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**ENGLISH AS A SECOND LANGUAGE**

**0511/51**

Paper 5 Speaking Assessments A–J

**May/June 2015**

TEACHER'S / EXAMINER'S NOTES

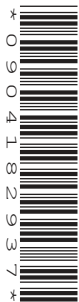
**Great care should be taken to ensure that any confidential information given does not reach the candidates either directly or indirectly.**

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**READ THESE INSTRUCTIONS FIRST**

This booklet contains:

- (a) administrative guidelines on conducting the tests
- (b) marking criteria
- (c) copies of Cards A–J, with Notes for Teacher/Examiner.



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This document consists of **18** printed pages and **2** blank pages.

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## NOTES ON CONDUCTING AND RECORDING THE TESTS

### Please note important change from June 2015

The warm-up section may give the examiner an indication of the best card to select **but the examiner must not allow the candidate to lead the choice of topic.**

### Please note important changes from November 2014

1. The speaking assessment cards **must not be opened** until one working day before the test. Please note, this is a change from previous instructions.
2. All tests must be recorded **in full throughout**. The recording must not be paused or stopped at any point during the test.

## GENERAL

1. The speaking tests take place in the period before the main examination series, as notified on the timetable. Each centre decides on a convenient period within these dates for its speaking tests. It is recommended that the tests are conducted within one week to allow sufficient time for a single examiner to conduct all of the tests. See Section 4 below.
2. Centres must ensure well in advance of the tests that a suitably quiet room is available and that recording equipment is in good order.
3. Centres must adhere to dates for completion of the speaking tests and for the receipt of mark sheets and recordings at CIE to allow sufficient time for external moderation. It is vital that material does not arrive late.
4. For centres with 30 or fewer candidates, there should normally be just one examiner. Each centre will select its own examiner. This is normally a teacher within the English Language Department, but could be someone local from outside the centre. A group of neighbouring centres might choose the same teacher to conduct all their tests; in such a case each centre is still responsible for submitting properly completed forms and samples. Cambridge is not responsible for any fees agreed.

Centres with more than 30 candidates may use more than one examiner (applying the ratio of an additional examiner for each 30 candidates). If using more than one examiner, internal moderation must be carried out by the centre so that a common standard is applied to all candidates.

5. Centres receive a set of speaking assessment cards accompanying this set of examiner's notes. These cards **must not be opened** until one working day before the test. **Please note this is a change from the previous instructions.** These materials must remain confidential and must be kept in a secure place by the centre until the end of the examination period.
6. Each centre must send to Cambridge the following: (a) recorded sample on CD; (b) completed MS1 forms (or printout of marks submitted electronically); (c) completed speaking examination summary form(s).

### (a) Recorded sample

Each centre must provide a sample of speaking tests, to be recorded on CD. The size of the sample required is given in the instructions on the back of the speaking examination summary form.

Please ensure that you do not send the recordings of all the candidates (unless there are 10 or fewer). Ideally the sample should be transferred to one or two CDs. You should keep a copy of the recorded sample in case of loss or damage to the original. If the sample sent to Cambridge is inaudible or faulty in any way, you may be asked to provide a replacement.

The teacher responsible for internal moderation at the centre must ensure that the sample covers the whole mark range of the candidates at the centre, with marks spaced as evenly as possible from the top mark to the lowest mark. Where there is more than one teacher involved, the sample must include, in equal number, candidates tested by all teachers.

For instructions on recording the samples, see Section 14 below. CDs must be sent to Cambridge together with completed documents. CDs must be clearly labelled with details of the candidates whose speaking tests have been submitted.

### **(b) Form MS1**

The computer-printed school-based assessment mark sheet (Form MS1) has three parts:

- The top sheet must be sent to Cambridge in the separate envelope provided.
- The middle sheet (which is for the external moderator's use) must be sent separately to Cambridge, together with the sample recording and speaking examination summary form(s).
- The bottom sheet must be retained by the centre in case of postal loss or subsequent enquiries, until after the issue of results.

Form MS1 is to be completed by transferring the mark for each candidate from the 'total mark' column, or the 'internally moderated mark' column if a process of internal moderation has taken place, on the speaking examination summary form.

Centres submitting marks electronically must include a printout of the internal marks report, together with the recorded sample and speaking examination summary form.

### **(c) Speaking Examination Summary Form**

This is a document on which marks for each candidate are to be entered in detail. Instructions for its completion are found on the reverse of the form. The form must be submitted together with the recorded sample and the middle MS1 copy (or printout of marks submitted electronically).

Please be careful to check all mark additions. The speaking examination summary form must show the breakdown of marks for all the candidates, not just those selected for the sample. Please put an asterisk (\*) against the names of candidates whose speaking tests have been submitted on the CD. The candidates' names should appear in the same order on both the summary form and the MS1.

7. The sample CD(s), along with completed MS1 (or printout of marks submitted electronically) and speaking examination summary form, should be returned to Cambridge as soon as the tests have been completed at the centre. Please do not wait until the end of the assessment period before sending them.

## CONDUCTING THE SPEAKING TESTS

8.

**Please note important change from June 2015**

The warm-up section may give the examiner an indication of the best card to select **but the examiner must not allow the candidate to lead the choice of topic.**

**Please note important changes from November 2014**

1. The speaking assessment cards **must not be opened** until one working day before the test. Please note, this is a change from previous instructions.
2. All tests must be recorded **in full throughout**. The recording must not be paused or stopped at any point during the test.

The speaking tests should proceed as follows:

**Part A** Start the recording. Give the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test.

**Part B** Warm-up section. Conduct a general conversation by asking the candidate a few questions about herself/himself, hobbies and interests and general topics, to give the candidate time to get used to the examination situation. The purpose of this section of the test is to put candidates at their ease. As a guide, about 2–3 minutes should be spent on this section.

**Part C** Give the speaking assessment card to the candidate. This must take place AFTER the warm-up. Any necessary explanation should be given at this point, followed by a short preparation period (approximately 2–3 minutes), when the candidate may ask questions. The candidate may not make notes during this period.

Please note: the preparation period must be recorded.

**Part D** Main part of the test. Conversation based on the speaking assessment card. Either the examiner or the candidate may start the conversation. The prompts must be used in the order they appear on the card. All prompts must be used. Do not allow candidates to deliver speeches or monologues at any point during the test. The main part of the test should last approximately 6–9 minutes.

**The total duration of the speaking test, from the beginning of (A) to the end of (D), should be approximately 10–15 minutes and recorded in full.**

**Note that only (D) is to be assessed.**

**The speaking test must be conducted in English throughout.**

9. Examination conditions must prevail in the area where the speaking tests take place. Adequate supervision must be provided to ensure that candidates leaving the room where the speaking tests take place do not communicate with those waiting to enter.
10. No other person should be present during the speaking test, with the exception of another teacher/examiner, moderator or representative of Cambridge.
11. Candidates are not allowed to bring any notes into the examination room, nor are they allowed to consult dictionaries.

12. A range of speaking assessment cards is provided, and the examiner (not the candidate) chooses the card to be used for each candidate. As wide a variety as possible of the cards should be used during the speaking tests at the centre. In order that candidates are given every chance to do themselves justice, the speaking assessment card should be selected with care. The warm-up may give the examiner an indication of the best card to select **but the examiner must not allow the candidate to lead the choice of topic.**
13. The examiner should be positioned so that s/he is facing the candidate, with a table or desk in between. Candidates should not be able to see notes made on speaking examination summary forms or similar paperwork.

## RECORDING THE SAMPLE

14. Centres must ensure that their recording equipment is in good working order. The recording equipment should be tested on site, some time before the actual speaking tests, ideally with one of the candidates. It is important to check audibility levels before recording begins; adjustments to the volume control during an examination should normally be avoided. Care should be taken to avoid extraneous noise and long gaps. Checks should be made throughout the speaking testing session to ensure that voices are clearly audible.

**Once the speaking test has begun, the recording must run without interruption.**

Each CD should begin with a clear statement by the examiner as follows:

|                |        |                              |
|----------------|--------|------------------------------|
| Centre number: | [e.g.] | AZ 999                       |
| Centre name:   | [e.g.] | Abcxyz Academy               |
| Examination:   | 0510   | English as a Second Language |
| Examiner name: | [e.g.] | Ms Z. Abced                  |
| Date:          | [e.g.] | 1 April 2015                 |

Each candidate should be clearly indicated by the examiner as follows:

|                   |        |                |
|-------------------|--------|----------------|
| Candidate number: | [e.g.] | 0021           |
| Candidate name:   | [e.g.] | Abdi Zachariah |

At the end of the sample, the examiner should state clearly 'end of sample'.

Before the CD is despatched, spot checks must be made to ensure that every candidate is clearly audible. The contents of each CD must be clearly labelled. Each track on the CD should be re-named, giving the candidate name and number, rather than 'track 1', 'track 2' etc.

## GENERAL ADVICE

15. Please bear the following in mind when marking:

**Be objective.** Do not allow any knowledge of a candidate's personality and attributes to influence objective assessment. For example, knowledge that a candidate is very conscientious in her homework is irrelevant in assessing her speaking test. If the candidate's performance is affected because s/he faces difficult circumstances or personal problems at the time of the test, this is a matter to be dealt with via special considerations procedures, for which exams officers at centres complete separate documentation. Examiners must not make any separate allowance themselves.

**Be realistic.** Remember that it is not necessary for a candidate to be of native speaker standard to be given maximum marks within any single category. But knowledge of a candidate's first language must not lead a marker to ignore particular habitual errors and overlook inaccuracy.

**Be consistent.** It is important that the marking criteria are applied in the same way for all the candidates at the centre, so that a reliable rank order for the centre is obtained.

**Be positive.** Marking the test should be seen as giving credit for what candidates can do, not penalising them for what they cannot do. This does not mean that matters of inaccuracy in, for example, grammar and pronunciation are to be overlooked, but is a reminder that an IGCSE speaking test is intended to credit positive achievement.

**16.** To conduct speaking tests effectively:

- try to put candidates at their ease from the outset (smiling as they enter the room, indicating where they should sit) while maintaining a clear sense that the speaking test is being conducted in a formal examination situation
- show interest, even in mundane matters
- use 'open' questions which allow candidates to respond at length, not 'closed' questions which prompt yes/no answers.

Please avoid:

- walking about or distracting candidates
- interrupting with your own views or correcting mistakes
- showing undue surprise or impatience
- giving the impression that there are 'right' answers to questions or that the test is a test of knowledge
- indicating how well the candidate has performed during or after the test.

## MARKING CRITERIA

Give a mark out of 10 for each category (structure, vocabulary, development and fluency), and then add these marks to give an overall total out of 30.

| Mark        | Structure  | Vocabulary   | Development and Fluency   |
|-------------|--|--|---|
| <b>9–10</b> | The candidate demonstrates ability to use a variety of structures accurately and consistently. The candidate is confidently in control of the structures used.                     | The candidate shows enough command of vocabulary to respond with precision. Shades of meaning are achieved and some sophisticated ideas are communicated.      | The candidate shows sustained ability to maintain a conversation and to contribute at some length. The candidate can respond to change in direction of the conversation.<br><br>Pronunciation and intonation are clear.   |
| <b>7–8</b>  | Structures will be generally sound, but will not be used entirely accurately or with consistent confidence. There will be some errors in attempting to use more complex sentences. | The candidate has a sufficient range of vocabulary to convey information and ideas with competence and some confidence.  | The candidate responds relevantly and at length, which makes frequent prompting unnecessary, resulting in a competent conversation.<br><br>Pronunciation and intonation are generally clear.  |
| <b>5–6</b>  | The candidate can use simple structures securely but has difficulty venturing beyond them.   | Vocabulary conveys simple ideas and information clearly. Errors are noticeable, however, and only partial competence is achieved.                              | The candidate makes an attempt to respond to questions and prompts. Effort will need to be made to develop the conversation; only partial success will be achieved.<br><br>There is some lack of clarity of pronunciation and intonation, but it is unlikely to impede communication. |
| <b>3–4</b>  | Structures will generally be very simple, limited and with errors, which will restrict communication.  | Vocabulary is not wide or varied and there will be difficulty in conveying simple ideas. There is likely to be hesitation, repetition and searching for words. | Responses tend to be brief and widely spaced. The candidate has to be encouraged to go beyond short responses and struggles to develop a conversation.<br><br>Pronunciation and intonation cause some communication difficulty.   |
| <b>1–2</b>  | Attempts at structured sentences will rarely achieve communication. However, some attempt at a response will be made during the discussion.  | Vocabulary will generally be inadequate to convey even simple ideas.   | Responses are so brief that little is communicated. The candidate hardly engages in a conversation.<br><br>Pronunciation and intonation patterns cause difficulty for even the most sympathetic listener.   |
| <b>0</b>    | Completely limited/no attempt at a response.   | Completely limited/no attempt at a response.   | Completely limited/no attempt at a response.  |



## A Justice

### Candidate's Card

Everyone wants to be treated fairly and receive justice.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- occasions in your life when you feel you have been treated fairly
- what can happen when people aren't treated fairly
- what most societies regard as right and wrong
- the suggestion that the law always provides justice
- the idea that the poorer you are, the harder it is to get justice

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

## B Mathematics

### Candidate's Card

Everyone around the world uses maths.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- what you use maths for in your everyday life
- jobs that require special maths knowledge
- problems that might occur when people make mistakes with numbers
- the suggestion that there are more important things to know about than maths
- the claim by some people that maths can explain everything

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

## C Communication

### Candidate's Card

The ways that people communicate nowadays are very different from how they were in the past.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- ways that you communicate with your friends and family
- other forms of communication that people use
- situations when face-to-face communication is more appropriate
- the suggestion that people were better at writing letters in the past
- the idea that e-communication is addictive

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

**D Travel****Candidate's Card**

People are travelling further and more often than ever.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- how you prefer to travel to places
- the advantages and disadvantages of various forms of transport
- whether it's better to travel more in your home country, or to travel abroad
- the suggestion that the journey is more interesting than the destination
- what might happen if air travel was banned for a year

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

**Notes for the teacher/examiner****Part A**

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

**Part B**

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

**Part C**

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

**Part D The assessed phase**

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

## E Music and culture

### Candidate's Card

Most cultures around the world enjoy some form of music.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- the music that you and your friends like and dislike, and why
- how music is more important in some situations than others
- the suggestion that music is a key part of cultural identity
- what the world might be like without music
- whether children should be taught music at school

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

**F Films and books****Candidate's Card**

Many people enjoy reading books or watching films of a particular type.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- a type of film or book that you enjoy and why
- reasons why some people like to escape into books or films
- the suggestion that it is too limiting to like only one type of book or film
- the view that reading books is always better than watching films
- whether films these days are too violent

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

**Notes for the teacher/examiner****Part A**

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

**Part B**

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

**Part C**

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

**Part D The assessed phase**

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

## G Working in the media

### Candidate's Card

The media includes newspapers, television and magazines. What would it be like to work in any of these areas?

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- some jobs that you know about in the media and what they might be like
- the skills you might need to be a journalist or a T.V. presenter
- the pros and cons of working in the media world
- the view that there are much more worthwhile jobs than a job in the media
- the suggestion that the media is too powerful

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

## H Global population

### Candidate's Card

Each year, the population of our planet grows.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- some towns or cities you have been to or know about which are crowded
- whether you prefer living in a crowded or a quieter place
- the advantages and disadvantages of population growth
- whether population growth should be controlled
- the view that the world is big enough to cope with any number of people

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.



## I Places to live

### Candidate's Card

Many people move to a different town or country during their lives.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- where you live at the moment and what you like and dislike about it
- what it might be like to live in another country for a year
- the reasons why some people change where they live
- the suggestion that living in different places is better than living in one place all your life
- the view that people should be able to live in any country they want to

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

## J Public areas

### Candidate's Card

Many towns and cities have areas for use by the general public.

Discuss this topic with the examiner.

**Use the following prompts, in the order given below, to develop the conversation:**

- any public areas or spaces that you like going to
- reasons why people use public areas
- how public areas can be improved to attract all members of society
- the suggestion that public areas are a waste of space and money
- the idea that there should not be any private areas in towns and cities

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

### Notes for the teacher/examiner

#### Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

#### Part B

Conduct a 2–3-minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

#### Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

#### Part D The assessed phase

Conduct a 6–9-minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.



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