INTERNATIONAL VOCATIONAL ENGLISH EXAMINATIONS

English for Secretarial Examination:

General Description

PART 1
Listening (approx. 10 minutes)

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.

PART 2
Knowledge of Linguistic Means (20 minutes)

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: office supplies/furniture/schedules/routines; reference books; office documents; assisting visitors; phone etiquette; letters and graphs; departments; phone calls; making appointments; travel arrangements; filing; record-keeping; communication; using computers; meetings and conferences; agendas; meetings minutes; employment; mail handling; telecommunication; business abbreviations; wages; requests for payments; banking; bookkeeping

PART 3
Knowledge of Language Functions (15 minutes)

Task type: Multiple choice
Format: 16 2-option multiple choice exchanges
Task Focus: Lexico-grammatical

Marking Scheme: 16 items x 1 point = 16 points

Functions: offering assistance/help/valuable information; giving directions/instructions/advice/a reminder/praise/good news/reassurance/a reprimand; responding to good news; explaining what is needed/how to do a task; introducing yourself; making suggestions/a complaint/comparisons/an offer/an order/a request; talking about schedules/work experience/departure times/deadlines; asking about someone's identity; asking for directions/information/advice/an example/clarification; scheduling an appointment; discussing options/sequence of events; describing duties/a process/a change/characteristics/features; placing an order; expressing interest/surprise/hope/regret/disapproval/an opinion/preference; confirming details/information; adding/providing information; politely denying requests

PART 4
Reading (10 minutes)

Task type: Multiple choice – True/False/Doesn’t say
Format: Three short texts (60-100 words each) containing factual information related to the secretarial field; 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.

PART 5
Writing Awareness (5 minutes)

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

NOTE: The candidate may be asked to complete an order form, a letter, an email, a memo, a sales receipt, a sign-in sheet, a telephone message, an agenda, minutes of a meeting, a résumé, an invitation, interview notes, a call log, an appointment sheet, a booking form, a boarding pass, customer notes, a to-do list, a program of events, or a ledger. This task is based on elements of writing that the candidates will need to produce in the field of secretarial for professional purposes.

Duration: 60 minutes
Marks: TOTAL: 100 points