



UNIVERSITY  
of  
GREENWICH



**Express Publishing**  
INTERNATIONAL  
VOCATIONAL ENGLISH

### **Portfolio: Speaking component**

The student must provide three recordings in digital form, each comprising two minutes or under. These recordings will be dialogs in which the majority of the production should be on the side of the student. The content of the recordings will be relevant to the field of study and be functionally based – for example, taking an order or giving instructions. The other party in the recordings can be their teacher or the course coordinator, but they should only play the role assigned to them in the recording, not helping or prompting the student in any way.

#### **Instructions to teachers/tutors**

The purpose of the Speaking component of the portfolio is to ensure the student has attained a sufficient level in spoken English to deal confidently with common situations they might encounter in their vocational field and succeed as a candidate in the **Knowledge of Language Functions** section of the examination. Grammatical and lexical accuracy are important in so far as they contribute to the achievement of communication as required by the situation.

The dialogues should be recorded in MP3 format as three separate files on a USB flash drive or a CD empty of all other content. The file name should indicate the student's name, the date of the recording, the vocational field and the number of the interaction which has been addressed. Below is an example:

- JohnSmith\_23.02.2016\_Tourism\_01.mp3
- JohnSmith\_12.04.2016\_Tourism\_02.mp3
- JohnSmith\_02.06.2016\_Tourism\_03.mp3

Each of the three recordings should comprehensively cover one of the suggested interactions listed in the instructions for the student's specific portfolio. The teacher/coordinator may be the other person in the dialogue, but is urged not to coach or draw out their student, but simply give them the prompts they need to demonstrate their proficiency in the English of their vocational field.