm ..... (full name) and this is my colleague, ..... (full name). S/he's just going to listen to us.**

**And your names are?**

*Back up question*

What's your name?

*[To A]* **And where are you from?**

*[To B]* **And you, where are you from?**

**Can I have your marksheets, please?  
Thank you.**

*[Pass marksheets to Assessor.]*

**Do you work or are you a student, B?  
What work do you do?/What do you study?**

**What about you, A?  
What work do you do?/What do you study?**

*Back up questions*

Do you work or are you a student?  
(What work do you do?/What do you study?)

**What do you like most about your job/studies, A? (Why?)**

**What about you, B? (Why?)**

*Back up question*

What do you like most about your job/studies? (Why?)

## Phase 2 for 2 candidates

### Frame 1: Foreign Languages in Business

Now I'm going to ask you both some questions about using foreign languages in business.

Back up question How useful are foreign languages for your work/studies, **A**? (Why?/Why not?)

Are foreign languages useful for your work/studies? (Why?/Why not?)

Back up question How about you, **B**? (Why?/Why not?)

How useful are foreign languages for your work/studies? (Why?/Why not?)

Back up question Do you think companies should provide foreign language courses for their employees, **B**? (Why?/Why not?)

Is it a good thing for companies to pay for foreign language courses for their employees? (Why?/Why not?)

Back up question What do you think, **A**? (Why?/Why not?)

Do you think companies should provide foreign language courses for their employees?(Why?/Why not?)

Back up question **A**, what do you think are the advantages of doing a foreign language course with colleagues? (Why?/Why not?)

What are the good things about doing a foreign language course with colleagues? (Why?/Why not?)

Back up question **B**, do you think in the future more employees will use foreign languages for work? (Why?/Why not?)

In the future will more employees use foreign languages for work? (Why?/Why not?)

Thank you.

## Phase 2 for 3 candidates

### Frame 2: Foreign Languages in Business

Now I'm going to ask you all some questions about using foreign languages in business.

Back up question

How useful are foreign languages for your work/studies, **A?** (Why?/Why not?)  
Are foreign languages useful for your work/studies? (Why?/Why not?)

Back up question

What about you, **B?** (Why?/Why not?)  
How useful are foreign languages for your work/studies? (Why?/Why not?)

Back up question

And what about you, **C?** (Why?/Why not?)  
How useful are foreign languages for your work/studies? (Why?/Why not?)

Back up question

Do you think companies should provide foreign language courses for their employees, **B?** (Why?/Why not?)  
Is it a good thing for companies to pay for foreign languages course for their employees? (Why?/Why not?)

Back up question

What do you think, **C?** (Why?/Why not?)  
Do you think companies should provide foreign language courses for their employees? (Why?/Why not?)

Back up question

And what about you, **A?** (Why?/Why not?)  
Do you think companies should provide foreign language courses for their employees? (Why?/Why not?)

Back up question

**C,** do you think employees should take foreign language courses in their own time or during working hours? (Why?)  
Is it better for employees to study foreign language courses in their free time or during working hours? (Why?)

Back up question

**A,** what do you think are the advantages of doing a foreign language course with colleagues? (Why?/Why not?)  
What are the good things about doing a foreign language course with colleagues? (Why?/Why not?)

Back up question

**B,** do you think in the future more employees will use foreign languages for work? (Why?/Why not?)  
In the future will more employees use foreign languages for work? (Why?/Why not?)

Thank you.

**A: What is important when...?**

Planning a new office for staff

- Number of staff
- Amount of equipment
- Cost

**Back up questions**

How important is the **number of staff**? (Why?/Why not?)

How important is the **amount of equipment**? (Why?/Why not?)

Is the **cost** important? (Why?/Why not?)

*Select from the following additional prompts (if the above have already been covered):*

Is it important for the office to **look nice**? (Why?/Why not?)

Is it important for the office to be **quiet**? (Why?/Why not?)

Is it important to have a **place for meetings**? (Why?/Why not?)

**XX**

**A: What is important when...?**

Planning a new office for staff

- Number of staff
- Amount of equipment
- Cost

**XX**

**B: What is important when...?**

Improving customer care

- Information from customers
- Staff training
- Rewards for good customers

**B: What is important when...?**

Improving customer care

- Information from customers
- Staff training
- Rewards for good customers

**Back up questions**

**Why is it important to get information from customers?**

**Is staff training the most important thing?** (Why?/Why not?)

**How important is it to give rewards to good customers?** (Why?/Why not?)

*Select from the following additional prompts (if the above have already been covered):*

Is it necessary to have a **customer care manager**? (Why?/Why not?)

Is it more important to consider **existing customers** or **new customers**? (Why?)

Is it important to have a **clear plan** for customer care? (Why?/Why not?)

## BEC Preliminary

### Task 3

Now, in this part of the test you are going to talk about something together.

I'm going to describe a situation.

*A large company is organising a 3-day conference for its employees from different parts of the country. Talk together for about 2 minutes about the things that need to be organised and decide which 3 are the most important.*

Here are some ideas to help you.

*[Place task sheet in front of the candidates so that they can both see it]*

Think about the ideas for a few seconds.

I'll just describe the situation again.

*A large company is organising a 3-day conference for its employees from different parts of the country. Talk together for about 2 minutes about the things that need to be organised and decide which 3 are the most important.*

Now talk together. Please speak so that we can hear.

*[Allow candidates about 2 minutes to complete the task without intervention. Prompt only if absolutely necessary.]*

*[Retrieve materials]*

Interlocutor: *[Select one or more of the following questions as appropriate, to redress any imbalance between candidates in Part 3, or to extend the discussion.]*

- How would you inform people about the conference?
- Why are conferences important for **companies**?
- Why is it important for **business people** to attend conferences?
- What **facilities** should conference centres provide? (Why?)
- What would **you** like a conference to be about? (Why?)
- What kind of conference would **you** like to go to? (Why?)

Thank you. That is the end of the speaking test.



## Task Sheet

- location and venue
- transport
- accommodation
- catering
- speakers
- equipment for speakers
- displays
- evening entertainment