Preliminary Spanish World of Work

Guidance for using the Speaking Practice Paper

This practice paper replicates the types of tasks that appear on a Preliminary Spanish World of Work Speaking External Assessment paper.

- learners should take the parts together as a whole paper
- learners can prepare with a dictionary; dictionaries must not be used during the test
- a separate preparation sheet is supplied to be given to learners one week before the practice paper
- learners are supplied with a separate information sheet at the start of the practice paper
- the test duration is
    - Part 1: Task 1 (2½ – 3 minutes) - role-play based on supplied information sheet
    - Part 1: Task 2 (1 – 1½ minutes) - extension of Part 1 role-play
    - Part 2 (2 minutes) - talk on a prepared topic
- the marking criteria for the Speaking Practice Paper are detailed on the next page

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The marking criteria

- The practice paper is marked using the marking criteria below:

BAND	MARK	COMMUNICATION	LANGUAGE
3	3.3 3.2 3.1	The main points of the task are communicated. Responses are sometimes extended. Hesitations do not make communication difficult. Simple strategies to repair or clarify communication can be used when needed. There is a good attempt to use the target language pronunciation. Understanding requires little effort from the listener.	A range of structures is used successfully. There may be a few grammatical errors. A range of vocabulary is used.
2	2.3 2.2 2.1	Some of the main points of the task are communicated. Responses are not usually extended. Hesitation can sometimes make communication difficult. There is an attempt to repair or clarify communication when needed. There is some attempt to use the target language pronunciation. Understanding requires some effort from the listener.	There is an attempt to use a range of structures. There are some grammatical errors. There is an attempt to use a range of vocabulary.
1	1.3 1.2 1.1	Few of the main points of the task are communicated. Responses are not extended. Hesitation makes communication difficult. There is no attempt to repair or clarify communication when needed. There is little attempt to use the target language pronunciation. Understanding requires considerable effort from the listener.	A range of simple structures is used. Grammatical errors are evident. A limited range of vocabulary is used.
0	0	Response below Preliminary stage.	Response below Preliminary stage.

Marking instructions

- Assess the performance in each part as a whole against the marking criteria.
- Mark part 1 and part 2 (presentation) separately, giving a mark for communication and a mark for language.
- Decide which band best describes performance, first for communication then for language.
- Decide which mark to award within the band, first for communication then for language. (For example, 2.1 is borderline band 2, 2.2 is solid band 2, and 2.3 is top of band 2.)
- Band 0 describes performance below Preliminary stage.

You should now have awarded four marks. Example:

	communication	language
part 1	1.3	1.2
part 2	2.2	2.1

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Converting band marks to grades

- Convert the band marks (e.g. 2.1, 2.3) you have awarded for communication and language as shown in the tables below.

Part 1 (Weighting – 60%, total 54 marks)
Communication – 27 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**3**	**6**	**9**	**12**	**15**	**18**	**21**	**24**	**27**

Language – 27 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**3**	**6**	**9**	**12**	**15**	**18**	**21**	**24**	**27**

Part 2 – presentation (Weighting 40%, total 36 marks)
Communication – 18 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**2**	**4**	**6**	**8**	**10**	**12**	**14**	**16**	**18**

Language – 18 marks

0 ▼	1.1 ▼	1.2 ▼	1.3 ▼	2.1 ▼	2.2 ▼	2.3 ▼	3.1 ▼	3.2 ▼	3.3 ▼
0	**2**	**4**	**6**	**8**	**10**	**12**	**14**	**16**	**18**

- Add the marks for part 1 and part 2 (communication and language).
- The table below shows which grade to award overall.

grade	marks
6	70-90
5	40-69
4	10-39
U	0-9

Example:

	communication		language		total	grade
part 1	1.3 ►	9	1.2 ►	6	15	**4**
part 2	2.2 ►	10	2.1 ►	8	18	
total		19		14	**33**	

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Preliminary Spanish World of Work
Speaking Practice Paper
Preparation sheet

Preparation sheet: *to be given to the learner one week before the test.*

This sheet will help you to prepare for your test. You may take it into the test with you.

During the test you will be given an information sheet which you will need to look at.

You must not make notes on this preparation sheet.

Part 1: Task 1 2½ – 3 minutes

You work as an events organiser in a hotel

You are going to take part in a conversation with a Spanish customer (your interviewer) who wants to arrange a wedding at the hotel. The customer does not speak English.

- find out at least 3 pieces of information about the wedding (e.g. name, date of wedding, number of guests)
- look at the information sheet and give the customer the wedding package costs
- look at the information sheet and tell the customer about facilities at the hotel

Part 1: Task 2 1 – 1½ minutes

The Spanish customer will ask you about your job at the hotel.

- answer the questions the customer asks you about your job as hotel events organiser

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Speaking Practice Paper
Information sheet

Information sheet: *to be given to the learner during the test.*

You must not make notes.
Dictionaries must not be used.
You have 30 seconds to read the information below.

Regency Hotel

Wedding package costs

up to 50 guests = £50 per guest
up to 100 guests = £30 per guest

4 star hotel

parking

restaurant

by the sea

garden

train station 2km

Information about the hotel

magnificent views of the sea

fresh fish daily

open-air terrace restaurant

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Speaking Practice Paper

Information for the teacher

Regency Hotel

Wedding package costs

up to 50 guests = £50 per
up to 100 guests = £30 per guest

4 star hotel

parking

restaurant

by the sea

garden

train station 2km

Information about the hotel

magnificent views of the sea

fresh fish daily

open-air terrace restaurant

Part 1: Task 1	**2½ – 3 minutes**
Introduction	In this part of the test you are going to take part in a conversation, using the task information sheet to help you. First you have 30 seconds to look at the task information sheet. *[Hand learner task information sheet and wait 30 seconds]* Let's begin. Usted trabaja como organizador/a de eventos en el Hotel Regency. Soy un/a cliente/a y quiero organizar una boda en su hotel.

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Learner's tasks	Suggested prompts and questions
▪ find out at least 3 factual pieces of information about the wedding eg. name, date of wedding, number of guests	*Greet the learner and allow him/her to ask you at least 3 pieces of information. If necessary, offer information as follows:* Me llamo … La boda es el 8 de marzo. Necesito 10 habitaciones dobles.
▪ give information about the facilities	*Express interest in the hotel facilities. If the learner does not offer the information, ask for it.* ¿Cuánto cuesta para 80 personas?
▪ tell the customer about the hotel	*Allow time for the learner to talk about the hotel. If necessary, ask questions from the list below:* ¿A qué distancia está la estación? ¿Qué podemos comer en la boda? ¿Se puede comer al aire libre? ¿Cuál es el mejor sitio para sacar las fotos oficiales?

Part 1: Task 2 **1 – 1½ minutes**

Learner's tasks	Suggested prompts and questions
▪ answer the questions the customer asks you about your job as hotel events organiser.	*Ask questions to help elicit a 1 – 1½ minute conversation about the learner's job as given in the task preparation sheet. Again, prompt where necessary. Questions should ask for basic factual details or very simple opinions.* ¿A qué hora empieza usted su trabajo? ¿Dónde come usted? ¿Usted trabaja aquí desde hace mucho tiempo? ¿Cómo son sus colegas?

Part 2 **2 minutes**

Presentation	Right, let's speak in English again. Now I'd like to hear your presentation, and then I'll ask you two questions. Bien. Ahora en español. Te escucho. Puedes empezar / comenzar. Gracias. *[Ask 2 questions]* Let's finish in English. That's the end of your speaking test.

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