



Please stick your candidate label here

Office use only

Marker's initials

Anglia ESOL International Examinations
Intermediate Business English
Level 2 Paper B 2014

CANDIDATE INSTRUCTIONS:

- Time allowed - TWO hours including listening
- Stick your candidate label in the box above.
- Answer ALL questions in PEN in the spaces provided.
- You may use correcting fluid if necessary.
- Ask for extra paper if you need it.

For Examiner's Use Only			
Part One [20]	Part Two [20]	Part Three [30]	Part Four [30]

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Part One (20 marks)

Listen to the conversation and from the information provided complete the form below. You will hear the conversation twice.

A & J Wholesalers - Order Form

Caller: (Example) Trevor Black

Company name: (1) _____

Customer number: (2) _____

Date: (3) _____

Tinned Dog Food

Brand/Flavour: Pal

Quantity: (4) _____

Flavour: (5) _____

Tinned Cat Food

Brand/Flavour: Felix / (6) _____

Quantity: (7) _____

Other

Item: Royal Feline (8) _____.

Quantity: (9) _____ x 2.5 kg bags

Delivery

Day/Date: (10) _____ at 10 a.m.

Part Two (20 Marks)

Listen to the information given and choose the best response. You will hear the information twice.

1.	A	Yes please.	
	B	Yes, thank you.	
	C	Yes, of course.	

6.	A	Thank you.	
	B	I'm sure it is.	
	C	It doesn't matter.	

2.	A	Never mind.	
	B	No it didn't.	
	C	Yes I did.	

7.	A	There it is.	
	B	Here you are.	
	C	Shame on you.	

3.	A	See you later.	
	B	Yes, I have.	
	C	No, not at all.	

8.	A	Of course not.	
	B	I agree.	
	C	What a pity.	

4.	A	Yes, why not?	
	B	Yes, please.	
	C	Thank you.	

9.	A	Of course not.	
	B	Not very.	
	C	Well done.	

5.	A	Never mind.	
	B	Yes, it's long.	
	C	Yes, me too.	

10.	A	Not very much.	
	B	Don't mention it.	
	C	Thank you very much.	

Part Three (30 marks)

You receive the following email which you must respond to. You will need to read the information and provide accurate answers to the questions in the email.

To: ronsmall@getacquainted.com

Subject: Team Building Activity Course

Dear Ron,

I visited your stand at a conference recently and I'm interested in learning more about your activity courses. I have 13 staff members who I would like to bring to the centre. Our visit would be over a weekend, preferably in October. Do you have any vacancies for that time please? I would be grateful if you could also let me know the following:

1. Which activities would be on offer over the weekend?
2. How many of the activities would we be able to do in a weekend?
3. The cost per person.
4. Can I pay by company credit card?
5. How do I register my staff?

I look forward to hearing from you.

Regards,

Sally Fox
Manager, AA Insurance

Get Acquainted Team Building Activity Centre
Team Building For the Future

The spirit of 'Get Acquainted' is all about having a go! So we've organised an amazing choice of activities to help new and old colleagues of different abilities get to know each other and start working together. You can choose two of the four options below that you think will most suit your company.

Activities:

- **Aerial Adventure** - into the trees! You will need to encourage your colleagues to help them to get through the rope web and over the swinging bridge 40 metres in the air!
- **4x4 experience** - Can you trust your colleagues to drive safely through rivers and over hills?
- **Survival Special** - this can't be done alone, work as a team to survive extreme heat and cold through the night!
- **Movie making** - are you a star or a director? Make your film; you will need to be able to follow orders!

Price Information

	Off peak Monday - Friday	Peak Weekends
Groups of 5 - 10 people	£75 per person	£80 per person
Groups of 11 - 20 people	£70 per person	£75 per person
Groups of 21 + people	£60 per person	£65 per person

All prices include 2 nights' bed and breakfast. Evening meals can be ordered from a set menu at £9.50 Per Person.

STOP PRESS! **Dates still available in 2014.** Hurry - places filling up fast!

September: Mon 8 - Fri 12, Sat 20 - Sun 21.

October: Mon 6 - Fri 10, Sat 11 - Sun 12, Mon 27 - Fri 31.

November: fully booked.

December: Mon 8 - Fri 12, Mon 15 - Fri 19.

How to book and pay

- Sign up for membership on our website at: www.getacquainted.co.uk
- Once you have joined as a member, you can book courses, register delegates and pay in a few easy clicks.
- We accept payment by all major debit and credit cards online.
- Alternatively you can contact the centre on 01456 238 997 998. We can take your booking and payment over the phone.

Get Acquainted, The Activity Centre, Thetford Forest, Thetford, TH15 2SF.

Now, write your email reply here.

Marks
Awarded

To:

Subject:

Anglia Examinations Sample Paper

Part Four (30 marks)

Read the following e-mail, which has been sent to your company. Create an appropriate response giving all the information that the writer asks for.

To:	<input type="text" value="Ryan's Stationery"/>
Subject:	<input type="text" value="Interactive White Boards"/>
<p>Hello,</p> <p>I am organising a conference at the Royal Hotel in Southsea for the third week of September of this year. I'm looking for interactive white boards and I understand from your website that you can provide and install them.</p> <p>Could you please let me know the cost of buying six 30 centimetre white boards? Also, how much would it cost to rent the boards? I would need them for 5 working days (i.e. Monday to Friday). Can you confirm that you would be able to rent six boards at that time please? I am also interested in your installation service. Could you install the six interactive boards and how much would that cost? Is the price different for installation if I buy or rent the whiteboards?</p> <p>I look forward to hearing from you. Regards,</p> <p>Simon Bell Business Conferences UK</p>	

Now write your email response here:

To:	<input type="text"/>
Subject:	<input type="text"/>
<div style="border: 1px solid black; min-height: 280px;"></div>	

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