

## Final Testing Procedure and B2.1 Final Test 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 2<sup>nd</sup> 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 test result excel table 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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#### LISTENING

*Note to trainer: Read the script provided below for your participants. They can listen to the script twice. To prepare, please make sure you have read the script aloud to yourself beforehand.*

1) 2.4 2) 0.7 3) 0.4 4) £165m 5) £61.25

6 b / 7 e / 8 d / 9 a / 10 c

10 points possible

#### LANGUAGE

*Note to trainer: Please use your own judgement as a native English speaker.*

11) should not 12) must 13) don't have to 14) should 15) has to 16) Are you working 17) has already invested 18) meets 19) are not developing 20) Do you usually 21) produce (BrE), produces (AmE) 22) can give 23) am going to go 24) Are you attending 25) will be 26) to 27) by 28) of 29) in 30) at

20 points possible

#### READING

31 iii / 32 v / 33 ii / 34 iv / 35 i / 36 d / 37 b / 38 e / 39 c / 40 a

10 points possible

#### VOCABULARY

41 c / 42 d / 43 b / 44 a / 45 b / 46 a / 47 b / 48 a / 49 a / 50 advertising  
51 competitors / 52 inspiring / 53 promoting / 54 publicity / 55 statement / 56 bankruptcy / 57 rating /  
58 recession / 59 refund

19 points possible

#### SKILLS

- f) On behalf of FonBell I'd like to welcome you here today. My name's Sally James.
- a) This morning I'm going to outline the company's performance over the last year.
- d) I've divided my talk into two parts.
- c) I'll start with the predicted turnover and profits.
- e) Then I'll move to look at what the actual figures were.
- b) If you have any questions please do not hesitate to interrupt me.

Dialogue 1 A: I've got a new job B: That's great. Congratulations!

Dialogue 2 A: We need to look into this in more detail. B: I'm afraid I can't. I've got a meeting with a client.

Dialogue 3 A: Quiet please. Everyone B: Thanks Dave. Let's get down to business. A: Here's your wine B: Thanks. Cheers.

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Dialogue 4) A: Do you mind if I have another coffee? B: Help yourself.

12 points possible

### WRITING

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

12 points possible

### SPEAKING

*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.*

25 points possible

### LISTENING TEXT 1

Retail sales increased last month. Sales volumes rose by 2.4 per cent compared to a year ago. This was due to a rise in sales of both groceries and non-food goods. The rise in sales over the month of 0.7 per cent was higher than economists' expectation of a 0.4 per cent increase.

Holyoke Property has made a takeover bid of £165 million for rival industrial property group Blankenship. Shares in Blankenship increased sharply following news of the bid, closing the day up 22 per cent, at £61.25.

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### LISTENING TEXT 2

(MS = Mark Spence, GF = Gillian Franks, WJ = Wallace Jones)

**MS** Hello, Gillian. Great to see you again.

**GF** Hi, Mark. How are you?

**MS** Not too bad, thanks. Can I introduce you to Wallace Jones?

**GF** Hi, Wallace. I'm Gillian Franks. I work for GCH, the computer manufacturer. I'm responsible for product training.

**WJ** Nice to meet you, Gillian. I work with a company called IT Support.

**GF** IT Support?

**WJ** The company was founded just last year, so we're new. We supply software training and support to the financial industry.

**GF** I see. Here in London?

**WJ** Yes, here in London and we have a branch in Leeds, too. Where are you based?

**GF** New York. I'm over here for a week to visit the head office in Portsmouth, then I'm off to China to see the China Research Laboratory near Beijing.

**MS** Oh, that's great. I was there last year. I had a wonderful time.

**GF** Oh, really. I ...