

**INTERNATIONAL VOCATIONAL ENGLISH
EXAMINATIONS**
English for Security Personnel Examination:
General Description

<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: being a security officer; appearance; equipment; duties; describing what you saw; crime & law enforcement; criminal justice; suspects; physical/information/vehicle & travel/public/private security; loss prevention; operating vehicles; weapons; health; emergency response units; safety awareness; hazardous materials; sabotage & terrorism; reports; ethics; qualifications</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: giving an example; correcting a misconception; making an apology; expressing confusion; offering an alternative; offering reassurance; showing/expressing understanding; making an estimate; showing agreement; describing order of events; describing likelihood; describing requirements; expressing concern; making a promise; giving a warning; giving a compliment; asking for more information; asking for clarification; making a recommendation; describing an event; calming someone down; getting someone's attention; admitting an error; describing consequences; making a polite request; adding information; expressing relief; asking for help; expressing uncertainty/urgency; giving a reminder; expressing surprise; describing a risk; making a prediction; asking for advice; expressing doubt; clarifying; identifying an error; expressing a desire; describing a process; talking about a possible event</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 security; 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 Awareness (5 minutes)</p>	<p>Task type: A gapped or jumbled text of approx. 200 words Format: Gapped text – a text with five gaps to be filled with either one sentence from a choice of three or, one pair of sentences from a choice of six or, an appropriate word or, information from two short texts. Jumbled text – seven or eight paragraphs, of which five are to be organized into a 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>NOTE: The candidate may be asked to complete a disciplinary report, a uniform/equipment request form, interview notes, a post orders, a witness statement, an incident report, a formal letter, a company memo, an officer's report, an officer's notes, an official statement, an investigator's report, an order form, an employee assessment form, a postcard, an accident report, a safety report, an attorney's notes, a doctor's note, a threat report, a study guide, a cover letter, an email or a feedback form. This task is based on elements of writing that the candidates will need to produce in the field of security for professional purposes.</p>
<p>Duration: 60 minutes</p>	<p>Marks: TOTAL: 100 points</p>