



LATVIJAS
UNIVERSITĀTE
ANNO 1919

LCCI Examinations

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ANXIETY
A
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- Pearson Testing Centre
(PTE General, PTE Young Learners)
- LCCI Latvia Examination Centre
(English for Business, First Certificate for
Teachers of Business English)

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- Business, administration and IT
- Financial and quantitative
- English language
- Marketing and customer service

The levels for LCCI English qualifications are attainment points within the qualification. Some of them relate to the Qualifications and Credit Framework (QCF). (Check the course specifications for details of qualifications which carry QCF credit.)

- recognised by ministries of education, universities and employers worldwide as evidence of language proficiency;
- compliant with CEFR;
- learner-centered;
- does not have the expiry date;
- administered three times per year and on demand;
- easily integrated in the syllabus;
- widely taught in the world.

First Certificate for Teachers of Business English

- assesses English for Specific Purposes teaching skills, ELT methodology as well as the knowledge of basic business processes;
- recognised by ministries of education, universities and employers worldwide;
- a credential for starting a career or its enhancement;
- suitable for all who would like to major in Business English teaching.

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KEEP
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EXAM IN
PROGRESS



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LCCI International Qualifications in English for Business

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available at preliminary, L1, L2, L3 and L4 levels (A1-C2);

A merit or distinction is considered to be equivalent of one Council of Europe Framework (CEF) level higher than that of a pass (e.g. a level 2 pass=CEF B1; merit/distinction = CEF B2).

reading and writing components are obligatory;

listening and speaking are optional.

to enable candidates to develop the ability to:

- write apt and accurate English suited to the stated purpose
- understand and write English using formats that are current and common in business communication
- adopt the tone, form, layout, content and composition appropriate to the requirements of a given situation
- understand spoken and recorded Business English at the defined level participate in conversations.

Reading and Writing

- 1 Business letters
- 2 Company leaflets
- 3 Business reports
- 4 Business-related articles
- 5 Lists and/or structured notes
- 6 Memos
- 7 Company notices

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Speaking:

- 1 Earning a living
- 2 Production and sales of goods
- 3 Trade
- 4 Money
- 5 Transport
- 6 Communications
- 7 Education
- 8 Travel and tourism

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Listening:

- 1 Personal information
- 2 Travel information
- 3 Work information
- 4 Business transactions
- 5 Instructions
- 6 Arrangements

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Guided Learning Hours

It is recommended that 80-90 Guided Learning Hours (GLHs) provide a suitable course duration for an 'average' candidate at this level, which may though vary from learner to learner.

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Assessment: Reading and Writing

- respond adequately to given stimulus information and instruction
- select appropriately from the information provided to produce a balanced, relevant message
- write a memo, a leaflet, a notice, a report, an article, a letter
- summarise from a passage/passages of text to produce, for example, a list or structured notes
- use a suitable layout for the form of communication used
- write with appropriate levels of clarity, relevance, economy, logic, accuracy
- expand, reduce, rewrite, reassemble elements of text for a requested purpose, omit irrelevant information
- use a suitable tone.

Speaking

provide appropriate oral responses to questions on personal or work/study matters

express an opinion and discuss a topic orally

Listening

demonstrate understanding of clear standard speech encountered in work and everyday situations, including clear straightforward factual information, such as instructions and directions, short talks, announcements, and news bulletins.

In reading and writing candidates will be assessed via a 2½ hour examination consisting of 3 questions.

In speaking candidates will be assessed by a 13 minute examination including 5 minutes preparation time. The examination consists of 2 parts. There are four criteria – fluency, lexis, grammar and pronunciation – and candidates will be assessed on their performance in both parts.

In listening candidates will be assessed via a listening test lasting about 25 minutes.

Task types: reading and writing

Question 1 an extended writing task requiring candidates to produce: a memorandum, an article, a report, etc, on a choice of role-related topics drawn from business and economic life. Candidates have to answer 1 question from a choice of 3.

Question 2 a letter writing task, where the stimulus is in the form of an incoming business letter

Question 3 a reformulation task requiring candidates to expand, reduce or selectively rewrite a passage of English for some defined purpose within a given role. Candidates will be offered tasks that will draw on their ability to make notes, or reassemble elements of a text for a specific purpose, which will be stated.

Speaking

Part 1 consists of a warm up conversation during which the candidate will be asked about, e.g. study, work ambitions for the future

Part 2 requires the candidate to participate in a discussion of the topic selected by the examiner

Listening

The test comprises 30 short listening tasks, each with a multiple-choice question.

Mark allocation: reading and writing

Marks are available for:

- accuracy in spelling, punctuation, grammar;
- appropriateness of content, tone, style, length, format;
- clarity and suitability of communication.

Pass 50%

Merit 60%

Distinction 75%

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Mark allocation: speaking:

Marks are awarded for:

- fluency
- lexis
- grammar
- pronunciation with 4 possible marks available for each criterion (i.e. 1 = Fail, 2 = Pass, 3 = Merit, 4 = Distinction).

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Model answer analysis

The Hotel and Tourism Journal, an English language magazine published internationally, has recently received letters from its readers discussing the factors that make a hotel popular and profitable. The Editor decides to ask readers to enter a competition on the topic. The spring-summer edition of the magazine carries the following advertisement.

Write an article.

Accept any valid argument.

Expect paragraphing.

4 or 5 asked for – be flexible – as long as paragraphing is aptly performed (e.g. there should not be many “single sentence paragraphs”)

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Speaking: travel and tourism

Base your conversation on the following:

What is the value of travel to the tourist? Learning about: The land, scenery and weather. Give examples. Visiting historical places and buildings. Can you name some famous ones? Getting to know people: Different customs and food. Give examples. Learning the language: Is this important? If you were guiding a tourist in your country, what would you offer? You might consider special areas of natural beauty, historical sites and buildings – or anything else which is special to you. (8 min)

First Certificate for Teachers of Business English

- 1 Teaching Business English (TBE) professional skills (e.g. needs analysis, syllabus/course design etc)
- 2 TBE methodologies (e.g. different approaches, classroom management, use of materials etc)
- 3 Basic business concepts and practices (e.g. business terminology, letter layout etc)

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Unless requested otherwise, candidates should use a concise essay style or bullet point format using appropriate language.

If requested to answer in the form of a report or a scheme of work, candidates will again need to structure their answer with clear headings and sub-headings.

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Professional skills: What factors do you need to take into account when teaching a post experience business English learner in a one-to-one situation?

Methodology and Materials: What are the general advantages and disadvantages of working with authentic business materials? (10 marks)

Basic Business Awareness: (a) There are different ways of legally setting up in business. Name 3 of the legal structures. (b) Give a brief definition of the 3 selected.

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Contact us at

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More information about the exams:

<http://qualifications.pearson.com/en/qualifications/lcci/english-language.html>

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Thank you for your interest!

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