

Task Sheet 2

**A: WHAT IS IMPORTANT WHEN...?**

Preparing for a job interview

- Studying the job advertisement
- Finding out about the company
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**B: WHAT IS IMPORTANT WHEN...?**

Deciding whether to attend a conference

- Venue
- Speakers
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**C: WHAT IS IMPORTANT WHEN...?**

Developing new products

- Market Research
- Costs Involved
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Task Sheet 1

**A: WHAT IS IMPORTANT WHEN...?**

Selecting applicants for a job

- Work Experience
- Personal Qualities
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**B: WHAT IS IMPORTANT WHEN...?**

Choosing a new supplier

- Prices and Discounts
- Reputation
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**C: WHAT IS IMPORTANT WHEN...?**

Aiming to improve production quality

- Up-to-date equipment
- Staff Training
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### Foreign Business Trip

Your company is attending a trade fair in a foreign country for the first time.

You have been asked to help with the preparations for the trip.

Discuss the situation together, and decide:

- what travel and accommodation arrangements you will need to make before the trip
- which kinds of business customs in the foreign country it would be useful to know about, and how to find out about these before the trip

BEC Vantage - PART THREE

## ASSESSMENT OF SPEAKING

Candidates are assessed on their own performance and not in relation to each other, according to the following analytical criteria: Grammar and Vocabulary, Discourse Management, Pronunciation and Interactive Communication. These criteria are interpreted at Vantage level. Assessment is based on performance in the whole test and is not related to particular parts of the test.

Both examiners assess the candidates. The Assessor applies detailed, analytical scales, and the Interlocutor applies a Global Achievement Scale which is based on the analytical scales.

### Grammar and Vocabulary

This refers to range and accuracy as well as the appropriate use of grammatical and lexical forms. At BEC Vantage level, a range of grammar and vocabulary is needed to deal with the tasks. At this level candidates should be accurate enough, and use sufficiently appropriate vocabulary, to convey their intended meanings.

### Discourse Management

This refers to the coherence, extent and relevance of each candidate's individual performance. Contributions should be adequate to deal with the BEC Vantage level tasks. At times, candidates' utterances may be inappropriate in length.

### Pronunciation

This refers to the candidate's ability to produce comprehensible utterances. At BEC Vantage level, meanings are conveyed through the appropriate use of stress, rhythm, intonation and clear individual sounds, although there may be occasional difficulty for the listener.

### Interactive Communication

This refers to the candidate's ability to take an active part in the development of the discourse. At BEC Vantage level, candidates should be sensitive to turn-taking and sustain the interaction by initiating and responding appropriately. Hesitation may, at times, demand patience of the listener.