



**Anglia Language Examinations**  
**Intermediate Business English**  
**Speaking Test**  
**Sample**  
**Instructions for Students**  
**Preparation Materials**

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## Procedure

The Anglia Intermediate Business English Speaking Test has three parts and should take about 18 minutes to complete. The examiner will ask you a number of questions. The examination is recorded and the recording is sent to Chichester College, where your work will be moderated.

After the examination, you may not return to the candidates who still have to take the exam.

### **Part One: up to 2 minutes**

Introduce yourself to the examiner (give your name and number).

You will be asked questions like the following:

- Why you are taking this examination?
- What are your strong points and points that need developing?
- What are your ambitions?

### **Part Two: up to 7 minutes**

You have to do a two-minute presentation called: My Working Day

You must give a chronological account of a typical day at your workplace. You may be a regular employee, a temporary employee, a trainee, doing work experience, or whatever. This account should be about 2 minutes long. After this the examiner will ask you a number of questions about the activities you have mentioned.

### **Part Three: up to 9 minutes**

You are going to have a discussion with the examiner about three of the topics from the list that you were given. The examiner will discuss each of the subjects for three minutes, and then the examiner will switch to another topic. The same will happen after six minutes. However, if the examiner feels you are doing particularly well on a topic he or she may decide to allow you to continue for three more minutes.

#### **List of topics for Discussion:**

- What is the best way to prepare for a job interview?
- What makes you happy in a job, apart from the pay?
- How would you define good customer service?
- How can you make sure that there is effective communication in the workplace?
- You feel that your boss is unfair and gives you too much work. What do you do?
- How has technology changed the way people work in the past 10 years? How do you imagine it will change the way people work in the future?