

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 How easy is it for business graduates to find work in your country?	A No, I think the company should fund any training that members of their workforce do.
2 Is it the responsibility of the employee to pay for their own training?	B There can obviously be faults with the technology and the internet.
3 Do you think interviews are always the fairest way to select new employees?	C I don't think it's a problem as long as they maintain professional relationships whilst at work.
4 Is it a good idea for staff and management to socialise together?	D I love being able to visit other countries, both for business and pleasure, so it's high up on my list.
5 What's the most effective way to promote a new product?	E Ideally, I'd like to be in a senior management role by then.
6 How important is it for you to have the opportunity to travel in your career?	F It's harder than it used to be. One reason is that there are more graduates these days.
7 What problems can using video conferences for meetings cause?	G I think it depends very much on the item that you are selling.
8 Where would you like to be on the career ladder in ten years' time?	H No, because people who are quite shy, for example, may not perform well in them.

2 Think of ways of extending and completing the answers given in Exercise 1. Click [here](#) to see some other examples.

Useful language

Basic expressions

3 Match the expressions in the box with their purpose.

and often	What was that?	because	for example
Sorry, I didn't catch that	the reason is	like	such as
Could you say that again, please?	as well as that	for instance	since
			and also

To give a reason				
To ask for repetition				
To give an example				
To add information				

Speaking Part 2

In part 2 of the Speaking test you:

- **choose** a presentation to give from three possible topics
- **give** a presentation about the topic you have chosen for about 1 minute
- **listen** to your partner's presentation and ask them a question about it

Focus Linking your ideas

1. Look at task below about preparing for a job interview. In the real exam, the third and fourth bullet points are left blank for you to add your own ideas.

A Complete the candidate's presentation using the words in the box.

What is important when ...

Preparing for a job interview?

- Researching the company
- Choosing what to wear
-
-

because	In conclusion	however	by	Another
still	If	Furthermore	Firstly	As well as this

(1) I believe that by far the most important thing to do when preparing for a job interview is to thoroughly research the company. (2) you know a lot about the company, this will help you to answer their questions in a much more confident way, (3) you'll know exactly the kind of person they are looking for. (4)..... it will also enable you to ask them much more meaningful questions at the end of the interview.

(5), knowing more about the company will help you choose what to wear, as you'll have a good idea if they're likely to be very formal or quite relaxed. Even if the dress code is informal, (6), you should probably (7) plan to dress smartly for your interview.

(8) point which is important, is to ask a friend to practise interview questions with you before the day. Rehearsing will help a lot.

It's also good to plan how you're going to get to the interview. You can do this (9)..... researching routes and methods of transport on the internet in advance. The worst thing you can do is arrive late!

(10), the more you plan and prepare, the better. The time you spend preparing for your interview is as important as the interview itself.

- B** Can you guess what idea the speaker has had for the third and fourth bullet points in the response above?
- C** Can you ask the speaker a question about their talk?

2. Look at another task below about choosing a training course.

What is important when ...

Choosing a training course?

- Course content
- Location
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- A** Spend a few minutes thinking about what you can say about each bullet point. Remember to add your own ideas for the extra bullet points if you can.
- B** Attempt the task. Try to speak for at least a minute. Record yourself and listen to your presentation. Think of things you did well and how you could improve it. Then record yourself again.
If you are studying with a friend or colleague, you could listen to each other and give feedback. Remember to ask your friend a question about their presentation!
- C** Click [here](#) to listen to a sample response.
 - 1) List what the speaker says about each of bullet points above.
 - 2) What ideas did the speaker use for the third and fourth bullet points?

Speaking Part 3

In part 3 of the Speaking test you:

- **complete** a collaborative task with your partner
- **take part in** a discussion on a similar theme with your partner and the examiner

Focus Understanding the task

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

Staff social event

Your company has had a very successful year and would like to organise a social event for staff to thank them for all their hard work.

You have been asked to organise the event.

Discuss the situation together and decide:

- what kind of event you think staff would like
- the best place to hold the event.

1. What does your company want you to do?
2. Why?
3. What do you need to discuss?
4. What do you need to decide?

2. Make a list of the kinds of events you could organise. Think of as many as you can.

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3. Click [here](#) to see a list of possible events. Are there any that you missed? Did you have any that are not on the list?

4. Decide which one you would choose. 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.

the thing is	absolutely	to be honest	go along	about	why don't we
wouldn't you agree	no doubt	couldn't agree	You've got a point there, but	how do you feel about	see what you mean

Candidate 1: So what kind of event do you think we should organise?

Candidate 2: Well **(1)**, it should be something that's completely different to anything we normally do at work, so nothing formal like an awards ceremony with speeches and so on.

Candidate 1: I **(2)** more! If the event's to reward staff, it should be something that's fun. What do you think **(3)** organising a night out at a night club, or something like that. That would be really fun, **(4)**.....?

Candidate 2: Hmm, I **(5)** but the older staff might not enjoy it as much as the younger ones.

Candidate 1: Yes, **(6)** you're right. Then **(7)** a day trip to somewhere nice, like a tourist town or city?

Candidate 2: Everyone would enjoy that, wouldn't they? People could do what they wanted there

Candidate 1: **(8)**! So everyone would be happy. OK, where do you think we should go?

Candidate 2: So, **(9)** go to Stevenham? There are loads of things to do there.

Candidate 1: Yes, **(10)** it's quite far away.

Candidate 2: You're right, but **(11)**, I think this is a minor consideration because this is supposed to be a big celebration.

Candidate 1: Ok, I'd **(12)** with that. Well, that's all decided then!

Examiner: Thank you both... So do you think social events are a good way to develop team building in a company?

Candidate 1: Yes, I do. I think it's really important to...

6. Carry out the task in Exercise 1 with a partner. Record yourselves then listen back to your performance and discuss what you can do to improve it. Then record your discussion again.

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