

Final Testing Procedure and B1.2 Final Test Answer Key

It is essential that students in group courses take the final test before the end of the course.

If, for some reason, you think the students will be unable to take the test, please contact our Training and Development team *as soon as possible* so we can find a solution.

General information about the final tests

The **Final Test (2 UE)** is a formal test.

The result appears on the certificate that the student receives upon completion of the course.

When do I administer the tests?

- Final Tests- on the 2nd to last appointment of an inspire level.
(For a larger group or a longer speaking topic, you may schedule the written and speaking portion of the test during two different meetings)

What do I need to tell my students about the final test?

- The Final Tests are standardized and benchmarked to the respective CEF level.
- Students should understand that there will be questions on the test they have not specifically been prepared for. *Tell them that we are also testing their background knowledge and ability to make educated guesses based on what they have learned.*
- After distributing the test, read through all directions with the students.

How do I score the test?

- **Test correction:** The Final test should be corrected in the class the week after it has been administered.
- The final test result, which will be noted on the course certificate, is based on the following scale: 51% - 61% “sufficient” (i.e. passing) 62% - 74% “satisfactory” 75% - 87% “good” 88% - 100% “very good”

What do I do with the completed tests?

Students are not allowed to keep their tests.

The hardcopy tests must be returned to us, corrected, along with the original pedagogical card and attendance sheet upon completion of the course.

The Final test results are used to create course certificates. In order to get certificates to students in a timely manner, please return the marked paper tests within a week of the course end.

Unfortunately, if the end of the course is reached and you have not given the test and have not informed us that this will not be possible, we will have to ask you to return to the company to administer the test on your own time.

Questions?

Please contact your local MTD

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B1.2 Final Test Key

Listening (10 marks)

Note to trainer: You should have received the audio track file with the test. If audio is not available, read the script provided below for your participants. They can hear the script twice.

1 sales training / 'Selling by objectives' / 2 (North) London / 3 16th October / 4 two weeks / 5 £1,900 / 6 T / 7 F / 8 F / 9 T / 10 T

Vocabulary (15 marks)

11 subsidiary / 12 redundant / 13 advertising / 14 launch / 15 share / 16 set up / 17 make / 18 work / 19 market / 20 do / 21 d / 22 a / 23 e / 24 b / 25 c

Language (15 marks)

26 a / 27 c / 28 b / 29 b / 30 c / 31 c / 32 c / 33 b / 34 a / 35 b
36 on out / 37 said told / 38 would will / 39 during for / 40 hear hearing

Skills development (15 marks)

41 f / 42 a / 43 c / 44 h / 45 e / 46 d / 47 g / 48 b / 49 d / 50 e / 51 b / 52 g / 53 f / 54 c / 55 a

Reading (10 marks)

56 b / 57 c / 58 a / 59 e / 60 d / 61 d / 62 b / 63 c / 64 b / 65 c

Writing (10 marks)

Note to trainer: Grade should take into account style, tone, accuracy, language, and coherence.

Model Answer:

Dear Greg,

Thank you for your email. It is good to hear from you. Unfortunately, I did not find an attachment with the plan. Could you please send it again? I will be happy to look it over and send you any comments.

I like your restaurant suggestion, but I wonder if there is not something more local that we could try? I always enjoy trying local food when I travel. Is there some regional delicacy that we could have for lunch?

Thank you for arranging to send your driver to meet me. Please note, however, that I will be arriving by train, and not by plane. My train arrives at 7:50pm on Sunday at the main station and I will be staying a full week, until the following Sunday. This means that I will have a weekend to explore the city. It would be great to hear some tips of what attractions I should see.

I look forward to meeting you next week. Please remember to send the schedule again. Thank you!

Best regards

Speaking (25 marks)

Note to trainer: To grade, use the guidelines on the speaking portion page of the test.

To set up the speaking portion:

- The trainer must specify the topic for the speaking portion of the test. This topic can be explained in detail to the students at least one week prior to the test if they will need to research or prepare in some way. Please note: During the speaking portion, the students are not allowed to use any notes they took.
- The speaking topic should be tailored to the particular company and industry as much as possible. Ideally, it will relate directly to company specific topics covered in previous lessons (e.g. answering questions about a product, describing processes or procedures within their company, giving a presentation).
- This is a group speaking activity, where all participants engage together. The purpose is to grade the participants on their ability to speak in a realistic, business relevant situation. If the topic is company history, they should not each take turns telling the same story. Instead, they should work as a group to build on what was said, to disagree, to offer other opinions, to ask questions about what was said. If the topic is presentations, there need to be questions at the end.
- All of this should be clear well before the test day. To prepare students, make sure to set up this type of discussion round at various points during the course.

Total: 100 marks

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Boss Hello, Roger. Come in. Take a seat.

Roger Thanks.

Boss I understand you want to go on a training course?

Roger Yes, that's right. It's a sales training course and it was recommended to me by Joanne Barnes, who did the training last year. She said it was excellent. I really want to advance my career in sales and I think that this is the course for me.

Boss Which course are we talking about?

Roger It's called 'Selling by objectives' and it's run by the Institute of Sales and Marketing in north London. It starts on October the 16th.

Boss I know the course and it's very good. It's a two-week course, I believe.

Roger That's right.

Boss Hmm. October is a very busy month, as you know. I don't usually give anyone time off during the three months before Christmas. We need you to be at work if we're going to meet our sales targets.

Roger I know. But if I can improve my selling skills, I'll be much more effective after the course. I should be able to make up for the time off by increasing sales in November and December.

Boss Hm. Another problem is that we don't have much money left in the training budget for this year. What are the costs exactly?

Roger The course itself costs £1,900, but I'd also need some expenses, to cover the cost of travel to London and so on.

Boss So with accommodation, we're probably looking at around £2,500 in total. I'm afraid that's out of the question.

Roger It doesn't need to cost that much. My parents live in North London, and I could stay with them, so I won't need a hotel.

Boss Well, you've been with the company for three years and you've shown yourself to be enthusiastic and hard-working. So I'm in favour of you doing some further sales training. But I'm afraid I can't let you go before the end of the year. If you want to do the course in January or February, and if you can keep the costs down to a maximum of £2,000, then I can agree to that.

Roger OK. Thanks very much. I'll find out if they are running the course again in January or February.

Boss Put the full details of the course and the exact costs in a memo and let me have it by the end of the month. Then I can add it to the budget for next year.

Roger Thanks. I will.