

Sample Test



INTERMEDIATE-A LEVEL (L4)

END-OF-COURSE ASSESSMENT

‘TAKES NOTES FROM SPEECH’ (W3)

SAMPLE TEST ONLY

NAME:	
STAFF NUMBER:	
GROUP NUMBER:	

FOR INSTRUCTORS' USE ONLY

Writing Outcomes		Met	Not yet met
W3	<i>Takes notes from speech</i>		

Sample Test

Questions 1 – 10

You will hear a supervisor talking to his colleague in the Professional Training Section. For each question, fill in the missing information in the numbered space.

PETROCO PROFESSIONAL TRAINING SECTION

Daily Briefing – 03/02/09

3 courses starting today

- Leadership Skills
- Introduction to Management
- (1) MS _____

Check rooms are ready. There should be notebooks and

(2) _____ in each room.

9.30a.m.: Attend meeting with Mr. (3) _____ from
Corporate Training. Meeting in his office, (4) _____

12.30p.m.: Go to airport to meet Peter (5) _____
He's arriving on flight number (6) _____
Plane arriving at 12.50p.m.

After lunch: confirm numbers of employees attending (7) _____
courses next week.

There are 2 courses:

- (8) _____ for Beginners
- Lotus Notes

Back in office by (9) _____

If any problems, call (10) _____

Sample Test

Intermediate-A Level (L4) Sample Test 'Takes notes from speech' (W3) Tapescript

Rubric: This is the Intermediate-A Sample Test for Outcome W3, 'Takes notes from speech'. There is one part to the test. You will hear the recording twice. Write your answers on the question paper. The recording will now be stopped. Please ask any questions now, because you must not speak during the test.

Pause 5 seconds.

Rubric: Now open your question paper and look at the task, questions 1 -10. You will hear a supervisor talking to his colleague in the Professional Training Section. For each question, fill in the information in the numbered space.

Rubric: You now have 20 seconds to look at the task.

Pause 20 seconds.

Rubric: Now we are ready to start. Listen carefully. You will hear the recording twice.

Man (Professional Training Supervisor):

Good morning Nasser. I'm going to be out of the office for most of the day today. I've got meetings at HR, so I want to tell you what you need to do while I'm away. As you know, we've got 3 courses starting today in Professional Training. There's the Leadership Skills course starting at 7am. Then there's the Introduction to Management course starting at 7.30am, and lastly, there's the MS Windows course starting at 9am. Please check that the rooms are ready. We're using P20, P21 and P22. There should be notebooks and pencils in each of the rooms. After that I'd like you to check the emails on my computer.

At 9.30am I'd like you to attend a meeting with Mr Britton from Corporate Training. That's B-R-I-double T – O-N. He'd like to find out what courses we're planning to hold next year. I think you've got the revised schedule. The meeting will be in his office, C13.

At 12.30pm can you go to the airport to meet the man who's giving the course on Problem Solving and Decision Making? His name is Peter Thomas, that's T-H-O-M-A-S. He's arriving on Flight QA001 from London. I think the plane's scheduled to arrive at 12.50pm.

After lunch I'd like you to confirm numbers of employees attending the Computer courses starting next week. There are 2 courses. There's the Internet for Beginners course starting on the 1st of July, and I think there's a Lotus Notes course starting on the 2nd. Give Nawal a ring in Corporate Training. She should know. I should be back in the office by 2pm. If you have any problems, you can call me on my mobile. My number is 5997346. That's 5-double 9-7-3-4-6. Thanks Nasser. I'll see you later.

Pause 5 seconds

Rubric: Now listen again.

Repeat

Rubric: That is the end of the test.