

**English for Secretarial Examination:**  
General Description

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| <p><b>PART 1</b><br/><b>Listening</b><br/>(approx. 10 minutes)</p>               | <p><b>Task type:</b> Multiple choice<br/><b>Format:</b> 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><b>Task Focus:</b> <i>identifying detail, understanding and interpreting information, specific information, gist, detail, main idea, function, purpose, attitude, opinion, etc.</i></p> <p><b>Marking Scheme:</b> 10 items x 2 points = 20 points</p> <p><b>NOTE:</b> Each part is heard twice.</p>   |
| <p><b>PART 2</b><br/><b>Knowledge of Linguistic Means</b><br/>(20 minutes)</p>   | <p><b>Task type:</b> Multiple choice<br/><b>Format:</b> 18 4-option multiple choice sentences<br/><b>Task Focus:</b> <i>lexical</i></p> <p><b>Marking Scheme:</b> 18 items x 2 points = 36 points</p> <p><b>Topic areas:</b> 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</p>  |
| <p><b>PART 3</b><br/><b>Knowledge of Language Functions</b><br/>(15 minutes)</p> | <p><b>Task type:</b> Multiple choice<br/><b>Format:</b> 16 2-option multiple choice exchanges<br/><b>Task Focus:</b> <i>lexico-grammatical</i></p> <p><b>Marking Scheme:</b> 16 items x 1 point = 16 points</p> <p><b>Functions:</b> 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</p>   |
| <p><b>PART 4</b><br/><b>Reading</b><br/>(10 minutes)</p>                         | <p><b>Task type:</b> Multiple choice – True/False/Doesn't say<br/><b>Format:</b> 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.<br/><b>Task Focus:</b> <i>understanding detail, specific information, implication, attitude, reference and meaning</i></p> <p><b>Marking Scheme:</b> 6 items x 3 points = 18 points</p> <p><b>NOTE:</b> All the texts are related to the specific field of study.</p>  |
| <p><b>PART 5</b><br/><b>Writing Awareness</b><br/>(5 minutes)</p>                | <p><b>Task type:</b> A gapped or jumbled text of approx. 200 words<br/><b>Format:</b> 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.<br/><b>Task Focus:</b> <i>Recognition of writing features and language as required in their field of studies.</i></p> <p><b>Marking Scheme:</b> 5 items x 2 points = 10 points</p> <p><b>NOTE:</b> The candidate may be asked to complete <b>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.</b> This task is based on elements of writing that the candidates will need to produce in the field of secretarial for professional purposes.</p> |
| <p><b>Duration:</b> 60 minutes</p>   | <p><b>Marks:</b> <b>TOTAL:</b> 100 points</p>   |