

Speaking Part 1

In part 1 of the Speaking test you:

- **listen** to the examiner's questions
- **give** answers about yourself, your experience and your opinions

Focus Answering questions

1 Match the Part 1 questions to the first part of the answer.

Question	Answer
1 Is the internet the best place to look for a new job?	A No, because I think some messages and meetings work just as well on the phone or by video link.
2 Should employees or the company pay for staff development courses?	B I do, because it's not until you meet someone that you really know if they can do the job or not.
3 Do you think interviews are the best way to choose someone for a job?	C No, because I think the internet is much more effective than TV these days.
4 Is it a good idea for staff and managers to be friends outside work?	D Not really, because I'm happy with the job that I have at the moment.
5 Is advertising on television the best way to promote a product?	E Yes, I think so, because there are so many positions advertised online these days.
6 Would you like to travel to other countries for your work?	F Yes, because if you like each other and get on well, you will also work better together too.
7 Do you think it's always better to communicate face-to-face?	G Yes, because it's always interesting to see other cultures and to meet new people.
8 Is it important to you to get a promotion in your company?	H I think it should be the employer because they benefit most from staff doing training.

2 Put these questions into the correct order.

- 1 speak to it job in Is English important your ?
- 2 other for staff What training kinds are of useful ?
- 3 maths business an Do skill is you in important think ?
- 4 online than Is training better training face-to-face ?

3 Now think of answers to the questions in Exercise 2. Record yourself answering the questions. Think of things you did well and how you could improve. Try recording yourself again.

If you are studying with a friend or colleague, listen to each other's recordings.

Speaking Part 2

In part 2 of the Speaking test you:

- **give** a short presentation for about 1 minute
- **listen** to your partner's presentation and answer the examiner's question about it

Focus Linking your ideas

1. Look at the task below about choosing a new site for your business. Complete the candidate's presentation using the words in the box.

What is important when choosing a new site for your business ...?

- Cost
- Size
- Transport links

but	In conclusion	then	or	also
as well as	If	In addition	most	so

The **(1)** important thing to think about when choosing a new site for your business is the cost. **(2)** the site is very expensive, **(3)** it will be difficult for any business that moves there to make a profit.

It's **(4)** important to consider the size of the site. It must be big enough to provide accommodation for all of the staff and equipment, **(5)** not be so big that parts of the building are left empty or unused.

(6), it's essential to consider what the transport links of any possible site are like. There must be good road access to the site, **(7)** rail links nearby. Many companies are international and receive visitors from abroad, **(8)** it's very useful for there to be an airport in the area.

(9), any decision to move to a new site must be made very carefully **(10)** the business will soon regret not spending more time considering all these options.

2. Look at another task below about designing a new product.

What is important when designing a new product?

- target market
- appearance
- quality of the materials

- A** Spend a few minutes thinking about what you can say about each bullet point.
- B** Attempt the task. Try to speak for at least a minute. Record yourself and listen to your performance. Think of things you did well and how you could improve. Record yourself again. If you are studying with a friend or colleague, listen to each other's recordings.
- C** Click [here](#) to read a sample response.
- D** List the points the speaker made about each of the bullet points.

Speaking Part 3

In part 3 of the Speaking test you:

- **read** about a business-related situation and some options
- **discuss** the situation with the other candidate and make a decision

Focus Understanding the task

1. Look at the task and situation below and answer the questions.

Your manager has asked you to book a hotel for a delegation of 20 guests who are visiting your company from another country.

Talk together about what services the hotel should provide for business travellers and decide which three you think are most important.

- 1. What does your manager want you to do?**
- 2. Who is coming to stay?**
- 3. What do you need to discuss?**
- 4. What do you need to decide?**

2. Make a list of facilities that a hotel that's suitable for business clients might have. Think of as many as you can.

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3. Now look at this list. Are there any that you missed? Did you have any that are not on this list?

- | | |
|-------------------------|-----------------------|
| • room service | • multi-lingual staff |
| • free WiFi | • a restaurant |
| • a spa | • a gym |
| • a swimming pool | • a laundry service |
| • meeting rooms | |
| • evening entertainment | |

4. Decide which three you think are the most important. Why did you decide this? Explain your opinions.

Focus Suggesting, agreeing and disagreeing

5. Use the words and expressions in the box to complete the conversation.

what	agree	right	suppose	that's true
my opinion	absolutely	I think so	depends	sure

Man: It's really important for a hotel to have meeting rooms for business guests.

Woman: (1) too, but most big hotels have them these days.

Man: Yes, (2)!

Woman: In (3), WiFi is essential, but it doesn't really matter to businesspeople if they have to pay or not.

Man: I (4) They don't care as long as it's a fast connection.

Woman: A laundry service would be pretty useful.

Man: It (5) on how long the delegates are going to stay for. If it's only for a day or two, they probably wouldn't use it.

Woman: I (6) so. Everyone would appreciate having access to a pool and gym though.

Man: Yes, you're (7), and a spa would be popular too.

Woman: Oh, I'm not (8) Business people wouldn't really have time for that.

Man: Ok, but (9) do you think about a restaurant? That's really important if guests don't want to leave the hotel to eat.

Woman: Yes, that's (10) essential.

6. Do the task in Exercise 1 with a partner. Record yourselves then listen back to your discussion. What you can do to improve it? Record yourselves again.

If you can't find a partner to work with, write your own conversation like the one in Exercise 5.