

<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: supply and demand; production and deadlines; benchmarks; controlling operations; product details; pricing; sales and marketing; branding; competition; customer relations; management styles; starting a business; business strategy and models; costs and expenses; income and assets; budgets; balance sheets; profit and loss reports; cash flow statements; break-even point; taxes; bookkeeping; business relationships; e-commerce; internet security; project management; risk management; fraud; preventing shrinkage; bankruptcy; downsizing; evaluations; business ethics; workplace conflict</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: asking about causes; describing benefits; asking for an opinion; asking about progress; asking for clarification; expressing reservation; estimating time; asking about results; describing a similar experience; advising caution; politely interrupting; discussing risk; offering a compromise; bringing up an example; making an apology; describing potential effects; describing personal experience; giving a warning; proposing a plan; agreeing with an opinion; changing topics; defining a term; asking about needs; bringing up a problem; expressing relief; delivering bad news; making a suggestion; talking about progress; talking about possibility; asking for repetition; listing paired items; giving compliment; stating agreement; bringing up past experience; stressing a point; asking about the future; talking about necessities; setting goals; describing significant changes; expressing appreciation</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 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: <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 a sales report, an email, an employee suggestion form, a memo, an advertisement, a shipping order, manager's notes, a customer complaint form, a performance review, a letter of recommendation, a report, a feedback form, a balance sheet, a proposal, a code of conduct, an announcement, a petition, a list of goals, FAQs for a website, or an article. This task is based on elements of writing that the candidates will need to produce in the field of management for professional purposes.</p>
<p>Duration: 60 minutes</p>	<p>Marks: TOTAL: 100 points</p>