

Section A - General conversation

Section B - Picture Sequence

JOB INTERVIEW

Instructions

Examiner to:

- give the candidate the Picture Sequence to study (allow 1 minute maximum)
- ask the questions about each picture to establish that the candidate understands the situation
- tell the candidate that this happened last week, and then ask the candidate to narrate the story (they may choose to narrate it as first-person narrative or as third-person narrative).

Candidate to:

- study the pictures
- answer questions about each picture
- narrate the story of what happened, using appropriate tenses

Questions

Picture 1

1 Where is the man?

at home / in the hallway

2 What is he doing and why?

*looking in the mirror / checking that he looks smart
because he is going for an interview*

3 What is he wearing?

a suit and tie

Picture 2

1 Where is the man now?

on the train/bus/tram/underground

2 Where is he going?

to the interview

3 How do you think he is feeling?

nervous / worried / anxious

4 Why do you think he is travelling by public transport?

(any plausible response)

5 What will he do when he gets off?

go to the office where the interview is

SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)

LEVEL 2 - SET A

Section B - Picture Sequence (Continued)

Picture 3

1 Where is this?

the reception of a company

2 What is the woman's job?

the receptionist

3 How long do you think it took him to get here?

any plausible response

4 What do you think he is saying?

any plausible response eg I have an interview at 10 o'clock

5 What do you think the receptionist will do?

any plausible response eg tell him where to go

Picture 4

1 What is happening here?

he is being interviewed

2 Why do you think there are 3 people on the interview panel?

to get different opinions

3 What do you think their jobs are?

any plausible response eg the manager / personnel etc

4 What kind of questions will they ask him?

about his background, qualifications, and experience

Examiner

This happened last week. Now I want you to tell the story - you may choose to tell it as though it happened to you, or as though it happened to another person (call him John).

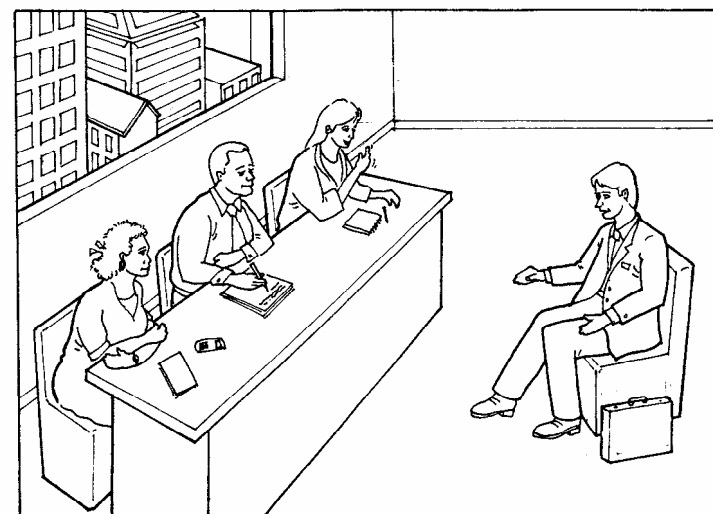
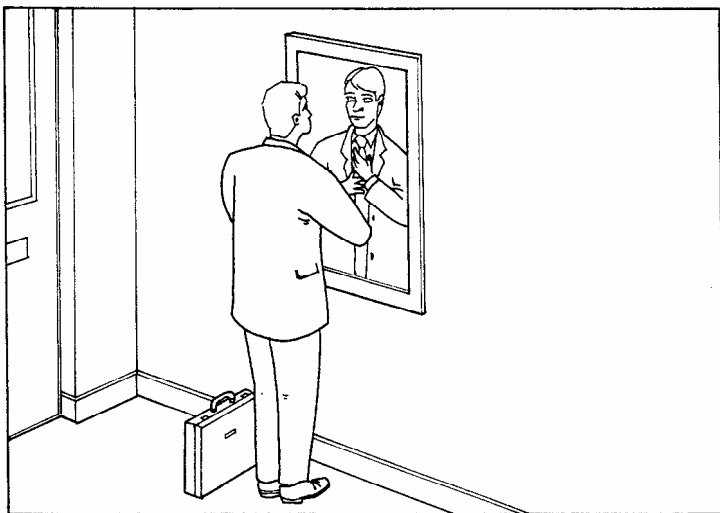
SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)

LEVEL 2 – SET A

Section B

Picture Sequence

JOB INTERVIEW



Section C - Path-finding

Instructions

Examiner to:

- give the candidate the plan to study (allow 30 seconds approximately)
- explain the procedure (candidates are allowed to make notes on the plan if they wish)
- play the recording (you may need to stop the recording after the introduction to check with the candidate that the sound level and quality are acceptable)
- play the recording a second time
- ask a minimum of 6 and a maximum of 10 questions (1 path-finding question to be included)

Candidate to:

- study the plan; listen to the recording (twice) and make notes if they wish
- answer the questions, using any notes made and the plan for reference

Tapescript – Guided Tour of a Chocolate Factory

A group of young trainees are being taken on their first tour of the factory where they will be working.

Good morning everyone. Welcome to The Real Chocolate Company. Here we are at the entrance to the main work area. Just a few words of warning before we go inside and start the tour at 9:30. Firstly, it is very important to keep your security pass with you at all times as we will be going into different work areas. And please remember to wear the protective head-clothing you have been given at all times, apart from when you are in the canteen.

Now, the first work area we will visit is the place where the chocolate is made from the various raw ingredients. This is work area A on your plan. After that we will move on to area B where the chocolate is made into different shapes such as Easter eggs and other novelty items. We will spend 1 hour in this area to give you the opportunity to try out the different machines. At 11.30 we will then go on to the assembly area - that's area D on the plan - where the chocolate is packed. Please be careful as there are a lot of conveyor belts and dangerous machinery in that area, but you will be able to try some free samples. However, don't eat too much chocolate because lunch will be served in the canteen from 1 to 2 pm. By the way, toilets can be found next to the canteen, and please remember that if you want to smoke you will have to go outside in the car park, as smoking is not permitted anywhere in the factory.

After lunch there will be a talk on health and safety in room 4. This will be followed by an opportunity to meet and talk informally with some of the staff you will be working with.

We will meet again at 4 pm this afternoon here at the front entrance. The coach will be leaving at 4.15, so don't be late. I hope you enjoy the tour.

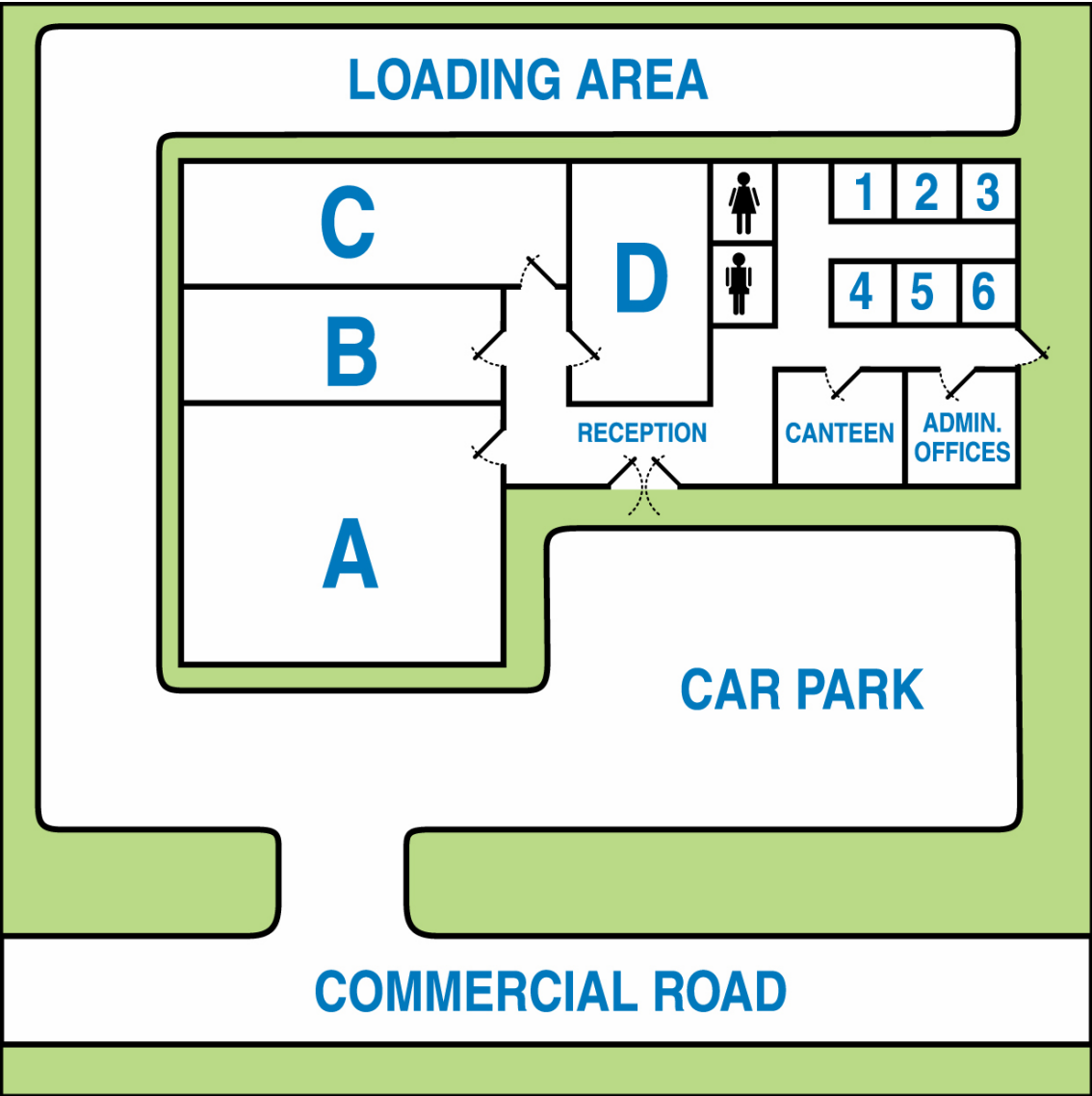
SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)

LEVEL 2 – SET A

Section C

Path-finding

GUIDED TOUR OF A CHOCOLATE FACTORY



Questions

1. **Who is this tour for?** - *for trainees*
2. **What time does the tour begin** - *9:30am*
3. **What should you keep with you?** - *your security pass*
4. **What must you wear?** - *protective head-clothing*
5. **Where will the group go first?** - *area A*
6. **What happens in area A?** - *the chocolate is made there*
7. **What happens in area B?** - *the chocolate is made into different shapes*
8. **How long will they stay in area B?** - *1 hour*
9. **What can they do there?** - *they can try out the machines*
10. **What is area D?** - *the assembly area*
11. **Is it possible to eat chocolate if you want to?** - *yes you can have free samples**
12. **Why should you not eat too much chocolate?** - *because lunch is served at one pm*
13. **Where can they have lunch?** - *in the canteen*
14. **What time is lunch?** - *from 1pm to 2pm*
15. **What should you do if you want to smoke?** - *You have to go outside to the car park*
16. **Where are the toilets?** - *next to the canteen*
17. **What is the group doing in the afternoon?** - *There will be a talk on health and safety*
18. **What can they do after the talk?** - *they can talk to employees*
19. **What time is the group meeting in the afternoon?** - *At 4 p.m.*
20. **Where is the group told to meet?** - *at the main entrance*
21. **What time is the coach leaving?** - *4.15 p.m.*

22. **You are in area A. Another trainee asks you how to get to the toilets. What directions do you give?**
23. **You are at the entrance to the factory. How would you get to the assembly area?**
24. **How do you get from the canteen to Room 4?**

* credit/distinction indicators

SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)

LEVEL 2 – SET A

Section D - Reading comprehension

Instructions

Examiner to:

- Give the candidate the Reading Text to study (maximum 1 minute)
- Ask a minimum of 6 and a maximum of 10 questions

Candidate to:

- Answer questions referring to the Reading Text

Reading Text (*for examiner reference*)

HEALTH AND SAFETY NOTICE

It's important to be safe at work. So follow these guidelines:

- Always wear the protective head-clothing in the work areas.
- Take regular breaks – if you work for 4 hours then you should have a 15 minute break.
- Do not smoke anywhere in the buildings. Smoking is only permitted outside in the car park.
- There is a first aid box in every work area for minor injuries or burns.
- If there is a serious injury you must use the emergency telephone in each work area.

For more guidelines phone this internal number 6842 – or have a look at our website:

www.therealchocolatecompany.com

Stay healthy - stay safe!

SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE (SEFIC)

LEVEL 2 – SET A

Section D - Reading comprehension

Examiner's Questions

- 1. What is the purpose of this notice?**
it is for health and safety for workers
- 2. What must you wear?**
protective head-clothing
- 3. Why should you wear protective head-clothing?**
any plausible answer eg keep your hair out of machinery etc
- 4. What is the maximum time you should work without taking a break?**
4 hours
- 5. What is the telephone number to ring for more guidelines?**
6842
- 6. Is there another way of getting more information?**
from the web-site
- 7. What does every work area have?**
a first aid box
- 8. What would you expect to find in a first aid box?**
*any plausible answer eg elastoplast, bandages, antiseptic cream, etc.**
- 9. Where can you smoke?**
outside in the car park
- 10. What should you do if there is a more serious injury?**
use the emergency telephone number
- 11. Where would you expect to find a notice like this?**
any plausible answer eg in a factory
- 12. Why should you take regular breaks?**
*any plausible answer **

** credit/distinction indicators*

Reading Text

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Section E - Discussion

ADVANTAGES AND DISADVANTAGES OF HEALTH AND SAFETY NOTICES

Instructions

NOTE: The printed sheet for Section D to be retained by the candidate for Section E

Examiner to:

- begin the discussion, leading on from the written material of Section D
- ask questions providing the candidate with the opportunity to express preferences and opinions
- respond to candidate's utterances in such a way as to sustain a conversation of up to 5 minutes.

Candidate to:

- express personal preferences, using appropriate vocabulary and structures to express evaluations and opinion.

Questions

(to initiate discussion)

- Do you think this kind of notice is useful?
- Do you think people will read this kind of notice at work?
- What are the advantages of having health and safety guidelines at work?
- And the disadvantages?
- How important is it to have a health and safety policy at work? Why/why not?
- What do you think are the most important health and safety issues?
- Do you think that smoking should be banned at work? Is this a health and safety issue?
- Do you think that we are too worried about health and safety, and that there are too many regulations about these matters?