## Part 1: Listening (approx. 10 minutes)

**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 (20 minutes)

**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:** supply and demand; production and deadlines; benchmarks; controlling operations; product details; pricing; sales and marketing; branding; competition; customer relations; management styles; starting a business; business strategy and models; costs and expenses; income and assets; budgets; balance sheets; profit and loss reports; cash flow statements; break-even point; taxes; bookkeeping; business relationships; e-commerce; internet security; project management; risk management; fraud; preventing shrinkage; bankruptcy; downsizing; evaluations; business ethics; workplace conflict

### Part 3: Knowledge of Language Functions (15 minutes)

**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 about causes; describing benefits; asking for an opinion; asking about progress; asking for clarification; expressing reservation; estimating time; asking about results; describing a similar experience; advising caution; politely interrupting; discussing risk; offering a compromise; bringing up an example; making an apology; describing potential effects; describing personal experience; giving a warning; proposing a plan; agreeing with an opinion; changing topics; defining a term; asking about needs; bringing up a problem; expressing relief; delivering bad news; making a suggestion; talking about progress; talking about possibility; asking for repetition; listing paired items; giving compliment; setting goals; describing significant changes; expressing appreciation

### Part 4: Reading (10 minutes)

**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 management; 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 (5 minutes)

**Task type:** A gapped text  
**Format:** One text (100-200 words) from which five sentences, phrases, words or headings have been removed and placed in a jumbled order, together with an extra option as a distractor, above the text.

**Task Focus:** recognition of writing features and language as required in their field of study

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

**NOTES:** The candidate may be asked to complete a sales report, an email, an employee suggestion form, a memo, an advertisement, a shipping order, manager’s notes, a customer complaint form, a performance review, a letter of recommendation, a report, a feedback form, a balance sheet, a proposal, a code of conduct, an announcement, a petition, a list of goals, FAQs for a website, or an article. This task is based on elements of writing that the candidates will need to produce in the field of management for professional purposes.

### Duration: 60 minutes

**Marks:** TOTAL: 100 points