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: office supplies and equipment; computers and accessories; people and parts of the office; sales numbers; types of business and work; pay and benefits; money; bank accounts; changes in value; departments and corporate governance; introductions and small talk; delegation and time management; dealing with staff; networking; telephone calls and correspondence; getting the job; hiring and termination; meetings; scheduling; presentations; team building; negotiating; traveling and business in different cultures

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: making a polite request; asking about completion; approving a request; attracting attention; listing benefits/drawbacks; looking for someone; bringing up an error; describing mixed results; describing conditions; giving a strong response; giving a reminder; confirming information; asking for an opinion; stating a goal; listing requirements; meeting someone new; answering the phone; taking and leaving a message; stating a preference; giving advice; asking for a recommendation; describing responsibility; checking on progress; asking about methods; listing positives; identifying a problem; ending a conversation; providing reassurance; giving a warning; asking for more information; identifying positive aspects; asking to be considered; showing gratitude; delivering bad news; providing options; talking about priorities; identifying weaknesses; rejecting a proposal

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 request form, an email, a notice, a job application, a report, a summary, notes, a questionnaire, a feedback form, an account form, a call log, a memo, communication tips, a reminder sheet, an advice column, a survey, an assessment of the applicant, a schedule, a meeting evaluation or an agenda. 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