

### Test engleza de afaceri pentru examenul Business Vantage

This test includes the tasks for the Writing and the Speaking sections. The Reading and the Listening tasks are to be performed in class.

This test is part of the pretesting and evaluation activities before the BEC Vantage exam.

**WRITING**    45 minutes

**PART ONE**

-You are a manager in an international company. You want to reduce the company’s spending on courier services.

-Write an **email** to the staff in your department:

-explaining that spending on courier services has risen

-suggesting how savings could be made

-saying how the money saved will be used

-Write **40-50** words

**PART TWO**

-You are a manager in the customer services department of a large store. Your line manager has asked you to write a report on the results of a recent customer survey.

-Look at the information below, on which you have already made some handwritten notes.

-Then, using **all** your handwritten notes, write your report.

-Write **120-140** words.

**Results of Customer Survey**

|  |  |  |
| --- | --- | --- |
| Responses: | Good | Poor |
| Staff friendliness | 30% | 70% (new training for staff should help!) |
| Product range | 62% | 38% (suggest products to attract more customers) |
| Opening hours | 87% (give reasons for this ) | 13% |

|  |
| --- |
|                        **Additional customer comments:** |
|              Difficult to find things (new store layout next month) |
|              Not enough parking (say why this is no longer a problem) |

**SPEAKING**  14 minutes

**PART ONE**

In this part, the interlocutor asks questions to each of the candidates in turn. You have to give information about yourself and express personal opinions.

**PART TWO**

In this part of the test, you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You have one minute to prepare your ideas.

**A: What is important when…?**

Writing a newspaper advertisement for a job vacancy

-      Description of the work

-      Experience needed by applicants

-

-

**B: What is important when…?**

Selecting employees for further training

-      Commitment to company

-      Previous training

-

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**C: What is important when…?**

Planning corporate hospitality

-      Guest list

-      Type of event

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**PART THREE**

In this part of the test, you are given a discussion topic. You have 30 seconds to look at the task prompt, an example of which is below, and then about three minutes to discuss the topic with your partner. After that, the examiner will ask you more questions related to the topic.

For **two** candidates

**Video Conferencing**

The company you work for is concerned about the amount of time staff spend travelling to meetings in other branches of the company, and is looking at alternatives.

You have been asked to make recommendations about introducing video conferencing.

Discuss the situation together and decide:

-      What the company needs to know about the meetings that take place at present

-      What the advantages and disadvantages of video conferencing might be.

For **three** candidates

**Video Conferencing**

The company you work for is concerned about the amount of time staff spend travelling to meetings in other branches of the company, and is looking at alternatives.

You have been asked to make recommendations about introducing video conferencing.

Discuss the situation together and decide:

-      What the company needs to know about the meetings that take place at present

-      What the advantages and disadvantages of video conferencing might be.

-      What kinds of practical preparations would be needed before introducing the system.

**Follow-on questions**

-Would you prefer to have meetings face-to-face or through video conferencing?

-In what other ways do you think a company could reduce the need for travelling to meetings? (Why?)

-What do you think are the benefits to staff business travel? (Why?)

- Do you think modern technology has affected the amount of business travel in recent years? (Why?/Why not?)

-Do you think video conferencing will become more important for meetings in the future? (Why?/Why not?)