

<p>PART 1 Listening (approx. 10 minutes)</p>	<p>Task type: Multiple choice Format: ten unrelated dialogues of about 30 seconds' duration, each followed by a 3-option multiple choice item</p> <p>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.).</p> <p>Task Focus: <i>identifying detail, understanding and interpreting information, specific information, gist, detail, main idea, function, purpose, attitude, opinion, etc.</i></p> <p>Marking Scheme: 10 items x 2 points = 20 points</p> <p>NOTE: Each part is heard twice.</p>
<p>PART 2 Knowledge of Linguistic Means (20 minutes)</p>	<p>Task type: Multiple choice Format: 18 4-option multiple choice sentences Task Focus: <i>lexical</i></p> <p>Marking Scheme: 18 items x 2 points = 36 points</p> <p>Topic areas: office supplies and furniture; reference books; office documents; assisting visitors; phone etiquette; letters and graphs; departments; phone calls; making appointments; office schedules and routines; travel arrangements; filing; record-keeping; communication; using computers; meetings and conferences; agendas; meetings minutes; employment; mail handling; telecommunication; business abbreviations; wages; requests for payments; banking; bookkeeping</p>
<p>PART 3 Knowledge of Language Functions (15 minutes)</p>	<p>Task type: Multiple choice Format: 16 2-option multiple choice exchanges Task Focus: <i>lexico-grammatical</i></p> <p>Marking Scheme: 16 items x 1 point = 16 points</p> <p>Functions: offering assistance; asking about price; giving directions; explaining what is needed; introducing yourself; making suggestions/a complaint/comparisons/an offer; talking about schedules; asking for someone on the phone; talking about work experience; asking for information/clarification; asking someone's identity; scheduling an appointment; giving instructions; discussing options; describing duties/a process/a change/characteristics/features; talking about departure times; placing an order; interrupting someone's work; giving a reminder; expressing interest; talking about deadlines; discussing sequence of events; adding/forgetting information; suggesting changes; giving reassurance/a reprimand; confirming details; asking if there is a problem; expressing surprise/hope/regret; pointing out a mistake</p>
<p>PART 4 Reading (10 minutes)</p>	<p>Task type: Multiple choice – True/False/Doesn't say Format: Three short texts (60-100 words each) containing factual information related to the secretarial field; 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: <i>understanding detail, specific information, implication, attitude, reference and meaning</i></p> <p>Marking Scheme: 6 items x 3 points = 18 points</p> <p>NOTE: All the texts are related to the specific field of study.</p>
<p>PART 5 Writing (5 minutes)</p>	<p>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: <i>recognition of writing features and language as required in their field of study</i></p> <p>Marking Scheme: 5 items x 2 points = 10 points</p> <p>NOTES: The candidate may be asked to complete an order form, a letter, an email, a memo, a sales receipt, a sign-in sheet, a telephone message, an agenda, minutes of a meeting, a résumé, an invitation, interview notes, a call log, an appointment sheet, a booking form, a boarding pass, customer notes, a to-do list, a program of events, or a ledger. This task is based on elements of writing that the candidates will need to produce in the field of secretarial for professional purposes.</p>
<p>Duration: 60 minutes</p>	<p>Marks: TOTAL: 100 points</p>