

# Sample Test



## INTERMEDIATE-B LEVEL (L5)

### END-OF-COURSE ASSESSMENT

#### ‘TAKES NOTES FROM SPEECH’ (W4)

## SAMPLE TEST ONLY

NAME:	
STAFF NUMBER:	
GROUP NUMBER:	

**TIME: 15 MINUTES**

FOR INSTRUCTORS' USE ONLY

Writing Outcomes		Met	Not yet met
W4	Takes notes from speech		

# Sample Test

You will hear a supervisor talking to his colleague in the Professional Training Section. Make notes about what he has been asked to do and fill in the missing information in the appropriate space.

## PETROCO PROFESSIONAL TRAINING SECTION

### Daily Briefing - 01/07/07

#### Early Morning (EXAMPLE)

- check rooms ready: P13 and P14
- check laptop in each room

#### Later in the morning

- .....
- .....
- .....

#### After lunch

- .....
- .....

#### Finally

- .....
- .....

# Sample Test

## Intermediate-B Level (L5) Sample Test Takes notes from speech (W4) - Tapescript

### Instructions:

*This is the Intermediate-B sample test for Outcome W4, 'Takes notes from speech'. There is one part to the test. You will hear the recording twice. Now open your question paper and look at the question.*

### Long Pause

*You will hear a supervisor talking to his colleague in the Professional Training Section. Make notes about what he has been asked to do and fill in the missing information in the appropriate space.*

### Pause

*You will now hear an example, with notes already filled in on your paper. Don't write anything during this time. Look at the section entitled 'Early Morning'. Listen to the example and look at the notes already made.*

### Play example

*Example:*

### Man (Professional Training Supervisor):

Good morning Faisal. I'm going to be out of the office for the rest of the day today. I've got meetings at HR. As you know, we have 2 courses starting this morning. I'd like you to do a couple of things. Please check that the rooms are ready. We're using P13 and P14. That's P for 'papa' 13 and 14. Everything should be set up. **Pause** Oh, and could you check that there is a laptop in each room?

*The tape will now be stopped for a few seconds. Please ask any questions now, because you must not speak during the test.*

### Pause

*Now we are ready to start. Remember, you will hear the recording twice.*

### Pause

# Sample Test

Now, let me see, there are a few things I'd like you to do later in the morning. First of all, I'd like you to call Mr. Cook about that meeting we talked about. That's C-double O-K. He should be in his office all day. His number is 466071. That's 466071.

## **Long Pause**

After that I'd like you to fax employee reports to HR. We need to get these reports off as soon as possible. **Long pause** Oh, I nearly forgot! The last thing that I'd like you to do before lunch is to write that memo to the CT Department. You know the one I mean. We discussed it the other day.

## **Long Pause**

After lunch, there are two things I'd like you to do. First of all I'd like you to meet Mr White at the airport. That's W-H-I-T-E. He's arriving in the early afternoon. I've sent you the flight details by email. **Long Pause** I'd then like you to drive Mr White to the Sheraton Hotel. His booking has been confirmed.

## **Long Pause**

And, finally, before you leave work, I need you to do a couple of things. First of all, I'd like you to check my emails. I often get a lot of messages in the afternoon. You've got my password. **Long Pause** Then, I'd like you to shut down my computer. That's all for now. Thanks Faisal. I'll see you tomorrow.

## **Long Pause**

*Rubric: Now listen again.*

## **Repeat**

*Rubric: That is the end of the test. You have 60 seconds to check your answers before your paper is collected.*