

Final Testing Procedure and B2.2 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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B2.2 Final Test Key

LISTENING (7 MARKS)

Note to trainer: Allow students to read the question before playing the audio file twice.

1 b / 2 c / 3 a / 4 b / 5 b

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

READING (10 MARKS)

11 b / 12 d / 13 a / 14 e / 15 c / 16 b / 17 b / 18 b / 19 b / 20 a

SKILLS (10 MARKS)

21 b / 22 a / 23 c / 24 g / 25 d / 26 e / 27 j / 28 i / 29 f / 30 h

VOCABULARY (20 MARKS)

31 c / 32 c / 33 a / 34 d / 35 a / 36 b / 37 c / 38 c / 39 c / 40 a

41 d / 42 b / 43 d / 44 c / 45 b / 46 a / 47 c / 48 a / 49 a / 50 b

LANGUAGE (15 MARKS)

Note to trainer: Use your judgment as a native speaker when marking this section

51 said / 52 is going to create / 53 has announced / 54 plans / 55 will result / 56 will be completed / 57 will help / 58 will also provide / 59 has seen / 60 could reach

61 has planned/plans / 62 were opened

63 -65

Use of video or web conferencing by US companies instead of face- to-face meetings has more than doubled in two years. A survey by the country's National Business Travel Association found **it** that business travellers had virtual meetings an average of five times last year, compared **by** with twice in 2002. But travel managers remain evenly divided on **to** whether the technology will **be** retain its popularity in the future. Meanwhile, the association **does** forecasts that travel costs for US companies will rise by seven percent next year. The amount spent **out** on air travel and car hire will rise by five percent and the cost of eating out will go up by three percent.

WRITING (10 MARKS)

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

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.*