Preliminary Spanish World of Work
Speaking Grade 4
Tasks A and B

Teacher's Notes

"I can take part in a simple conversation and I can express my opinions."

Instructions Learners work in pairs, taking part in simple conversations.

Task 4A There is a choice of three role-plays.
Task 4B There is a choice of three information-gap activities.

All the activities are printed back to back.

Pass 4 out of 6 (communication and language)

COMMUNICATION	LANGUAGE
• Communicates information needed clearly • Pronunciation is clear enough to communicate meaning (though some effort may be needed from the listener)	• Uses vocabulary appropriate to the task • Uses simple structures to ask questions and give answers in short phrases or sentences (with some single words) • Grammar is accurate enough to communicate meaning
▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark	▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark

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Preliminary Spanish World of Work
Speaking Grade 4
Task A

Situation 1
Person A

You are working in Spain for a few days and have some spare time. You go into the tourist office to ask for information.

You speak first.

1. Say hello and ask where the market is.
2. You now have to listen and answer two questions.
3. End the conversation appropriately.

Situation 2
Person A

You are staying at a hotel in Barcelona and approach the reception desk.

You speak first.

1. Say hello and ask if the swimming pool is open.
2. You now have to listen and answer two questions.
3. End the conversation appropriately.

Situation 3
Person A

You are booking a meeting in Spain and ring a conference centre.

You speak first.

1. Say hello and ask to speak to the manager.
2. You now have to listen and answer two questions.
3. End the conversation appropriately.

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Preliminary Spanish World of Work
Speaking Grade 4
Task A

Situation 3
Person B

You are working in a conference centre in Spain when a customer calls.

The customer speaks first.

1. Say hello and tell the caller he/she is not here today.
2. Continue the conversation and find out
   - the caller's name
   - the caller's telephone number.
3. End the conversation appropriately.

Situation 2
Person B

You are working at a hotel reception desk in Barcelona when a guest approaches.

The guest speaks first.

1. Say hello and tell the guest the swimming pool opens at ten o'clock.
2. Ask two questions to find out the guest's
   - name
   - room number.
3. End the conversation appropriately.

Situation 1
Person B

You are working in a tourist information office in Spain when a visitor comes to the desk.

The visitor speaks first.

1. Say hello and tell the visitor the market is near the station.
2. Continue the conversation and find out
   - how long the visitor is staying
   - the visitor's nationality.
3. End the conversation appropriately.

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Preliminary Spanish World of Work
Speaking Grade 4
Task B

You are booking a hotel for a business trip in Barcelona. You have a choice of 2 hotels but only have information about Hotel Mar. Talk to your colleague to find out the missing information about Hotel Playa.

Situation 1

Person A

	Hotel Playa	**Hotel Mar**
number of rooms		25
location		by the sea
sports		tennis
outside		garden

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Preliminary Spanish World of Work
Speaking Grade 4
Task B

You are booking a hotel for a business trip in Barcelona. You have a choice of 2 hotels but only have information about Hotel Playa. Talk to your colleague to find out the missing information about Hotel Mar.

Situation 1

Person B

	Hotel Playa	**Hotel Mar**
number of rooms	35	
location	near airport	
sports	golf	
outside	car park	

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Preliminary Spanish World of Work
Speaking Grade 4
Task B

You are an estate agent in Valencia. You have a choice of 2 properties for sale but only have information about property 2. Talk to your colleague to find out the missing information about property 1.

Situation 2

Person A

	property 1	**property 2**
type of property		house
number of bedrooms		2
property also has		garden
price		200,000 euros

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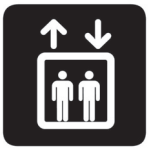
Preliminary Spanish World of Work
Speaking Grade 4
Task B

You are an estate agent in Valencia. You have a choice of 2 properties for sale but only have information about property 1. Talk to your colleague to find out the missing information about property 2.

Situation 2

Person B

	property 1	**property 2**
type of property	flat	
number of bedrooms	3	
property also has	lift 	
price	100,000 euros	

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Preliminary Spanish World of Work
Speaking Grade 4
Task B

You are looking for work experience in Seville. You have a choice of 2 work placements but only have information about work placement 2. Talk to your colleague to find out the missing information about work placement 1.

Situation 3

Person A

	work placement 1	**work placement 2**
place		restaurant
hours of work		3pm–10pm
travel to work		bus
number of colleagues		8

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Preliminary Spanish World of Work
Speaking Grade 4
Task B

You are looking for work experience in Seville. You have a choice of 2 work placements but only have information about work placement 1. Talk to your colleague to find out the missing information about work placement 2.

Situation 3

Person B

	work placement 1	**work placement 2**
place	hairdresser's	
hours of work	9am–5pm	
travel to work	cycle	
number of colleagues	5	

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Preliminary Spanish World of Work
Speaking Grade 5
Tasks A and B

Name:

"I can give a short prepared talk, on a topic of my choice, including expressing my opinions."

Instructions Task 5A: Learners work in pairs, taking part in simple conversations.
Task 5B: Learners give a short presentation on a given topic.

Task 5A There is a choice of three role-plays.
The 5A activities are printed back to back.

Task 5B There is a choice of three short presentations.

Pass 4 out of 6 (communication and language)

COMMUNICATION	LANGUAGE
• Communicates information required for each element of the task clearly • Pronunciation is clear enough to communicate meaning	• Uses a range of appropriate vocabulary • Uses a range of simple structures to ask questions and give answers in phrases and sentences • Grammar is accurate enough to communicate meaning
▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark	▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark

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Preliminary Spanish World of Work
Speaking Grade 5
Task A

Situation 1
Person A

You are working in a tourist information office in Spain when a visitor comes to the desk.

You speak first.

1. Greet the visitor appropriately and ask how you can help.
2. Tell the visitor about two places of interest.
3. Say it is open from 10–5.
4. Ask if the visitor would like a town plan.
5. End the conversation appropriately.

Situation 2
Person A

You are working at a hotel reception desk in Barcelona when a guest approaches.

You speak first.

1. Greet the guest appropriately and ask how you can help.
2. Ask for how many nights and how many people.
3. Say two things about an available room.
4. Say the room costs 80 euros.
5. End the conversation appropriately.

Situation 3
Person A

You are working in a conference centre in Spain when a customer calls.

You speak first.

1. Greet the caller appropriately and ask how you can help.
2. Ask when it is for.
3. Say two things about an available room.
4. Say the room costs 100 euros per person.
5. End the conversation appropriately.

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Preliminary Spanish World of Work
Speaking Grade 5
Task A

Situation 3
Person B

You are booking a meeting in Spain and ring a conference centre.

The employee speaks first.

1. Reply to the greeting and ask if they have a meeting room for 20 people.
2. Answer the question.
3. Find out the cost.
4. Politely refuse.
5. End the conversation appropriately.

Situation 2
Person B

You arrive at a hotel in Barcelona and approach the reception desk.

The receptionist speaks first.

1. Reply to the greeting and ask if they have a room.
2. Answer the question.
3. Find out the cost.
4. Accept the room and give your name.
5. End the conversation appropriately.

Situation 1
Person B

You are working in Spain for a few days and have some spare time. You go into the tourist office to ask for information.

The employee speaks first.

1. Reply to the greeting and say you would like to visit the town.
2. Ask if the museum is open on Thursdays.
3. Ask where the museum is.
4. Answer the question and thank the employee.
5. End the conversation appropriately.

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Preliminary Spanish World of Work
Speaking Grade 5
Task B

Situation 1

You are working on a campsite in Spain. You are giving a welcome talk to some new holidaymakers.

Tell the holidaymakers about the campsite using the items below.

50 metres from the sea

showers

shopping

children's playground

no swimming pool

Situation 2

You are working at a sports centre in Spain. You are showing a new member of staff around the centre.

Tell the new member of staff about the sports centre using the items below.

tennis court

gym

car park

500 metres from bus station

no cafe

Situation 3

You are working in a tourist office in a Spanish town. A tourist has asked you about the town.

Tell the tourist about the town using the items below.

castle

theatre

supermarket

large population

no airport

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Preliminary Spanish World of Work
Speaking Grade 6
Tasks A and B

Teacher's Notes

"I can give a short prepared talk, expressing opinions and answering simple questions about it, using a variety of structures."

Instructions Learners give a short presentation on a given topic.

Task 6A There is a choice of three short presentations.
Task 6B A short presentation.

Pass 4 out of 6 (communication and language)

COMMUNICATION	LANGUAGE
• Communicates information required by the task clearly • Develops points in the presentation by adding detail or description • Pronunciation is clear enough to communicate meaning	• Uses a range of appropriate vocabulary • Uses a range of simple structures and some slightly more complex structures • Grammar is accurate enough to communicate meaning
▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark	▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark

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Preliminary Spanish World of Work
Speaking Grade 6
Task A

Situation 1

You are working at a zoo in Spain. You are giving an interview about your job to a journalist from the local newspaper. Tell the journalist the following:

- what your job is
- where your job is
- a typical day at work
- what you wear
- the best thing about the job
- something you dislike about the job.

Situation 2

You are working in a department store in Bilbao. You are giving an interview about your job for the company newsletter. You are going to talk about:

- what your job is
- where your job is
- a typical day at work
- what you wear
- the best thing about the job
- something you dislike about the job.

Situation 3

You are working on a building site in Spain. You are giving an interview about your job to a journalist from the local newspaper. Tell the journalist the following:

- what your job is
- where your job is
- a typical day at work
- what you wear
- the best thing about the job
- something you dislike about the job.

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Preliminary Spanish World of Work
Speaking Grade 6
Task B

Produce a radio advertisement about your town
to encourage tourists from Spain to visit.

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