



MOCK EXAMINATION 1

ENGLISH BUSINESS

Examination Preparation






B2



CONTENTS

Information for Learners	3
The Structure of the Examination	4
Written Examination	
Reading Comprehension	6
Writing	14
Listening Comprehension	17
Language Elements	21
Answer Sheet	25
Oral Examination	33
Points and Grades	42
Information for Teachers	
Introduction	45
Examination Procedure	45
Marking, Points and Grades	47
Marking Criteria	
Writing	48
Oral Examination	50
Score Sheet M10 for the Oral Examination	53
Answer Key	54
Transcripts of Listening Comprehension Tests	55

The Structure of the Examination

Sub-Test	Type of Test	Marks	Time in minutes
Written Examination			
1 Reading Comprehension			
	3–6 parts	20 multiple-choice items	20 60
2 Writing			
	Part 1 Part 2	6 guiding points short message	20* 5* 60
Break			20
3 Listening Comprehension			
	Part 1 Part 2 Part 3	6 true/false items 6–8 multiple-choice items 6–8 multiple-choice items	20 max. 30
4 Language Elements			
	Part 1 Part 2	10 multiple-choice items 10 matching items	5 5 30
Oral Examination			
	<ul style="list-style-type: none"> Part 1: Description/Explanation Part 2: Discussion Part 3: Task 	examination with two candidates, in exceptional cases with three candidates	25** approx. 16

* cf. marking criteria

** cf. marking criteria

Information concerning the **answer sheet**

Always use a pencil on the answer sheet.

Each item has only one correct answer.

For example, if you think that **c** is the correct answer, mark your answer on the Answer Sheet in the following way:





1 Reading Comprehension (Part 1)

Read the texts and answer questions 1–20 according to the information in the texts. Mark a), b) or c) on your answer sheet.

Email

A friend of yours works for a freight forwarding company and wants your help with some details of the following email.

Answer the questions according to the information given in the text.

1. Were all the trailers in January full?
 - a) Yes.
 - b) No.
 - c) There is no information on this.

2. Is the writer of the email happy about the profits?
 - a) Yes.
 - b) No.
 - c) There is no information on this.

3. Has the writer spoken to Anton about the content of the email?
 - a) Yes.
 - b) No.
 - c) There is no information on this.

4. What information does the writer need soon?
 - a) Costs for express services.
 - b) European express tariffs.
 - c) Information on the city of Frankfurt.

5. Are the opinions in the email the writer's own?
 - a) Yes.
 - b) No.
 - c) There is no information on this.

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ENGLISH B2 BUSINESS

Familiename · Surname · Apellido · Nom · Cognome · Soyadı · Фамилия																					
Vorname · First Name · Nombre · Prénom · Nome · Adı · Имя																					
			▶		<i>Beispiel: 23. April 1989</i>					▶		1989		.04		.23					
Geburtsdatum · Date of Birth · Fecha de nacimiento · Date de naissance · Data di nascita · Doğum tarihi · Дата рождения																					
Geburtsort · Place of Birth · Lugar de nacimiento · Lieu de naissance · Luogo di nascita · Doğum yeri · Место рождения																					
Muttersprache · First Language · Lengua materna · Langue maternelle · Madrelingua · Anadili · Родной язык																					
<input type="checkbox"/> männlich · male · masculino · masculin · maschile · erkek · мужской <input type="checkbox"/> weiblich · female · femenino · féminin · femminile · kadın · женский																					
Geschlecht · Sex · Sexo · Sexe · Sesso · Cinsiyeti · Пол																					
Prüfungszentrum · Examination Centre · Centro examinador · Centre d'examen · Centro d'esame · Sinav merkezi · Экзаменационное учреждение																					
			▶		<i>Beispiel: 17. Februar 2011</i>					▶		2011		.02		.17					
Prüfungsdatum · Date of Examination · Fecha del examen · Date d'examen · Data dell'esame · Sinav tarihi · Дата экзамена																					
Testversion · Test Version · Versión del examen · Version d'examen · Versione d'esame · Sinav sürümü · Тестовая версия																					

- 001 – Deutsch
- 002 – English
- 003 – Français
- 004 – Español
- 005 – Italiano
- 006 – Português
- 007 – Magyar
- 008 – Polski
- 009 – Русский язык
- 010 – Český jazyk
- 011 – Türkçe
- 012 – عربي
- 013 – 汉语
- 000 – andere/other

Marking Instructions for B2 WRITING Subtest

The Writing subtest is assessed by licensed telc Raters. In the case of disagreement, the marks awarded by Rater 2 are taken in preference. Further spot-checks are regularly carried out at the telc head office. In such cases the telc rating becomes the final score.

Criterion 1: Content (Guiding Points)

Assessment is made on the basis of the number of guiding points that have been included and processed.

It is assumed that the piece of writing is recognisable as such (business letter).

A guiding point can only be counted for marking purposes if

- it is recognisable as the point given in the task, i.e. the candidate demonstrates that she/he has understood the intention of the guiding point and dealt with it using the appropriate language;
- it is dealt with as part of or in a full sentence.

A	4 points	All six guiding points have been included and processed appropriately. There is no evidence of misinterpretation.
B	3 points	At least four of the guiding points have been included and processed appropriately.
C	1 point	At least two of the guiding points have been included and processed adequately.
D	0 points	Only one guiding point has been included and processed adequately or none of the guiding points have been included.

Criterion II: Communicative Design

Assessment is based on

- the appropriacy of the order in which the guiding points have been included in relation to the message of the piece of writing and the addressee;
- the appropriacy of the register and the linking language used (discourse features);
- the formal characteristics of the piece of writing (e.g. date, reference line, salutation, closing formula);
- the impression the piece of writing would make in the business context given (register, consistency of style).

A	8 points	The design is appropriate in all respects.
B	6 points	The design is appropriate in most respects.
C	3 points	The design is largely inappropriate and would cause a bad impression in a business context.
D	0 points	The design is inappropriate.

Examination Preparation

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The two main characteristic features of telc examinations are test papers based on language tasks formulated in a clear and understandable way and standardised marking criteria applied in an objective way. The comprehensively defined test specifications and uniform marking criteria ensure that these features apply to all examinations and are identical for all languages covered by the telc programme. This equally applies to the test format. The mock examination presented here enables teachers and learners to simulate the precise conditions under which the examinations take place, both from the perspective of organising the test as well as from the point of view of the test materials. In this way, it is possible to fully prepare candidates for the examination. The mock examination can also be used for practice purposes, for examiner training and for general information.