



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

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CHICHESTER COLLEGE, WESTGATE FIELDS, CHICHESTER, WEST SUSSEX, PO19 1SB, ENGLAND

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Procedure

The Anglia Practical Business English Speaking Test has three parts and should take about 12 minutes to complete. The examiner will ask you a number of questions. The examination is recorded on an MP3 file and 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 several questions.

Sample questions:

- Why are you taking this examination?
- What are your hobbies / interests / sports?
- Do you work or are you a student?
- What are your ambitions for the future?

Part Two: up to 5 minutes

This is a conversation with your examiner about a product or service that you have chosen beforehand. You are a front-office worker and must be able to answer simple questions about your product or service. You should bring product information to the exam. This may be a brochure, leaflet, advertisement, extract from an instruction manual and so on.

Part Three: up to 5 minutes

For this part of the test you should bring a brochure / printed webpage about a particular company. You work for the chosen company / organisation. You will get a phone call from an overseas client (the examiner), who wants to make an appointment to visit your company.

You will be expected to answer questions.

Sample questions:

- What are your business hours?
- How do I get to your company from the UK (means of transport, travel plan)?
- Does the company have a website? What's the address? What will I find on it?
- What is the company's email address?
- What are the company's telephone and fax numbers?
- What's the core business?
- Who's your general manager?

(You must be prepared to spell out any of the above information)

At the end, your examiner wants to make an appointment (or reservation, where applicable) with you.

Anglia Examinations Sample Paper