

• **DOs and DON'Ts for CAE PAPER 4 – LISTENING**

**For all parts of the test:**

- DO** listen to, and read, the instructions. Make sure you understand what you have to do.
- DO** think about the topic, the speaker(s) and the context. This will help you when you listen.
- DO** use the pause before each listening to read the questions through and think about what you need to listen for.
- DO** remember that your final answer is the one on the answer sheet. Copy carefully and check that you've followed the numbering correctly.
- DON'T** leave a blank space on the answer sheet. If you're not sure of an answer, you can guess. You don't lose marks for wrong answers and you've probably understood more than you think.

**For Part 2:**

- DO** remember that the information on the page follows the recording. It's there to help.
- DO** check that your answer makes sense in the gap. Look at the information both before and after the gap when checking your answer.
- DO** check that your answer is correctly spelled.
- DO** copy only the missing words onto the answer sheet.
- DO** try to use the actual words you hear on the recording.
- DON'T** try to write a long answer. Answers will be single words, numbers or short phrases which fit comfortably into the box.
- DON'T** write numbers out as words – it wastes time and you're more likely to make a mistake (i.e. write '21', not 'twenty-one').
- DON'T** repeat information which is already printed on the page.

**For Part 4:**

- DO** remember that there are two tasks and that the recording is heard twice.
- DO** read through both tasks in the pause before you hear the recording for the first time.
- DO** remember that there are two questions for each speaker, one in Task 1 and one in Task 2. You can choose in which order you answer the questions.
- DON'T** panic in Part 4. If you're not sure of an answer, you can guess. You don't lose marks for wrong answers and you've probably understood more than you think.

• **DOs and DON'Ts for CAE PAPER 5 – SPEAKING**

<b>DO</b>	take a deep breath as you enter the examination room, and smile at the examiners as you sit down. This will help you to relax.
<b>DO</b>	take up every opportunity during the test to show what you can do.
<b>DO</b>	refer to the written questions on the visuals sheets in Part 2 and Part 3 if you forget what you have to talk about.
<b>DO</b>	listen carefully to the questions that do not appear on the visuals sheets and answer them appropriately without taking too much time to think of what you're going to say.
<b>DO</b>	speak clearly and loudly enough for both examiners to hear you in all parts of the test.
<b>DO</b>	try to use as wide a range of grammatical forms and vocabulary as possible throughout the test.
<b>DO</b>	expand on your answers in the second section of Part 1 and in Part 4.
<b>DO</b>	take advantage of the opportunity to speak on your own in the long turn in Part 2 by keeping talking until the examiner says 'Thank you'.
<b>DO</b>	allow your partner opportunities to speak in Part 3. If necessary, invite your partner to make a comment.
<b>DO</b>	remember that there are no right or wrong answers for the Tasks in Part 2 and Part 3 so you can express your opinions freely.
<b>DON'T</b>	begin your Part 2 long turn by saying: 'I'm going to choose this picture and this picture.' This wastes precious time and prevents you from changing your mind should you wish to do so. Just start to do the task and it will become obvious which pictures you are talking about, or point to the picture you are describing and say 'In this picture', etc.
<b>DON'T</b>	talk about all the pictures in Part 2. Talking about all the pictures instead of only two will not give you enough time to do the more speculative parts of the task properly.
<b>DON'T</b>	give just a one- or two-word answer to the question about your partner's pictures in Part 2.
<b>DON'T</b>	cut across what your partner is saying in Part 3. If you wish to interrupt, wait until he/she has finished their sentence, then do so politely.
<b>DON'T</b>	reach a decision too early about the second part of the task in Part 3. Do the first part of the task and evaluate all the visuals before making your final decision.
<b>DON'T</b>	ask the Oral Examiners to comment on how you have performed in the test. Examiners are not allowed to make any comments on candidate performance.
<b>DON'T</b>	worry if you find yourself being examined in a group of three at the end of an examining session. The examiner will make sure you have the same opportunities as the other two candidates to play a full part in the test.