

ESOL FOR WORK

Speaking & Listening Level 1
Practice SET 1 (Issued September 2008)

Optional - 2 minutes - unmarked

The interlocutor should make a continuous recording of the interview with the candidate. The recording should identify the interlocutor and the candidate clearly. If the candidate fails to proceed easily through the warm-up the assessment should be discontinued.

Interlocutor: Good morning/afternoon/evening. I am
Please tell me your name and address.

Interlocutor: Could you tell me where you are from and how long you have been in the UK?

Interlocutor: If you pass this examination, the qualification you gain will assist you to secure or maintain employment in this country. Are you working in the UK at the moment or are you still looking for work?

The interlocutor should now choose some questions from Set A or from Set B. It is not necessary to ask all the questions - they are designed to give the candidate an opportunity to relax and to give the interlocutor a preliminary opportunity to assess the candidate's ability to listen, understand and respond.

SET A - for candidates in employment

- o Tell me about the work you are doing at the moment.
- o Tell me about the sort of work you really like.
- o What sort of qualities do you think a manager needs?
- o What sort of work would you like to do over the next five years?
- o Are you happy in a team or do you prefer to work alone?
Tell me why.

SET B - for candidates seeking work

- o What kind of work are you hoping to do?
- o Have you applied for any work since you arrived in the UK? Tell me about this.
- o Is there any sort of work you would really not like?
- o What sort of qualities do you think a manager needs?
- o Are you happy to work in a team or do you prefer to work alone? Tell me why.

End of warm-up

Interlocutor: I want you to listen to something now. This is a conversation between a Health and Safety supervisor and a new member of staff. They both work in a factory that makes aluminium windows. You can make notes while you listen if you like. When you have finished listening I am going to ask you two questions.

- 1 What is the conversation about?
- 2 Why is the conversation so important?

This may be read by the Interlocutor and a colleague, or can be played to the student from the audio file.

Tariq: Hello, Milly. Nice to meet you. I'm Tariq, the Health and Safety rep for the design team. I've come to talk to you about the Health and Safety regulations we follow in this factory.

Milly: Hello, Tariq! Mr Stuart the Design Room Manager told me you would be coming. He has already given me a copy of the policy. I read most of it last night.

Tariq: Good. We'll go through it together now. What we really need to concentrate on is the necessity for protective clothing and operational guidelines when you're working in the machine room. You probably know that the procedures down there can be hazardous if the safety rules are broken.

Milly: Yeh - I do. I worked in a similar factory for a year when I was studying for my degree and I saw someone there who had a really nasty accident with one of the cutters. No guard on the machine and he lost his fingers.

Tariq: No need to tell you about the possibilities and the need for caution then.

Milly: No. I'll follow all the rules. I've been given a hard hat and some leather arm protectors already but the book says that I should have some ear defenders and some safety boots. Mr Stuart says that I will get a voucher for the safety boots and I can get them myself from the company's supplier in the town centre.

Tariq: That's right. There are a couple of other things you'll need, a protective apron and an electronic key. I know you'll be up here with the design team most of the time but it's really essential that if you are making even short trips onto the factory floor you put on the safety gear before you go downstairs. You must wear your electronic key round your neck at all times; that's a security measure as well as a safety rule.

Milly: I understand. Mr Falkner said that when I've got all the gear the operations manager will take me round and show me how the manufacturing team works. I am really looking forward to getting started. I've got some really good ideas for the new project that.....(fade)

Interlocutor asks two questions.

- 1 What is the conversation about?
- 2 Why is the conversation so important?

Candidate responses:

Interlocutor: Now I am going to play the recording/read the text again. You can take notes if you wish. When you have listened again I am going to ask you some questions about what you have heard.

Interlocutor should play/read the text again before the questions are asked.

- 1 What is the name of the Health and Safety representative?

Candidate response:

- 2 What sort of protective clothing will Milly have to wear when she is in the factory?

Candidate response:

- 3 What sort of accident did Milly see at another factory?

Candidate response:

- 4 How will Milly get her safety boots?

Candidate response:

Interlocutor: This is the final part of the assessment. I want you to imagine that you are attending for a job interview. I am the interviewer and you have applied to work in the reception area of a local hospital. Your job will include welcoming and advising members of the public who are visiting the hospital and answering the telephone. Please try to answer all the questions and remember that your answers do not have to be factual.

Interlocutor: Good morning. I'm very pleased to meet you. How are you?

Candidate response:

Would you like to introduce yourself and tell me why you are interested in working here?

Candidate response:

What sort of experience have you had before that makes you suitable for this role?

Candidate response:

Some days you will have to work without supervision. Tell me how you feel about this.

Candidate response:

Tell me about your education. What sort of things did you study at school?

Candidate response:

What about college? Have you done any training since you left school?

Candidate response:

What sort of things do you like to do in your free time?

Candidate response:

When could you start work if you were offered the post?

Candidate response:

Thank you for coming.

This is the end of the test