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<th>PART 1</th>
<th>Listening (approx. 10 minutes)</th>
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| **Task type:** Multiple choice  
**Format:** ten unrelated dialogues of about 30 seconds’ duration, each followed by a 3-option multiple choice item  
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.).  
**Task Focus:** identifying detail, understanding and interpreting information, specific information, gist, detail, main idea, function, purpose, attitude, opinion, etc.  
**Marking Scheme:** 10 items x 2 points = 20 points  
**NOTE:** Each part is heard twice. |

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<th>PART 2</th>
<th>Knowledge of Linguistic Means (20 minutes)</th>
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| **Task type:** Multiple choice  
**Format:** 18 4-option multiple choice sentences  
**Task Focus:** lexical  
**Marking Scheme:** 18 items x 2 points = 36 points  
**Topic areas:** supply and demand; production and deadlines; benchmarks; controlling operations; product details; pricing; sales and marketing; branding; competition; customer relations; management styles; starting a business; business strategy and models; costs and expenses; income and assets; budgets; balance sheets; P&L reports; cash flow statements; break-even point; taxes; bookkeeping; business relationships; e-commerce; internet security; project management; risk management; fraud; preventing shrinkage; bankruptcy; downsizing; evaluations; business ethics; workplace conflict |

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<th>PART 3</th>
<th>Knowledge of Language Functions (15 minutes)</th>
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| **Task type:** Multiple choice  
**Format:** 16 2-option multiple choice exchanges  
**Task Focus:** lexi-co-grammatical  
**Marking Scheme:** 16 items x 1 point = 16 points  
**Functions:** asking for an opinion; asking about causes/progress/needs/the future; describing benefits/a similar experience/potential effects/personal experience/significant changes; asking for clarification/repetition/an option; expressing reservation/relief/appreciation; estimating time; talking/asking about results; relating a similar experience; advising caution; politely interrupting; discussing risk; offering a compromise; bringing up an example; making an apology; giving advice/a warning; proposing a plan; agreeing with an opinion; changing topics; defining a term; delivering bad news; making a suggestion; discussing progress/possibility; listing paired items; giving a compliment; stating agreement; bringing up past experiences/a problem; stressing a point; talking about necessities; setting goals |

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<th>PART 4</th>
<th>Reading (10 minutes)</th>
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| **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 management; 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:** understanding detail, specific information, implication, attitude, reference and meaning  
**Marking Scheme:** 6 items x 3 points = 18 points  
**NOTE:** All the texts are related to the specific field of study. |

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<th>PART 5</th>
<th>Writing Awareness (5 minutes)</th>
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| **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:** Recognition of writing features and language as required in their field of studies.  
**Marking Scheme:** 5 items x 2 points = 10 points  
**NOTES:** The candidate may be asked to complete a sales report, an email, an employee suggestion form, a memo, an advertisement, a shipping order, manager’s notes, a customer complaint form, a performance review, a letter of recommendation, a report, a feedback form, a balance sheet, a proposal, a code of conduct, an announcement, a petition, a list of goals, FAQs for a website, or an article. This task is based on elements of writing that the candidates will need to produce in the field of management for professional purposes.  
**Marking Scheme:** 5 items x 2 points = 10 points |

**Duration:** 60 minutes  
**_marks:** TOTAL: 100 points