English for Business

Exam Models for Teachers



Please find sample tests for the A1 to C1 levels below. Use them as models and do not copy and paste exercises, as questions might not be relevant to your students.

* Set exams about a week before the end of the course so you can go over the tests in class.
* Write “Pass” or “Fail” on the first page and send the graded exams to [maria.montano@barcelonaenglish.com](mailto:maria.montano@barcelonaenglish.com)

A1 Model Exam

|  |  |
| --- | --- |
| Student |  |
| Company |  |
| Level |  |
| Date |  |
| Grade |  |

 Exercise A: Multiple Choice Marks: / 40

*Please circle the correct answer.*

⌦ Example: \_\_\_\_\_\_\_ is Marie at the moment?

***a***. What ***b***. Which ***c***. Where ***d***. Who

1. Are \_\_\_\_\_\_\_ from the financial department?

***a***. you ***b***. he ***c***. I ***d***. it

2. Where are you \_\_\_\_\_\_\_?

***a***. is ***b***. from ***c***. to ***d***. an

3. \_\_\_\_\_\_\_ Peter in this company?

***a***. Are ***b***. Do ***c***. Is ***d***. Goes

4. \_\_\_\_\_\_\_ are secretaries.

***a***. She ***b***. It ***c***. He ***d***. We

5. Is there \_\_\_\_\_\_\_ bank near here?

***a***. an ***b***. those ***c***. a ***d***. these

6. Those are your pens and \_\_\_\_\_\_\_ are my pens.

***a***. this ***b***. that ***c***. it ***d***. these

7. \_\_\_\_\_\_\_ is your name?

***a***. When ***b***. Who ***c***. What ***d***. Why

8. We have three phones. They are \_\_\_\_\_\_\_ phones.

***a***. there ***b***. our ***c***. you ***d***. for

9. This room is not modern. It's very \_\_\_\_\_\_\_.

***a***. fast ***b***. big ***c***. old ***d***. new

10. Diana’s very beautiful. \_\_\_\_\_\_\_ hair is long.

***a***. His ***b***. My ***c***. Their ***c***. Her

11. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ two chairs in this office?

***a***. Are there ***b***. There is ***c***. There isn't ***d***. There aren't

12. We are millionaires. We \_\_\_\_\_\_\_ a lot of money!

***a***. has ***b***. are ***c***. can ***d***. have

13. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ many managers in my company.

***a***. There are ***b***. There is ***c***. We is ***d***. They are

14. \_\_\_\_\_\_ we have some coffee, please?

***a***. Are ***b***. Got ***c***. Could ***d***. Have

15. Robert \_\_\_\_\_\_\_ type very fast.

***a***. has ***b***. needs ***c***. goes ***d***. can

16. "\_\_\_\_\_\_\_ is your English?" "Very good."

***a***. Who ***b***. How ***c***. What ***d***. There

17. \_\_\_\_\_\_\_ I help you?

***a***. Have ***b***. Where ***c***. Much ***d***. Can

18. \_\_\_\_\_\_\_ much is it?

***a***. How ***b***. What ***c***. Who ***d***. Many

19. What \_\_\_\_\_\_\_ you like to eat?

***a***. are ***b***. can ***c***. could ***d***. would

20. How \_\_\_\_\_\_\_ dollars are there in the bank?

***a***. much ***b***. any ***c***. some ***d***. many

 Exercise B: Answering Questions Marks: / 20

*Please answer these questions.* ⌦ Example: Can John work today?No, he can't.

1. Are you American? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Would you like some coffee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Is Rose a receptionist? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. How many managers are there at your office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Can Henry and Jim speak Spanish? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Exercise C: Questions Marks: / 10

*Please match a line in “****A”***  *with a line in “****B”****.*

|  |  |
| --- | --- |
| A | B |
| How much | is the meeting room? |
| What | pens are there in your drawer? |
| Where | has more experience in exports? |
| *What* | time is the meeting? |
| How many | is the coffee? |
| Who | *is your name?* |

 Exercise D: Numbers Marks: / 10

*Please write the numbers.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *4* | *four* | *8* |  | *13* |  |
| *12* | *twelve* | *9* |  | *15* |  |
| *5* |  | *10* |  | *16* |  |
| *7* |  | *11* |  | *20* |  |

 Exercise E: VerbsMarks: / 20

*Please write the correct form of these verbs in the gaps:* "**be, have, go, type, eat, like, drink, meet, speak**" and "**build.**"

⌦ Example: Wendy always helpsAndrea.

1. Sam never \_\_\_\_\_\_\_\_\_\_\_\_\_ pizza.

2. You \_\_\_\_\_\_\_\_\_\_\_\_\_ a good student.

3. Marina \_\_\_\_\_\_\_\_\_\_\_\_\_ a big desk and a computer.

4. They \_\_\_\_\_\_\_\_\_\_\_\_ their boss.

5. James \_\_\_\_\_\_\_\_\_\_\_\_\_ German and French.

6. They \_\_\_\_\_\_\_\_\_\_\_\_\_ very fast.

7. We can't \_\_\_\_\_\_\_\_\_\_\_\_\_ the factory. We have no money!

8. Pleased to \_\_\_\_\_\_\_\_\_\_\_\_\_ you.

9. Sam \_\_\_\_\_\_\_\_\_\_\_\_\_ wine every day.

10. I can't \_\_\_\_\_\_\_\_\_\_\_\_\_ to New York because it's too expensive.

A2 Model Exam

|  |  |
| --- | --- |
| Student |  |
| Company |  |
| Level |  |
| Date |  |
| Grade |  |

 Exercise A: Multiple Choice Marks: / 20

*Please circle the correct answer.*

⌦ Example: \_\_\_\_\_\_\_ wanted to talk to Lindsay?

***a***. What ***b***. Which ***c***. Where ***d***. Who

1. You usually drive to work, \_\_\_\_\_\_\_?

***a***. won't you ***b***. don't you ***c***. are you ***d***. do you

2. Employees \_\_\_\_\_\_\_ set their own objectives.

***a***. set often ***b***. often set ***c***. set ever ***d***. ever set

3. Cindy won't \_\_\_\_\_\_\_ finish her project until Monday.

***a***. able to ***b***. do be able ***c***. be able to ***d***. be able

4. He \_\_\_\_\_\_\_\_ win if he keeps to that negative attitude.

***a***. not ***b***. will ***c***. won't ***d***. shall

5. He's busy now. His line's \_\_\_\_\_\_\_.

***a***. engaged ***b***. empty ***c***. through ***d***. cut

6. Could I please \_\_\_\_\_\_\_ a message for John?

***a***. start ***b***. put ***c***. let ***d***. leave

7. Can you please \_\_\_\_\_\_\_ me through to the financial office?

***a***. contact ***b***. wait ***c***. connect ***d***. put

8. I look \_\_\_\_\_\_\_ to meeting you next week.

***a***. forward ***b***. outside ***c***. by ***d***. for

9. I'm afraid we'll have to lay \_\_\_\_\_\_\_ two more workers.

***a***. off ***b***. in ***c***. out ***d***. through

10. Anglo Raiders Inc. \_\_\_\_\_\_\_ Brief Walls Co. last month.

***a***. took out ***b***. took ***c***. took over ***d***. took to

11. I don't know \_\_\_\_\_\_\_ who can find a solution to this!

***a***. everybody ***b***. anybody ***c***. nothing ***d***. nobody

12. So you can't find my new suit! Have you looked \_\_\_\_\_\_\_?

***a***. nowhere ***b***. everywhere ***c***. somewhere ***d***. everything

13. You must \_\_\_\_\_\_\_ fire him or ask him to leave immediately.

***a***. neither ***b***. either ***c***. nor ***d***. or

14. Charles isn't at all keen \_\_\_\_\_\_\_ this new project.

***a***. for ***b***. in ***c***. about ***d***. on

15. I \_\_\_\_\_\_\_ not travel by plane.

***a***. 'd rather ***b***. rather ***c***. rather to ***d***. 'd rather to

16. He was planning to travel to Australia, \_\_\_\_\_\_\_ he?

***a***. isn't ***b***. wasn't ***c***. didn't ***d***. haven't

17. I lent Henry some money and he didn't \_\_\_\_\_\_\_.

***a***. pay me back ***b***. pay me to ***c***. pay me over ***d***. pay me again

18. "Can you understand what he's saying?"

"No, \_\_\_\_\_\_\_."

***a***. anything ***b***. something ***c***. nothing ***d***. everything

19. Please call Stuart and Len. I need \_\_\_\_\_\_\_.

***a***. he ***b***. him ***c***. them ***d***. her

20. These books are mine and those are \_\_\_\_\_\_\_.

***a***. theirs ***b***. their ***c***. there's ***d***. there

 Exercise B: A little & a FewMarks: / 5

*Please write "****a little****" or "****a few****" in the gaps.*

⌦ Example:

I only havea few emails to send this morning.

1. We only need \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time to finish our plan.

2. Some managers are having \_\_\_\_\_\_\_\_\_\_\_\_ problems with their schedule.

3. I'm sure we're just going to spend \_\_\_\_\_\_\_\_\_\_\_\_ cash.

4. Wait for me. I'll be back in \_\_\_\_\_\_\_\_\_\_\_\_ minutes.

5. There's enough room for \_\_\_\_\_\_\_\_\_\_\_\_ litres more in this barrel.

 Exercise C: VerbsMarks: / 20

*Please write the past of these verbs.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| take | took | spend |  | speak |  |
| buy |  | make |  | eat |  |
| give |  | run |  | leave |  |
| drink |  | fly |  | meet |  |
| write |  | say |  | sleep |  |
| come |  | read |  | think |  |
| do |  | have |  | go |  |

 Exercise D: Writing Marks: / 20

*Please read this message you’ve received on your company’s intranet.*

|  |
| --- |
| To: **Mary Stuart** From: **George Dougall**  Today some auditors are coming from our head office in London. I can't receive them this morning because I've got an appointment with my dentist a 10.00. Could you please attend them while I'm away? I know that your English is very good so this will be an excellent opportunity for you to practise. Thanks a lot. George. |

*Now, answer the message. You must say that you cannot receive these people and you must explain your reasons. Please use between 60 and 80 words for your answer.*

|  |
| --- |
| To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 Exercise E: Word Order Marks: / 5

*The words of the questions this client is asking her banker have all been mixed up. Please order them.*

1. change  foreign  can  I  currency  here ?

Can I change foreign currency here?

2. balance  could  my  please  you  me  give ?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. interest  do  what  accounts  saving  bear ?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. could  manager  see  I  today  the ?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. our  can  company  bank  open  an  your  account  at?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. you  could  me  exchange  tell  yen-pound  rate  the?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Exercise F: Answering QuestionsMarks: / 10

*Now please write the letter of the question from exercise “E” (above) that corresponds to each answer. There are two answers to every question.*

1 ⇦ Yes, which currency do you want to change?

⇦ Of course. Many town businesses bank here.

⇦ Yes, madam. It's 345 pounds. Anything else?

⇦ I'm afraid she's out visiting a client.

1 ⇦ Of course. Would you like dollars or pounds?

⇦ Between 3 % and 7 %—depending on your balance.

⇦ Sorry but I can't. The computer's off line

⇦ The market rate. It's about 2 percent at the moment.

⇦ Of course. Could you just wait a minute please?

⇦ I can tell you yesterday's. Today's a holiday in Japan.

⇦ Certainly. We'd be delighted to have you as clients.

⇦ It's about 180 yen per pound.

 Exercise G: A Business EmailMarks: / 20

*Ms Florence Leigh from CiberLine Co. wants information on your company. Please write her an email describing one or more of your company's products or services. Write between 60 and 80 words.*

............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

B1 Model Exam

|  |  |
| --- | --- |
| Student |  |
| Company |  |
| Level |  |
| Date |  |
| Grade |  |

 Exercise A: The Future Marks / 10

* *Fill the gaps with the words in brackets. These must be in one of the forms used to talk about the future. Use each form only once.*

1. If he arrives late, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (kill) him.
2. I'm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (book) a table at a restaurant. What time do you prefer?
3. The train \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (arrive) in 20 minutes.
4. Pam is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (teach) from 3 to 6 this afternoon.
5. By this time tomorrow, my mother \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fly) home from America.

 Exercise B: Gerund & Infinitive Marks: / 20

* *Fill the gaps with the verbs in brackets in their correct form (gerund or infinitive):*

**Ex.** She had planned to *arrive* in New York by 11 am, but she will *miss* her train if she insists on *waiting* for her sister

1. I went to \_\_\_\_\_\_\_\_\_\_\_\_ (see) a movie with Mary last night.
2. I can't watch that film without \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cry).
3. You could \_\_\_\_\_\_\_\_\_\_\_\_ (stay) here tonight if you miss the train.
4. Try \_\_\_\_\_\_\_\_\_\_\_\_\_ (walk) to work everyday. You might lose some weight.
5. I must remember to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (talk) to John about his boss.
6. Will you remember to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (post) this package?
7. Can you remember \_\_\_\_\_\_\_\_\_\_\_\_ (kiss) your first boyfriend or girlfriend?
8. I tried to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (give up) smoking twice this year, but failed.
9. She keeps \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (forget) to eat because she's very busy.
10. Don't forget to \_\_\_\_\_\_\_\_\_\_\_\_ (get) some bread on your way home.

 Exercise C: Auxiliaries Marks: / 20

* *Fill the gaps with will, may, should or could. You may have to use the affirmative or the negative form.*

1. You really \_\_\_\_\_\_\_\_\_\_\_\_ take a rest. You look exhausted.
2. Please, \_\_\_\_\_\_\_\_\_\_\_\_ I have more water?
3. \_\_\_\_\_\_\_\_\_\_\_\_ I possibly use your phone?
4. The Internet \_\_\_\_\_\_\_\_\_\_\_\_\_\_ provide us with many more opportunities to communicate worldwide.
5. He really \_\_\_\_\_\_\_\_\_\_\_\_ work so much, but he really enjoys his job!
6. They \_\_\_\_\_\_\_\_\_\_\_\_ arrive early, but I think they will be late.

 Exercise D: Vocabulary Marks: / 10

* *Match* *Column* A *to* *Column* B.

|  |  |
| --- | --- |
| A | B |
|  |  |
| To fancy | To be attracted to |
| To open doors | Easy |
| Handsome | Good-looking |
| Tough | To create opportunities |
| Clever | To have practical intelligence |
| Piece of cake | Difficult |

 Exercise E: Writing Marks: / 60

* *Write between 80 and 100 words on A, B or C:*

1. Write your CV.
2. Write an article in your blog about a film you saw recently. Remember to outline the plot (story), talk about the characters, the actors and the camera work.
3. Write an e-mail to a foreign company who have offered you a job. Reject their offer and explain why.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B2 Model Exam

|  |  |
| --- | --- |
| Student |  |
| Company |  |
| Level |  |
| Date |  |
| Grade |  |

 Exercise A: Phrasal Verbs Marks / 10

* *Fill the gaps below with the correct form of these phrasal verbs:*

###### Put off, set off, split up, take after, drop off, pick up,

###### bump into, settle down, put up

1. The thought of the long flight has always \_\_\_\_\_\_\_\_\_\_\_\_ me \_\_\_\_\_\_\_\_\_\_\_\_ going to Australia.
2. If you want to get fit, why don't you \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ a sport?
3. I think I've got the flu – I probably \_\_\_\_\_\_\_\_\_\_\_\_ it \_\_\_\_\_\_\_\_\_\_\_\_ while I was on holiday.
4. Every year the government \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ the price of cigarettes.
5. He travelled all over the world before he finally \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ and got a normal 5 to 9 job.
6. If you \_\_\_\_\_\_\_\_\_\_\_\_ me \_\_\_\_\_\_\_\_\_\_\_\_ on the corner, I can walk the rest of the way.
7. If we \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ early, we'll miss the rush-hour traffic.
8. My sister and her husband \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ last year.
9. I've just \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ an old school friend that I hadn't seen for ages.
10. He's very easy-going. He \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ his father in that respect.

 Exercise B: Relative Pronouns Marks: / 10

* *Fill the gaps with appropriate relative pronouns (i.e.: who).*

1. The 11.25 train from Dublin to Galway, \_\_\_\_\_\_\_\_\_\_\_\_ is due to arrive at platform 3 will also stop at Kilkenny, Limerick and Norwich.
2. We'll be staying at the Plaza Hotel, \_\_\_\_\_\_\_\_\_\_\_\_ we stayed last year.
3. The boy in the green jumper \_\_\_\_\_\_\_\_\_\_\_\_ is talking to Mike used to work with me.
4. Can you think of any reason \_\_\_\_\_\_\_\_\_\_\_\_ she might have stolen the money?
5. What's the name of the girl \_\_\_\_\_\_\_\_\_\_\_\_ got a scholarship for Oxford?
6. People \_\_\_\_\_\_\_\_\_\_\_\_ go to university are not necessarily more intelligent than people who don't.
7. I'd like to live in Africa, \_\_\_\_\_\_\_\_\_\_\_\_ it's warm all-year round.
8. August is the month \_\_\_\_\_\_\_\_\_\_\_\_ most people go on holidays.
9. Ann's going out with someone \_\_\_\_\_\_\_\_\_\_\_\_ she met at work. I think he's called John.
10. I don't know of any shops where you can get a decent pair of shoes for under fifty dollars nowadays.

 Exercise C: Auxiliaries Marks: / 10

* *Fill the gaps with ought to, should or could.*

1. By the time I was ten, I \_\_\_\_\_\_\_\_\_\_\_\_\_ beat my father at chess.
2. You \_\_\_\_\_\_\_\_\_\_\_\_ watch that TV programme. It's very interesting!
3. You \_\_\_\_\_\_\_\_\_\_\_\_ phone her the day before you go, just to make sure she'll be there.
4. \_\_\_\_\_\_\_\_\_\_\_\_ I have a glass of water, please? I'm very thirsty.
5. I'll try phoning Jean again. She \_\_\_\_\_\_\_\_\_\_\_\_\_ be home from work by now.

 Exercise D: Vocabulary Marks: / 10

* *Match* *Column* A *to* *Column* B.

|  |  |
| --- | --- |
| A | B |
| To provoke | Dangerous |
| Daring | Difficult to find |
| Fake | Feeling of confusion when living in another country |
| Handsome | Good-looking |
| Primary | Most important, first |
| Vandal | Not genuine |
| Hostile | Paper or plastic covers |
| Motto | A saying used as a guide to behaviour |
| Culture shock | Someone who deliberately damages things |
| Wrapping | To cause a reaction |
| Elusive | Unfriendly |

 Exercise E: Writing Marks: / 60

* *Write between 80 and 100 words on one of the subjects below.*

1. Write a newspaper article about crime in your city.
2. You recently saw and advertisement for a job. Write the application email following these guidelines: 1) say where and when you saw the add as well as the position you're applying for; 2) give relevant information about yourself; 3) state why you would be an appropriate candidate for the job; 4) explain when you would be available for an interview; 5) end the email appropriately.
3. Write an email to a client or supplier who has complained about your service. Explain why there were mistakes and offer a solution.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C1 Model Exam

|  |  |
| --- | --- |
| Student |  |
| Company |  |
| Level |  |
| Date |  |
| Grade |  |

 Exercise A: Business Vocabulary / 25

Define or translate the following words:

|  |  |
| --- | --- |
| Transfer: Transferencia | Stockholder: Accionista |
| Profit: Income minus costs | C.E.O.: |
| Liability: | Shares: |
| Supplier: | Savings: |
| Trial: | Trade: |
| Merger: | Customs: |
| Board of Directors: | Freight: |
| Assembly lines: | Cash: |
| fee: | Investment: |
| Cash dispenser: | Consumption: |
| Chairman: | Pay-slip: |
| Funds: | Brand: |
| Layoff: | Market Share: |
| R&D: | Stock Market: |

 Exercise B: Telephoning Marks: / 15

Write what you could say in these situations:

Asking for someone:

May I speak to Chris Jones, please?

When someone is speaking on the other line:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When you need someone to take a message:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When you ask people if they want to leave a message:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When you want to know the speaker's name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When you want someone to spell his or her name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When asking someone to wait online:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When you can’t understand what someone says:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Exercise C: Word Order Marks: / 10

Order these words.

1.  imports  the European Union  generally

 from Arabia  petrol

2.  usually developed countries  suffer

 high unemployment levels  during a recession

3.  starts  before 9 am  Jenny  work

 sometimes at her office  with her boss

4.  signed Randy  a contract never

 before reading it thoroughly has

5.  when the computer is overloaded  always

 this program  terribly slowly  runs

 Exercise D: Business Expressions / 20

Write a sentence of at least seven words each. Use the following expressions:

Manage: Mary manages her business with the help o f her mother, who’s a CPA.

Take over:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write off:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Go public: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Break even:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Withdraw money:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant a credit:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dismiss a worker:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hand over: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Call a strike:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appoint a manager:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Exercise E: Writing Marks: / 30

Choose one of the subjects below and write an email. Use between 80 and 100 words.

1. Send a cover email with your CV (do not include the CV) applying for a job you saw advertised.
2. The truck your firm bought recently has a faulty engine. Write to the manufacturer asking for a new truck or a refund. Back your request with solid arguments.
3. A company owes you three invoices, which were due last month. Write them an email threatening to take them to court if they do not fulfill their obligations.

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Comments on EfB exams

Exams

We have to keep exams on file because Fundae will request them in case of an inspection.

|  |  |
| --- | --- |
| *When should exams be handed out?* | Exams mark the end of each trimester and should be issued in March/April, June and December. It makes sense to set the test a couple of weeks before the last class so you can use the last lesson to go over the results with students. |
| *How to hand them out?* | If your lessons are online send them by email or bring them to class. If your lessons are face to face hand them out during the lesson. |
| *What to include?* | Exams should cover what you taught during the trimester. A couple of sheets is enough. An example would be a fill-in-the gap or a multiple-choice exercise plus a short writing. |
| *Can the exam be*  *an oral test?* | Unfortunately not. Fundae will want to see a piece of paper with marks and “Pass” or “Fail” written. |
| *How should I*  *mark exams?* | The easiest way is to use the Spanish grading system with marks out of 10. Please write “Pass” or “Fail” on the first page and make sure every exam has the date and the student’s name on it. |
| *What do I do with exams once corrected?* | Let your students have a copy and send maria.montano@barcelonaenglish.com another one. |
| *What happens if a student is absent?* | Send them the exam by email and correct it later. Please do make sure the student does hand it in. |
| *Do I need to test online + phone students?* | If you’re teaching phone + online classes (20-minute conversation classes based on our Dexway platform) exams already appear on the platform so you do not have to write or set them. However students do need to complete the unit tests and final test so remind them. |