# INTERNATIONAL VOCATIONAL ENGLISH EXAMINATIONS

**English for Business English Examination:**

**General Description**

## PART 1

**Listening**

**Task type:** Multiple choice  
**Format:** ten unrelated dialogues of about 30 seconds’ duration, each followed by a 3-option multiple choice item. The candidates listen to a short dialogue, then choose the correct statement from three that are based on the dialogue. The recordings are dialogues between two interacting speakers (conversations, interviews, discussions, etc.).

**Task Focus:** identifying detail, understanding and interpreting information, specific information, gist, detail, main idea, function, purpose, attitude, opinion, etc.

**Marking Scheme:** 10 items x 2 points = 20 points

**NOTE:** Each part is heard twice.

## PART 2

**Knowledge of Linguistic Means**

**Task type:** Multiple choice  
**Format:** 18 4-option multiple choice sentences  
**Task Focus:** lexical

**Marking Scheme:** 18 items x 2 points = 36 points

**Topic areas:** business etiquette and business communication; pay and benefits; types of work; skills and qualifications; interviews; selling products; product details and problems; communication with customers; meetings; presentations; time management; negotiations; customer service; travel arrangements; company culture; management styles; marketing; finance; quality standards; business strategies; competition; global economy and trade

## PART 3

**Knowledge of Language Functions**

**Task type:** Multiple choice  
**Format:** 16 2-option multiple choice exchanges  
**Task Focus:** lexico-grammatical

**Marking Scheme:** 16 items x 1 point = 16 points

**Functions:** asking for & giving advice; making introductions; describing familiarity; ending a conversation; correcting a mistake; describing a good result; canceling an appointment; announcing a change; describing time and talking about time conflicts; describing costs; politely denying requests; agreeing/disagreeing with a statement; talking about hopes; offering a seat; describing an experience; changing deadlines; taking product orders; listing conditions; offering to take a message; identifying and stating a problem; asking for confirmation; asking for help; stating and disagreeing with an opinion; giving/citing examples; making suggestions; correcting a statement; talking about prices; expressing doubt; describing concerns; clarifying information; describing experience; making a prediction; giving permission; describing progress; stating goals; asking someone to be direct; discussing good and bad results; asking to speak with someone; supporting an argument

## PART 4

**Reading**

**Task type:** Multiple choice – True/False/Doesn’t say  
**Format:** Three short texts (60-100 words each) containing factual information related to the field of business English; the first two texts are followed by two 3-option multiple choice questions each, while the third text is followed by two True/False/Doesn’t say questions.

**Task Focus:** understanding detail, specific information, implication, attitude, reference and meaning

**Marking Scheme:** 6 items x 3 points = 18 points

**NOTE:** All the texts are related to the specific field of study.

## PART 5

**Writing Awareness**

**Task type:** A gapped or jumbled text of approx. 200 words  
**Format:** A gapped text – a text with five gaps to be filled with either one sentence from a choice of three or, one pair of sentences from a choice of six or, an appropriate word or, information from two short texts. Jumbled text – seven or eight paragraphs, of which five are to be organized into a text.

**Task Focus:** Recognition of writing features and language as required in their field of studies.

**Marking Scheme:** 5 items x 2 points = 10 points

**NOTE:** The candidate may be asked to complete a piece of writing such as a memo, a journal entry, an email, a business letter, a schedule, a vacation request form, a sales receipt, an overtime hours request, the results of a job-compatibility test, notes from an interview, a press release, a page from a catalogue, a return form, a phone message, a notice, etiquette guidelines, notes for a presentation/seminar, an employee profile, a list, a covering letter, a summary of requirements for certification, an article or a blog post. This task is based on elements of writing that the candidates will need to produce in the field of business English for professional purposes.

**Duration:** 60 minutes

**Marks:** TOTAL: 100 points