

**EXAM INFORMATION AS LANGUAGE PRACTICE****STUDENT A**

Look at the missing information in your text about the B2 Business Speaking Exam. Prepare questions to find out the information. When you are ready interview your partner.

Example: *How long does the Speaking Test last in total?*

The Speaking Test lasts (1)\_\_\_\_\_ minutes in total. It has three parts and you can get (2)\_\_\_\_\_ marks. You do the Speaking Test with a partner. Part One is an interview. This is a conversation between an examiner and each candidate. It lasts about two minutes in total. The topics for conversation could be giving personal details, talking about your work or studies, describing your home, speaking about your hobbies, etc. You also have to give (3)\_\_\_\_\_.

Part Two is a mini-presentation. Each candidate chooses (4)\_\_\_\_\_ topic. You have one minute to organise your thoughts and a minute to present your ideas. At the end, the other candidate has to express his/her opinion of your ideas and you have to do the same. The topics for your presentation could be: choosing a course, booking a flight, selling a new product, etc. In total, this part lasts (5)\_\_\_\_\_ minutes.

Part Three is a discussion. In this part of the test, the examiner presents a situation using pictures or a text. You then have a conversation with the other candidate, discussing ideas and making choices. The examiner asks you to explain your choices. The topics for discussion here could be (6)\_\_\_\_\_.  
\_\_\_\_\_. The third part lasts five minutes in total.

**STUDENT B**

Look at the missing information in your text about the B2 Business Speaking Exam. Prepare questions to find out the information. When you are ready interview your partner.

Example: *How many parts does the Speaking Test have?*

The Speaking Test lasts 12 minutes in total. It has (1)\_\_\_\_\_ parts and you can get 30 marks. You do the Speaking Test with a partner. Part One is an interview. This is a conversation between an examiner and each candidate. It lasts about (2)\_\_\_\_\_ minutes in total. The topics for conversation could be giving personal details, talking about your work or studies, describing your home, speaking about your hobbies, etc. You also have to give your personal opinions.

Part Two is a (3)\_\_\_\_\_. Each candidate chooses one topic. You have one minute to organise your thoughts and one minute to present your ideas. At the end, the other candidate has to express his/her opinion of your ideas and you have to do the same. The topics for your presentation could be (4)\_\_\_\_\_. In total, this part lasts five minutes.

Part Three is a discussion. In this part of the test, the examiner presents a situation using pictures or a text. You then have a conversation with the other candidate, discussing ideas and making choices. The examiner asks you to explain your (5)\_\_\_\_\_. The topics for discussion here could be training, health and safety, business services, management skills, etc. The third part lasts (6)\_\_\_\_\_ minutes in total.

Texts adapted from Success with B1 Business Preliminary Student's Book page 42 National Geographic Learning

**EXAM INFORMATION AS EXAM PRACTICE**

1. Read the article about how to answer Part Five of the Reading Exam. In most of the lines 1-12 there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some line, however, are correct. If there is an extra word in the line, write the extra word or write correct.

- 1 There are five parts to the Reading Paper 1 on the Cambridge B2 Business  
 2 Vantage Exam. In the Part Five you have to read a short text of about  
 3 150 – 200 words. Then you identify to incorrect or extra words in the 12 lines  
 4 lines in the text. Typically, the types of words that which are added  
 5 incorrectly often include prepositions, articles, so conjunctions, auxiliary  
 6 verbs and pronouns. One way to approach this question is to begin by  
 7 reading the whole text first before you do try to correct any of the lines.  
 8 When you start correcting the lines, remember that three to four of the lines  
 9 are usually correct. A good way to prepare for this part which is to get into  
 10 the routine of spotting your own self mistakes and keeping a record of them.  
 11 You might also receive texts in English for your job such as emails  
 12 which you can check because in case they contain mistakes and errors.


**ANSWER KEY**

1	There are five parts to the Reading Paper 1 on the Cambridge B2 Business	CORRECT
2	Vantage Exam. In the Part Five you have to read a short text of about	the
3	150 – 200 words. Then you identify to incorrect or extra words in the 12 lines	to
4	lines in the text. Typically, the types of words that which are added	that
5	incorrectly often include prepositions, articles, so conjunctions, auxiliary	so
6	verbs and pronouns. One way to approach this question is to begin by	CORRECT
7	reading the whole text first before you do try to correct any of the lines.	do
8	When you start correcting the lines, remember that three to four of the lines	CORRECT
9	are usually correct. A good way to prepare for this part which is to get into	which
10	the routine of spotting your own self mistakes and keeping a record of them.	self
11	You might also receive texts in English for your job such as emails	CORRECT
12	which you can check because in case they contain mistakes and errors.	because_

**MANAGING EXPECTATIONS**

Imagine it is the future and you have just passed your exam!

1. What's the best thing about having passed your exam?
2. What was your biggest motivation?
3. What was one obstacle? How did you overcome it?
4. Which people helped you pass the exam? How?
5. What advice would you give someone else who is going to take the exam?

**BEING THE EXAMINER**

For peer evaluating B2 BUSINESS Writing Test, Part One

1 = 😞 😞 3 = 😊 5 = 😊 😊

1 It was clear who the writer was writing to.	1	2	3	4	5
2 The reason for the email was clear.	1	2	3	4	5
3 It included the three main points from the questions.	1	2	3	4	5
4 The writer used between 40-50 words only.	1	2	3	4	5
5 The English was correct.	1	2	3	4	5

TOTAL OUT OF 25: \_\_\_\_\_

1 = 😞 😞 3 = 😊 5 = 😊 😊

1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5
4	1	2	3	4	5
5	1	2	3	4	5

TOTAL OUT OF 25: \_\_\_\_\_

**GAMIFYING THE EXAM**

websites	meeting skills	applying for a job	FREE QUESTION	ambitions
setting up a new business				dress code
recruitment	I'd like to know	Can you tell me	Why	holidays
team building	Where		Do you think	customers
FREE QUESTION	Who		Is	shopping / prices
giving presentations	How		What	emailing
forms of advertising	What		How	FREE QUESTION
food and drink	Do		Can	market research
training / education	Does		What do you think	management skills
ways of working	Could you tell me	I was wondering	Are	the latest news
home or country				hotels / travel
START FINISH	online business	FREE QUESTION	selling	qualifications

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