

English for Insurance 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: types of insurance; structure of the market; insurance agency services; types of agents; actuarial science; underwriting; malpractice; policy terminology; liability; fraud; principles of insurance; business risks; risk assessment; insurance planning & finance; marketing; investing; losses, claims & numbers; insurance regulation</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>NOTES Functions: agreeing with an opinion; asking for clarification; asking about a condition; answering a business call; checking for correctness; clarifying information; confirming a detail; delivering good/bad news; describing/discussing a possible outcome/degree/experience/necessity/possibilities; discussing/introducing a hypothetical situation; expressing amazement/an opinion/concern/confidence/confusion/enthusiasm/ gratitude/relief/uncertainty; giving reassurance/advice/an explanation; making a suggestion/a calculation/a conditional statement/a polite request/ a recommendation/assumptions; offering a solution/an alternative/assistance/ clarification; posing a hypothetical question/ an indirect question; reiterating a point; restating an idea; showing understanding; identifying a problem</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 insurance; 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 studies.</i></p> <p>Marking Scheme: 5 items x 2 points = 10 points</p> <p>NOTE: The candidate may be asked to complete a textbook excerpt, a course description, a webpage, a job listing, a magazine article, a chart, a guide, an online article, a trade magazine article, a report, an encyclopedia entry, a blog, an email, a letter, a set of lecture notes, a handbook excerpt, an online forum, an advertisement or an advice column. This task is based on elements of writing that the candidates will need to produce in the field of insurance for professional purposes.</p>
<p>Duration: 60 minutes</p>	<p>Marks: TOTAL: 100 points</p>