

STEP BY STEP SPEAKING TEST PROCEDURE

Assignment – 06

Instructions:

1. Students have to go through the assignment/text details to understand and solve the exercise by filling the gaps on a separate page.
2. The assessment should be handwritten.
3. No, two assignments should have the same responses.
4. Completing this assignment is compulsory. Defaulters have to submit a written explanation/reason which will be duly signed by the parent.

General Instructions

Identity verification:

1. Being Punctual to the test is the most important task.
2. Speaking test briefing will be done by the test administrator/coordinator.
3. Candidate needs to attend the tests as per the schedule [AM / PM], batches and slots only.
4. Your Cambridge BEC test Hall Ticket, College ID and one Govt issued photo ID will be verified at the test centre entrance and by the test administrator/coordinator.
5. Any correction in the date of birth, name or last name, spelling, etc should report to BEC test administrator. At no other level or stage, these corrections are possible[Need original SSLC MC]
6. Speaking test takes about twelve minutes to complete. You are usually examined in pairs by two examiners [Interlocutor and Assessor]. Only one examiner will talk to the candidates/students.
7. You will be given speaking test the score sheet in your hand, which you have to carry to speaking test cabin and hand it over to the interlocutor.

Score Analyses: [marked on 0 to 5 points scale]

Grammar: you have to exhibit a good degree of control of grammatical forms/syntax. Try to attempt some complex grammatical forms. However, occasional lapses may not affect your marks.

Vocabulary: Use a range of appropriate vocabulary to give and exchange views on topics. You need to show your good variety of vocabulary. Avoid repetition of words, instead, use synonyms.

Discourse management: You need to demonstrate that you can speak logically and also speak for the right amount of time using a range of cohesive / language devices. Despite some repetition or some hesitation.

Pronunciation: You need to present phonological features / individual speech sound skills, proper intonations, stress at word and sentence level, and flow.

Interactive communication: You have to show that you can listen to examiner & your buddy/partner to comprehend, and give suitable answers by initiating and responding appropriately. Also, develop the interaction and maintain, negotiates towards an outcome with no or very little support. Exchange ideas despite difficulties.

Global Achievement: Handles communication fairly well, Organises extended discourse [spoken text]. Construct longer utterances. Although, lack some coherence, some inaccuracies or inappropriate usages occur.

SPEAKING TEST

PART ONE

[Interview method] [About 2 minutes] [in turns]

Checks your general abilities: Mostly talk about yourself

Suggested test Techniques:

Ensure you know a very tiny thing about yourself.

Avoid answering in words or phrases add some reason and interesting fact or an example. Never give the lengthy or too short answer. Don't redundant the information.

Keep smiling, maintain eye contact and show confidence on your face, in your voice and your answers. The interviewer usually asks you the general questions about yourself such as your work/study, subject, family, interests, hobbies, place, travel, vacation, etc

Score Sheet: Both the candidates will be provided with a score sheet before entering the speaking test hall.

Handover/ Give the score sheet to the examiner when they ask for it.

It is also advisable to greet the examiners according to time, though it not compulsory, not the part of the test just it will create an impression.

Exercises:

PART-01

Read and practice these examples of possible speaking test questions, pattern and sequence.

Interlocutor/Examiner = E and Candidate = C

Phase -I

Interlocutors

First and second interlocutor's introduction

E: Can I have the/your IDs, Please / Can I See your photo ID

C: Silently hand over your ID, say -Here it is.

E: And your names are / What's your name?

C:[say your full name & in the full sentence].

E: Where are you from? / Where do you come from? / Which is your birthplace?

C:

E: Do you work or you are a student? / What do you study?

C:

E: What do you like most about your job, why? / Which is your favourite subject, why?

C: My Colleagues are very nice/ I am passionate about my job and love doing it.

Along with studies get to meet my friends and have lots of fun.

E: Tell something very interesting about your place.

C:

[Talk about different culture of your place like, food habits, dress habits, a special dish, festivals]

Phase -II

E: Now, I'm going to ask some questions about travel or your workplace?

C: Yes / sure / ya/ yeah

E: Do you enjoy the journey to work? / Is it important for you to have your own office? Why or why not?

C: yes/No,

E: Do you think the company should provide transport to employees? / Would you like to have a bigger office?

C:

NOTE: The candidates could gain higher marks by adding a reason or an extra piece of information to these answers and try saying little more. It may be interesting for the examiner too!

NOTE: work in pairs. Take turns for the following questions

Questions: Now, I am going to ask you some questions about travel/telephone:

E: Do you like to have a job which has a lot of

travelling on business? /How important is it for you to have a mobile phone?

Why and why not?

C:

E: Do you think that in future there will be more international travel? /

what are the advantages of using text messages instead of speaking to the people?

C:

E: Are there any situation when it's better to talk to Do people face to face instead of a phone?

C:

Now I'm going to ask you some questions about foreign languages.

E: Is it important for business people to speak a foreign language?

C:

E: Apart from English, which language is the most important in your area of work?

C:

E: Do you think companies should give language training to their staff?

C:

PART TWO

[Mini Presentation] [About 5 minutes] [in long turns]

Checks your general abilities: to sustain your talk accurately and appropriately.

NOTE: A sample video has been attached to this assignment for your better understanding. View it without fail.

You're given a card/page with two topics/scenario on it.

The topics consist of a question beginning what is important.... Followed by three alternatives, you have to 1 minute to prepare a piece of an extended speech lasting around 1 minute on the topics chosen. You will be given a paper and a pen/pencil for taking notes.

You must also listen to your partner's talk and briefly answer his /her is Important...?

It's natural and common to feel a little nervous in this part of the speaking test. But tell yourself:

You have something important and interesting to say and the examiner wants to listen to you.

Most importantly keep speaking. If you can't think of something to say take a breath and go on and speak something relevant to the discussion.

Technique:

Speak for a longer time, as you have to do in the business meeting or when giving a short presentation.

Organise your ideas clearly and keep to the topic don't divert from the topic.

Choose a topic which is easier for you, which you have probably experience in real-time.

Think 2 points as to why and how these things are important.

Add an example for the point. Imaginary or real-time.

Take notes/outline/points only and refer to these points

When speaking use the following techniques

while talking, try to elaborate on these points

Use linking words / transitional words such as firstly, secondly, finally, but, as, thus, because, however, thus, thereafter, further, moreover, additionally, besides, although, as well as, not only...but also, no sooner... then, as soon as..., either... or, neither ... nor, etc

Keep speaking for a minute and conclude with short sentences

NOTE: When planning a talk, you do not have much time to write or ready full sentences, so make points or write keywords/phrases only

PART-02

Read and practice these examples of possible speaking test questions, pattern and sequence.

Interlocutor/Examiner = E and Candidate = C

E: Which topic have you chosen?

C: A or B

E: would you like to show your task to ... And tell us what is important while deciding on

E: What is important when giving a presentation? [should talk for about 2 minutes, explain your points to your buddy/partner]

- Using visuals
- Giving handouts
- Allowing time for audience questions

Model answer

Well, I have decided to talk about ...

what is important: When giving a presentation

1. I think it's important to use visuals because

.....E.g. It is easier for the audience to concentrate when they have some to see and also listen. [don't copy, write your own opinion]

E: According to you Mr/Miss..... which is important portion a, b, or c [to the second candidate]

Example:

E: What is important when meeting a new customer?

- Your knowledge of the product
- Personal appearance
- Meeting on time

C:

.....

.....

.....

E: What is important while attending a job interview?

- Arriving on time
- Body language
- Knowledge about the organisation

C: Firstlysecondly.....

Finally.....

E: TASK CARD:

E:

C:

.....

.....

.....

PART THREE

[Collaboration method] [About 5 minutes] [in longer turns]

Checks your general abilities: To talk about yourself, your preferences; agree or disagree, opinions, etc

The examiner describes/explains the situation.

You are given a prompt such as Picture or text, etc

You must talk with your partner and decide which would be the best

You may be asked one or further questions [back up] by the interlocutor.

In this part, you may agree, disagree, and give opinions or suggestion, opinions

Listen to your partner and answer clearly and relevantly.

Technique

This is a spur-of-the-moment talking; you usually don't get time to think or prepare points as you do in the part second.

Things like advantages and disadvantages

Begin offering an opinion and ask your partner for his/her opinion

Make sure you discuss all or most of the points/ ideas, also ask your partner about his/her opinion, choices or preferences

Neither allows your buddy to completely takeover the discuss nor do you dominate the talk.

If your partner is spending more time on one go-to / introduce a new idea/point.

Be watchful about time limit / about 2 minutes

Don't allow your partner do all talking, equally don't do all talking by yourself.

Watch and try to reach an agreement by the end of 2 minutes

Avoid interrupting your partner or overlapping

USE THE FOLLOWING PHRASES TO BEGIN

- I think that
- In my opinion
- What do you think?
- How about your opinion
- Don't you think so
- Give your opinion
- I think you're right
- I think you're partially correct
- You are correct but I feel it is
- My feeling is
- Maybe but I
- I'm not too sure but I agree with your point of

TASK CARD EXAMINERS COPY

Now, in this part of the test, you are going to talk about something together

E: I'm going to describe to you a situation

The company you work for has performed very well this year and the Manager wants to thanks all by giving gifts to all staff / Your company is going to launch a new product.
Talk together for about 2 minutes about the ways to reward the staff / what is important when advertising a new product and decide which three types of advertisement are most important for the new launch.

E: Here are some ideas to help you

Online, TV, Newspapers, etc

E: I'm going to describe to you the situation again

[both candidates will discuss for about 2-3 minutes on varies options on given topic/satiation]

C: online

TV

Newspaper

Note E: allow the candidate about 2 minutes to complete without intervention. Prompt/ hint/ clue only if absolutely necessary.

Note: Interlocutor may ask a few backup or speech prompts to continue the discussion

E: Thank you and that is the end of the speaking test.

C:

At the end just say, thank you, sir! With a smile. You may greet them appropriately like Have a nice day! But Don't initiate to shake hands with interlocutors.

The above exercise is on par with the BEC speaking test pattern and the questions are similar to the one asked in the actual speaking tests. Please, watch the demo video attached with this assignment before attempting this assignmen