

<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: office equipment and management; banking and stock trading; front/middle/back office operations; bank services; P&L accounts; central banks operations; international organizations; stock markets and shares; types of investments; economic indicators/theories; financial documents; insurance claims; sales forecasts; operations control; laws and regulations; business relationships; cash and numbers; changes in value; types of businesses; types of costs/loans; budgets; supply, demand and prices; jobs in financial sector</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: describing location/condition/a problem/changes in value/possible events/skills and traits/an experience/progress/possibilities/responsibilities; giving reasons/advice; making an appointment/suggestions/predictions/a list; gathering information; correcting an error; greeting customers; explaining causes/costs/terms; asking for more detail; adding information; clarifying information; listing pros and cons; discussing risk; changing topics; hedging a response/an opinion; confirming information; expressing doubt/an opinion; reassuring customers; offering congratulations/products; supporting an idea/an argument; bringing up a topic; talking about future events; stating agreement; checking for understanding</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 finance; 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 business email, a memo, an article from a financial magazine, a CV, a chart, an extract from financial notes, a bank document, a stockmarket analysis, a catalog, a financial advice column, an extract from cash rules, a job posting, an email analyzing finances, a newspaper article, a website page, an economics textbook excerpt, a blog post, a payment slip, a balance sheet, or financial rules & regulations. This task is based on elements of writing that the candidates will need to produce in the field of finance for professional purposes.</p>
<p>Duration: 60 minutes</p>	<p>Marks: TOTAL: 100 points</p>