

**Section A - General Conversation (warm-up phase)**

**Section B - Listening Comprehension**

**Instructions**

Examiner to:

- test the candidate's comprehension in each of the areas outlined, using the Command Sheet plus the following objects provided by the examiner: a selection of notes and coins, and a watch or clock.

Candidate to:

- have a blank sheet of paper for the spelling and number tests
- demonstrate comprehension by responding appropriately to the examiner's instructions and questions.

**Commands and questions**

**Testing**

***(using materials supplied by the examiner)***

What is the time?

Time

What is the date today?

Date

Please write these numbers. *(dictate 3 or 4 2-digit numbers)*

Verbs/Number

Please write my name. I'll spell it for you.

Verbs/Spelling

How much is this? *(place some money [£/p or €/c] in front of candidate)*

Transactions

Please give me ... *(different amount of £/p or €/c)*

Transactions

***(using the Command Sheet)***

Please show me:

....something green/blue etc

Colour

....something round/square etc

Shape

....something made of glass/paper etc

Material

....the largest/smallest box?

Superlatives

What is on/under the desk / next to the printer/telephone etc?

Prepositions

Where is the phone/computer etc?

Position

What time is the first/second etc plane from London to San Francisco?

Time

When does the last plane from London arrive in San Francisco?

Time

***(examiner to indicate start point (X) on street plan)***

You are here. Go straight on / take the first/second turning on the right/left etc. Where are you now? What is on your left/right?

Directions

# SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)

## PRELIMINARY LEVEL – SET A

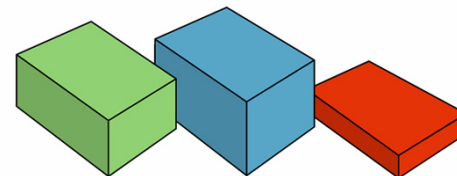
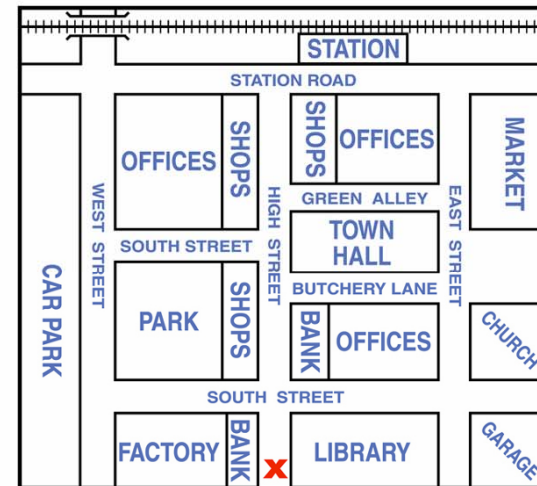
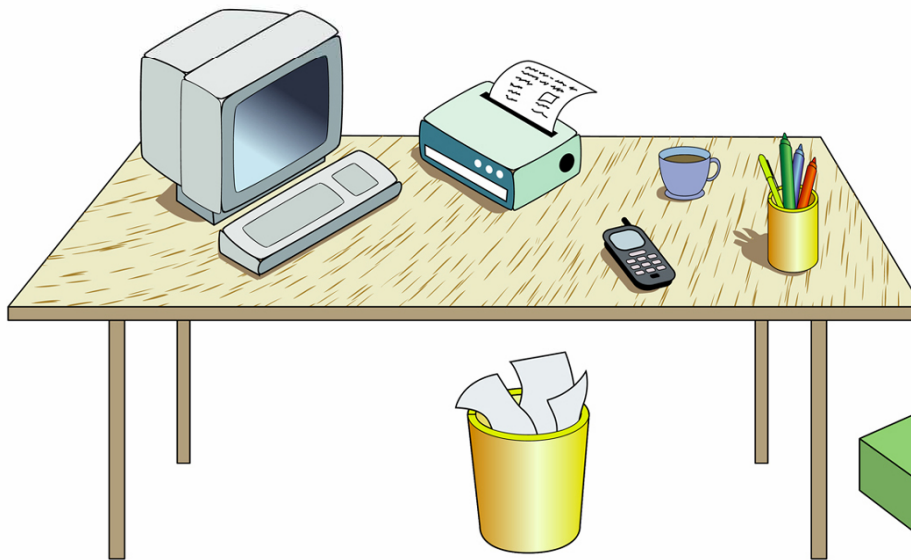
### Section B

### Listening Comprehension

#### COMMAND SHEET



<b>Dep:</b>	<b>London</b>	<b>09.15</b>	<b>11.30</b>	<b>17.45</b>
<b>Arr:</b>	<b>San Francisco</b>	<b>15.00</b>	<b>17.45</b>	<b>23.00</b>



**AT THE OFFICE**

**Instructions**

Examiner to:

- give the candidate the picture (Candidate Cue Card) to study (allow 1 minute maximum)
- ask a minimum of 5 and a maximum of 8 questions (see below)
- clearly indicate the people and items referred to in the questions

Candidate to:

- study the picture
- answer the questions

**Questions**

- 1 How many people are there in this picture?**  
*(There are) 6*
- 2 How many people are sitting at desks?**  
*3 (people) (\*if more detailed description given)*
- 3 What is the man carrying?**  
*Documents / a box of papers*
- 4 Where is this plant?**  
*By the window / next to the window*
- 5 What is on this desk?**  
*A computer, telephone, photograph etc*
- 6 What time is it?**  
*10 fifteen / quarter past ten*
- 7 What is this man doing?**  
*He is on the phone / making a phone call*
- 8 Why do you think he is on the phone?**  
*Any plausible response eg making an appointment / arranging a delivery\**
- 9 What is the woman doing?**  
*Any plausible response eg working at her computer*
- 10 What are these people doing?**  
*any plausible response eg talking / taking a break. \* for more detailed information*
- 11 What do you think they are talking about?**  
*Any plausible response \**
- 12 What can you see outside the window?**  
*Buildings / offices*

\* credit/distinction indicators

# SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)

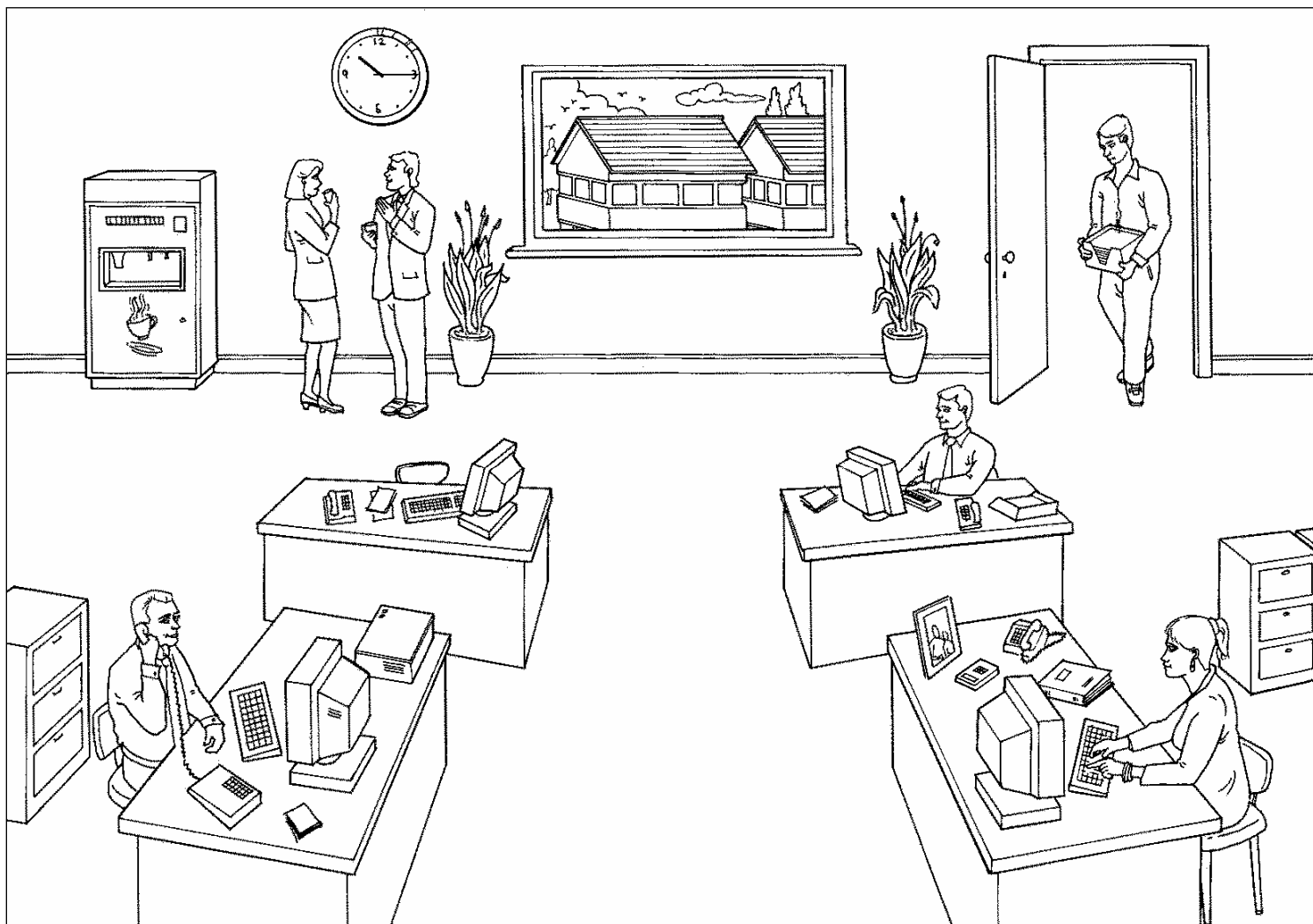
## PRELIMINARY LEVEL – SET A

### Section C

### Picture description

#### CANDIDATE CUE CARD

#### AT THE OFFICE



**SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)**

**PRELIMINARY LEVEL – SET A**

**Section D - Transactional Dialogue**

***AT THE OFFICE***

**Instructions**

NOTE: The picture from Section C is to be retained by the candidate

Examiner to:

- explain the procedure, referring to the picture for Section C and pointing out the characters: “I am this person” (point to the person behind the desk). “You are this person” (pointing to the person in the foreground)
- give the candidate the Cue Card to study and check that the candidate understands the Cue Card details (allow up to 1 minute)
- initiate and guide dialogue using the script below

Candidate to:

- study the Cue Card
- respond as indicated on the Cue Card

***CANDIDATE CUE CARD (For examiner reference)***

- You work for LOMAX.
- You are delivering some important documents to this office.
- The documents are for Mrs Robinson.
- Someone will have to sign the delivery note.
- You also want directions to Fifth Avenue.

**SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)**

**PRELIMINARY LEVEL – SET A**

**Section D - Transactional Dialogue**

***CANDIDATE CUE CARD***

***AT THE OFFICE***

- You work for LOMAX.
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**SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)**

**PRELIMINARY LEVEL – SET A**

**Section D - Transactional Dialogue**

EXAMINER **Good morning sir/madam.**

CANDIDATE *Good morning (or suitable greeting).*

EXAMINER **Can I help you?**

CANDIDATE *Yes, I want/would like/have to deliver these documents.\**

EXAMINER **Yes, of course! And what is your name?**

CANDIDATE *(to give name)*

EXAMINER **How do you spell that please?**

CANDIDATE *(to give correct spelling of name)*

EXAMINER **What is the name of your company?**

CANDIDATE *(to give name of LOMAX)*

EXAMINER **And who are the documents for?**

CANDIDATE *They're for Mrs Robinson.*

EXAMINER **Mrs Robinson is not in today - can I take them?**

CANDIDATE *Alright, but you have to sign the delivery note.\**

EXAMINER **Fine. Where do I sign?**

CANDIDATE *Just sign this form here.*

EXAMINER **There you are. Can I help you with anything else?**

CANDIDATE *Yes, can you tell me how to get to Fifth Avenue from here.\**

EXAMINER **Sure, Fifth Avenue is just near here - turn right when you go out the building, and then it's the second on the left. Would you like a map?**

CANDIDATE *(suitable response) Thank you, good bye.*

EXAMINER **Good bye.**

\*credit indicators - appropriate polite forms