

1b

The test

How good is your English?

MEMO



NewWays Software Design and Consultancy

From: Dolly Capaxe
To: All departmental heads
Re: Recruitment, English language

I'm writing this memo to ask for your help. As you know, English is becoming more and more important in our work. From now on we are going to have an English test as part of our recruitment procedure. As well as a written examination, the test will include a short interview. I wonder if you could get together with a colleague and draw up a set of ten or so questions we could use during interviews? The questions should be ones that get people talking rather than answering with a simple 'yes' or 'no'.

Thank you very much,

Dolly Capaxe (handwritten signature)

Dolly Capaxe
Director of Personnel



MEMO



NewWays Software Design and Consultancy

From:
To: Dolly Capaxe
Re: Recruitment, English language

Here are some suggestions for the English test.

Handwriting practice lines (horizontal lines)

The test Worksheet 1b

NOTE: Avoid this lesson in classes where levels are badly mixed.

ACTIVITY

Pairwork, groupwork: writing, speaking

AIM

To write questions and use them to test each other's English.

GRAMMAR AND FUNCTIONS

Asking and answering questions

VOCABULARY

recruitment, departmental head

PREPARATION

Make one copy of the worksheet for each student.

TIME

25-35 minutes

PROCEDURE

- 1 Ask the students to think about tests of English they have taken in the past. Which did they think were the best or worst and why?
- 2 Tell them they are going to do an activity based on language testing.
- 3 Give out the worksheet.
- 4 Ask the students to read the memo and ask a few comprehension checking questions: *Who sent the memo? What's her job title? What does she want? Why?* Ask for a couple of examples of questions that would be suitable for the test.
- 5 Ask each student to think of one question for the oral test and write it on the worksheet. Circulate and check that the questions are correct and that they really are open-ended, for example *'Where did you study English?'* rather than: *'Did you learn English at school?'* Do this at each question-writing stage of the lesson.
- 6 Ask the students to work in pairs and ask each pair to compare and exchange questions.
- 7 Ask the pairs to add two more questions, making four altogether. If the two students have more or less the same question, they will have to write three questions.
- 8 Combine pairs to make groups of four.
- 9 Ask them to compare and exchange questions and write more questions until they have a total of ten.
- 10 Break up the groups and ask the students to work in pairs with partners from other groups.
- 11 Ask them to use the questions to test each other's English.
- 12 When they have finished, ask one or two students to comment on their partners' English. Encourage them to make positive comments.