

INTERNATIONAL VOCATIONAL ENGLISH EXAMINATIONS

English for the “MBA English” 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 (15 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: MBA program overview; BA classes and internships; businesses; departments; management styles and leadership; projects; accounting; business culture and ethics; communication skills; business strategy and operations; business tools and criteria</p>
<p>PART 3 Knowledge of Language Functions (10 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: agreeing; asking for/about documentation; asking about objectives/feelings/knowledge; asking for an opinion/advice/more information/clarification/an example/justification/an explanation; confirming details; clarifying information; correcting an error/yourself; describing plans/job duties; disagreeing with an opinion; stating opinions; giving advice/compliments/explanations/bad news; expressing interest/concern/agreement; explaining choices/a decision; encouraging enquiry; changing topics; making comparisons/introductions/a recommendation/a counterargument; pointing out a mistake; offering sympathy; showing understanding; talking about cost/necessity/roles; verifying what someone is saying; negotiating a deal</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 “MBA English”. 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 (15 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 an article, an email, a tip sheet, an internship program description, a handout, a textbook excerpt, an informational web page, a blog post, an occupational manual excerpt, a company handbook, an assignment excerpt, a course description, a report, a flyer, an agenda, a job advertisement, a sales report, a quiz, a balance sheet. This task is based on elements of writing that the candidates will need to produce in the field of “MBA English” for professional purposes.</p>
<p>Duration: 60 minutes</p>	<p>Marks: TOTAL: 100 points</p>