

Introduction to the Test of Listening

The Test of Listening lasts 40 minutes, including time for transferring your answers onto the answer sheet. It is in four parts.

You are tested on your ability to understand specific information, gist, attitude, main points, and detail. You hear monologues and dialogues. You hear each extract twice.

There are three task types:

- multiple choice
- sentence completion
- multiple matching.

PART 1

Questions 1–6

TASK TYPE	FOCUS	FORMAT	TIME
multiple choice	understanding gist, detail, function, purpose, topic, attitude, feeling, opinion	three short monologues or dialogues	approximately one minute each

PART 2

Questions 7 – 11

TASK TYPE	FOCUS	FORMAT	TIME
multiple choice	understanding gist, specific information, opinion, attitude	a conversation between two or more people	approximately four minutes

PART 3

Questions 12 – 20

TASK TYPE	FOCUS	FORMAT	TIME
sentence completion	following the main points of a presentation and getting specific information from it	a monologue	approximately four minutes

PART 4

Questions 21 – 30

TASK TYPE	FOCUS	FORMAT	TIME
multiple matching	identifying speakers and topics, interpreting context, recognising attitude and function, gist and main points	a series of five monologues around one topic	approximately four minutes

PARTS 1 & 2 **Multiple choice**

Part 1: You will hear three short monologues or dialogues of approximately one minute.

Part 2: You will hear a conversation between two or more speakers talking for approximately four minutes.

You will hear each extract twice. For each question, you must choose the correct answer from three options (A, B, C).

These parts of the paper test your skill in:

- understanding topic, purpose, gist, specific information, opinion and attitude
- matching what you hear with a written statement.

PART 3 **Sentence completion**

You will hear a monologue of approximately four minutes.

You will hear the extract twice. You must complete the sentences with the information that you hear.

This part of the paper tests your skill in:

- following the main points
- finding specific information in the text
- writing the missing word(s) to complete the sentences.

PART 4 **Multiple matching**

You will hear five short monologues on a single topic. You will hear each extract twice.

There are two tasks. You must complete each task as you listen. Each speaker gives one piece of information needed to complete each task. In addition, in each task there is one extra item which does not correspond with what is said by any of the speakers.

This part of the paper tests your skill in:

- identifying speakers and topics
- interpreting context
- recognising attitude and function
- understanding gist and main points
- finding specific information in the text

How to prepare for the four parts

Give yourself plenty of opportunity to listen in English, for example to the radio or via the Internet. It can be difficult for you to evaluate how much you have understood, say, of a BBC news item, so try to find material where you are already familiar with the content, for example a news report on a subject which you have already read about.

In Appendix 3 on page 135 you will find some tips on listening via the Internet.

On the day

Before you listen to each part, read through the questions. As you listen, mark your answers in the spaces provided on the question paper. You will be given time to transfer all your answers to the Answer sheet at the end of the test.



Test of Listening

Part 1

Questions 1 – 6

You will hear three different extracts.

For questions 1 – 6, choose the answer (A, B or C) which fits best according to what you hear. There are two questions for each extract. You will hear each extract **twice**.



Extract One

You will hear an extract from a presentation to trainee lawyers who are about to make a choice about their career directions.

- 1 According to the presenter, the corporate route
 - A specialises in banking and finance.
 - B provides a clear career path to a law firm.
 - C is only assessed by case studies.
- 2 According to the presenter, the commercial and private route
 - A is only assessed by exam.
 - B is based on a fixed programme of specialisms.
 - C offers job prospects in the whole range of legal contexts.



Extract Two

You will hear an extract from a meeting between a lawyer and her client about a claim for wrongful dismissal.

- 3 On what basis does the client think he has a case against his employer?
 - A He thinks that the employer gave him bad advice about his job prospects.
 - B He was only employed on a short-term contract (less than one month).
 - C Employment legislation on dismissals was not followed.
- 4 The relevant law states that if an employee has been employed for between two and three years he or she is entitled to
 - A two weeks' notice.
 - B four weeks' notice.
 - C three weeks' notice.



Extract Three

You will hear an extract from a meeting between a lawyer and a journalist about the use of technology to streamline procedures in the lawyer's legal practice.

- 5 Why has the law firm invested in new technology?
 - A to settle invoices more quickly
 - B to be able to manage written information in an efficient way
 - C to reduce the costs to their clients
- 6 According to the lawyer, the new computer system
 - A has helped his firm to acquire more clients.
 - B is of value to a wide range of users.
 - C could be improved with further investment.

Part 2

Questions 7 – 11



You will hear a discussion between two lawyers, Lawrence and Julie, about the importance of branding for their legal practice. For questions 7 – 11, choose the best answer (A, B or C). You will hear the recording **twice**.

- 7 What does Lawrence think about their firm's brand image?
- A The firm doesn't have a brand image.
 - B A brand image for the firm is beginning to emerge.
 - C The firm has a well-established brand image.
- 8 Julie is sceptical about the firm's ability to establish a unique brand for itself because
- A they are such a young team.
 - B they have too few clients.
 - C clients establish a relationship with a specific lawyer.
- 9 How does Lawrence think that establishing a brand will benefit the practice?
- A It will help distinguish them from their competitors.
 - B It will encourage clients to remain loyal to the firm.
 - C It will enable them to charge more for their services.
- 10 Lawrence says that the firm's feedback review should
- A be carried out on a more regular basis.
 - B provide information about the firm's competitors.
 - C include the views of the firm's staff.
- 11 What do they decide to do?
- A Use their in-house expertise to set up a project on branding.
 - B Use an external consultant to improve their brand image.
 - C Have further discussions about their real targets.



Introduction to the Test of Writing

The Test of Writing lasts 75 minutes and consists of two parts. Part 1 carries 40% of the total marks and Part 2, which is longer, 60%.

In Part 1 you are required to write a letter and in Part 2 a memorandum. In Part 1 you need to be concise, accurate and organised in your writing, whereas in Part 2 there is more opportunity for creativity and showing a wider range of vocabulary and structure.

Both answers are hand-written on the question paper.

Over the next four pages we look at the Test of Writing in more detail and give you the opportunity to practise doing the two parts.

Introduction to Part 1

THE TASK **Writing a letter**

You must write a letter of 120 – 180 words based on:

- the instructions to the task
- a letter you have received
- five handwritten notes you have made on the letter.

In your letter you will need to respond to the letter that you have received. You may have to do a range of things in the letter, for example explain, deny or refute something; advise, recommend or persuade someone to do something; or give your opinion.

You must use all of the five content points contained in the handwritten notes in your reply letter, but you need to make sure that you reformulate the language into an appropriately formal style. See the task opposite for an example of what you have to do.

Lay out your letter clearly and follow the usual conventions of letter writing:

- use a suitable opening greeting, for example *Dear Mr Smith*.
- organise your sentences into short paragraphs
- use a suitable closing phrase, for example *I look forward to hearing from you*.

Write in a formal style and professional manner in order to achieve the necessary impact and the desired positive effect on the reader.

Do not include postal addresses.

How to prepare

Clearly the more writing practice you can do, the better prepared you will be for the exam. This book gives you the opportunity to write four Part 1 letters and then compare what you have written to model answers, which you can find in the Answer key. It is a good idea to write your letters by hand, rather than use your computer, to get used to exam conditions.

Follow these stages as you practise your letters:

- 1 plan the structure of your letter, as outlined above, and note down key points to include
- 2 write your letter, using suitable paragraphing. (You will not have time to write a draft of your letter in the exam.)
- 3 edit your letter: check your spelling and grammar, make sure you have used an appropriate style and a good range of vocabulary, and that what you have written is clear. Check that you are within the permitted number of words (120 – 180). However, you will not be penalised if you write more than 180 words as long as you have completed the task satisfactorily.

On the day

- 1 First read through the task two or three times and make sure you understand your role as the author of the reply letter, and who your reader will be.
- 2 Read the letter you have received very carefully.
- 3 Read the handwritten notes very carefully.
- 4 Plan your letter, using the model above.
- 5 Write your letter.
- 6 Check and edit your letter.

Suggested time for Part 1: 30 minutes

In Appendix 2 on page 134 you will find some useful notes on effective legal writing.

Part 1

You **must** answer this question.

You work as an international lawyer. One of your clients, a company called Tuxden Toys, is in dispute with NXP Holdings, a distributor of its goods abroad. The managing director of Tuxden Toys, Elisabeth Bradley, has now written you a letter.

Read the letter from Ms Bradley, on which you have made some notes. Then, **using all the information in the notes**, write a letter to Ms Bradley.

Following my phone call last week, there have been some developments regarding NXP.

At last! →

They are now claiming that the sales target we gave them for last year was never approved their end and that, because of this, our distribution agreement with them is no longer binding.

Won't stand up in court! ↓

Their territory should be giving us excellent sales but, in spite of a good start two years ago, NXP have done nothing for us! Can we get compensation for this loss of sales?

Hard to prove – explain why ↙

It is clearly time to find a new distributor. Can we sign someone up now? ←

Suggest best course of action →

As you know, NXP are holding a lot of our stock, which they have not paid for. Should we try to get these goods back immediately? ←

No, because ... →

Thanks for your help on this, as ever.

Yours sincerely
Elisabeth Bradley
Managing Director
Tuxden Toys

Write a letter of between **120** and **180** words in an appropriate style.

Do not write any postal addresses.

You will find a model answer to this question in the Answer key on page 125.

Writing: part 1 (model answer)

Dear Ms Bradley

I am pleased to hear that we are finally able to proceed as regards NXP. Their latest argument regarding the sales target you set them is preposterous and has no legal basis whatsoever. They are clearly in breach of the distribution agreement.

While I can understand your frustration in terms of the potential revenue you feel you should have gained, I'm afraid that NXP's lack of effort cannot be linked to an actual 'loss of sales'; it would be difficult to make such a case in view of your recent entry into the market.

Understandably, you are keen to commence negotiation with another distributor. However, I would urge caution at this stage. We will need to terminate the agreement with NXP before formal discussions can take place.

Finally, in view of your plan to work with a new distributor, I would advise against bringing the stock 'home'. We should seek some form of remedy from NXP and have the stock warehoused pending new arrangements.

Assuring you of our prompt attention at all times,

Yours sincerely

Writing: part 2 (model answer)

INTERNAL MEMO

TO: MARY MACILROY

FROM: STUART WRIGHT

RE: DESIGNER LTD DISPUTE

Thank you for agreeing to handle the Designer dispute. The facts are as follows.

CLIENT:

Designer Ltd is a manufacturer of designer clothes and one of our major clients. Though based in the UK, their manufacturing is mainly carried out in the Far East. Their clients are UK High Street fashion boutiques. Their normal payment terms are 30 days from date of invoice.

DISPUTE:

The current problem revolves around the slow payment by Fashik, who own a chain of UK fashion boutiques and are a regular client of Designer Ltd. However, they have a history of slow payment – sometimes 120 days after invoice. Designer now feel they can no longer accept Fashik's behaviour. Up to now, their attempts to resolve the problem by complaint and discussion have always been met with promises to pay quicker. However, Fashik's current debt to Designer stands at £160K and is beginning to affect Designer's financial and trading position.

OPTIONS:

- 1 To sue Fashik for the money owed.
- 2 To reach a formal agreement on payment terms, formalised in a contractual document – with clear penalties for breach.
- 3 To continue on the present unsatisfactory terms.

POSSIBLE RESULTS OF LEGAL ACTION:

Although Designer would recover the money, this would most likely lead to the termination of business relations between the two companies.

Please contact Steve Braeburn, CFO at Designer, outline these options and get his decision on which one he'd like to pursue.

Don't hesitate to call me if you have any questions.

Regards

Stuart

Introduction to the Test of Reading

The Test of Reading lasts 75 minutes and contains a range of law-related texts and tasks.

The texts are from law textbooks and reference books, law journals, reports and web pages.

The Test is in six parts and there are in total 54 questions. Questions 1 to 36 carry one mark each, while Questions 37 to 54 carry two marks each. You provide your answers by shading a box or writing a word on a machine-readable answer sheet. You can see an example of the answer sheet on the Cambridge ESOL website www.cambridgesol.org/exams/ilec.htm.

PART 1

Questions 1–12

TASK TYPE	FOCUS	FORMAT	RECOMMENDED TIME
multiple choice gap fill	vocabulary, e.g. collocation and linking words	two texts each containing six gaps with six multiple choice questions	10 minutes

PART 2

Questions 13–24

TASK TYPE	FOCUS	FORMAT	RECOMMENDED TIME
open gap fill	grammar and vocabulary	one text containing 12 gaps	10 minutes

PART 3

Questions 25–26

TASK TYPE	FOCUS	FORMAT	RECOMMENDED TIME
word formation	vocabulary (word-building)	two short texts containing six gaps each	10 minutes

PART 4

Questions 37–42

TASK TYPE	FOCUS	FORMAT	RECOMMENDED TIME
multiple matching	reading for detail and gist	one text in four sections or four related short texts	10 minutes

PART 5

Questions 43–48

TASK TYPE	FOCUS	FORMAT	RECOMMENDED TIME
gapped text	cohesion, coherence, text structure, global meaning	one text in which sentences have been removed	15 minutes

PART 6

Questions 49–54

TASK TYPE	FOCUS	FORMAT	RECOMMENDED TIME
multiple choice	reading for detail, gist, implication, opinion and referencing	six multiple choice questions	15 minutes

Introduction to Part 1

THE TASK **Multiple choice**

There are two separate short texts, each containing six questions. The first text contains an example.

For each text, you must choose a word or phrase from a set of four (A, B, C, D) to fill each of the six gaps. Your answer must:

- have the right meaning
- fit grammatically within the phrase and/or sentence
- fit within the text as a whole.

THE FOCUS **Vocabulary**

This part of the paper tests your knowledge of:

- fixed phrases, e.g. *lost opportunity*
- collocations, e.g. *breach of contract*
- phrasal verbs, e.g. *write off an asset*
- linkers, e.g. *however, therefore*.

How to prepare

Building up your vocabulary knowledge is a medium- to long-term process. It should therefore be approached in a systematic way. Find a method that you are comfortable with. This could be:

- writing English words on a list with the translation into your language
- writing an English word or phrase on one side of a card with the translation on the other
- building up lists of words according to topic areas. You will find a list of topic areas in Appendix 1 on page 133.

Remember that writing down a word is only the starting point. You need to:

- link it to its meaning
- be able to remember its meaning so that you can recognise and understand it in a reading/listening text
- be able to use it yourself in speech and/or writing
- be able to pronounce it properly.

This process takes time and effort. In order to start the process, you should devote time to:

- reading extensively from appropriate sources
- building up your vocabulary lists
- learning and revising your vocabulary
- doing vocabulary practice and vocabulary-building exercises.

On the day

Remember that for each gap there is only one possible answer.

- 1 Read through the whole text to get an idea of the topic and gist.
- 2 Try and think of words that could fit the gap before looking at the options.
- 3 For each gap consider all the options carefully before deciding on the answer.
- 4 If you are not sure, eliminate those answers which are not possible. Also, look at the words on either side of the gap.
- 5 If you can't make a decision, you can either guess now or return to the question later.

Suggested time for Part 1: 10 minutes

Part 1

Questions 1 – 6

Read the following extract from the introduction to a book on the law of contract.

Choose the best word to fill each gap from **A, B, C** or **D** below.

For each question **1 – 6**, mark one letter (**A, B, C** or **D**) on your answer sheet.

There is an example at the beginning (**0**).

INTRODUCTION TO THE LAW OF CONTRACT

Contracts are promises that the law will **(0)** _____. The law provides **(1)** _____ if a promise is breached. The essentials of a contract are as follows: 1) mutual assent; 2) a legal consideration, which in most instances need not be pecuniary; 3) parties who have legal **(2)** _____ to make a contract; 4) absence of fraud or duress; and 5) a subject matter that is not illegal or against public policy.

In general, contracts may be either oral or written. Certain **(3)** _____ of contract, however, in order to be recognised in a court of law, must be written and signed. These include contracts involving the sale and **(4)** _____ of real estate.

In the event of a breach of contract the injured party may go to court to **(5)** _____ for financial compensation, or for rescission, for injunction, or for specific performance if financial compensation would not compensate for the breach. Specific performance of a contract is the right by one contracting party to have the other contracting party **(6)** _____ the contract according to the precise terms agreed.

Example:

A force **B** impose **C** enforce **D** implement

0	<input type="checkbox"/> A	<input type="checkbox"/> B	<input checked="" type="checkbox"/> C	<input type="checkbox"/> D
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- | | | | | |
|----------|-----------------------|--------------------|---------------------|-------------------|
| 1 | A remedies | B cures | C treatments | D actions |
| 2 | A aptitude | B control | C capacity | D facility |
| 3 | A grades | B classes | C orders | D ranks |
| 4 | A transmission | B transport | C removal | D transfer |
| 5 | A demand | B sue | C charge | D request |
| 6 | A perform | B achieve | C accomplish | D attain |

Questions 7 – 12

Read the following extract from a textbook on company law.

Choose the best word or phrase to fill each gap from **A**, **B**, **C** or **D** below.

For each question 7 – 12, mark one letter (**A**, **B**, **C** or **D**) on your answer sheet.

Passing off

Using a name for one's business which is deceptively similar to the name of another business so that actual damage has been, or is likely to be, caused to the goodwill and (7) _____ of that other business is a form of the tort of passing off which may be restrained by injunction. The court will not normally restrain an individual from trading under his or her own surname, (8) _____ the individual doing so is (9) _____ honestly. However, a company does not have a right to trade under the name of one of its shareholders if to do so would damage another business. In *Tussaud v Tussaud* (1890) 44 ChD 678, the company that owned Madame Tussaud's waxworks was granted an injunction to (10) _____ a member of the Tussaud family from registering a company called Louis Tussaud Ltd to (11) _____ a similar waxworks show. This (12) _____ that the business of a company is owned by the company as a separate person, not by its members.

- | | | | | | | | | |
|----|---|-------------|---|--------------|---|---------------|---|-------------|
| 7 | A | character | B | reputation | C | fame | D | recognition |
| 8 | A | only if | B | resulting in | C | provided that | D | even though |
| 9 | A | acting | B | conducting | C | acquitting | D | serving |
| 10 | A | impede | B | avert | C | avoid | D | prevent |
| 11 | A | set off | B | carry on | C | put up | D | start out |
| 12 | A | accentuates | B | strengthens | C | emphasises | D | insists |

Introduction to Part 2

THE TASK **Open cloze**

There is one text with 12 gaps. The first item in the text is given as an example.

You have to fill each gap in the text with **one word only**.

Your answers must be:

- grammatically correct at phrase and sentence level
- spelt correctly
- appropriate to the meaning of the whole text.

There may be more than one word which is acceptable for a gap, but you should only write one word.

THE FOCUS **Grammar and vocabulary**

This part of the paper primarily tests your knowledge of structure words:

- conjunctions, e.g. *as, and, or, but*
- prepositions, e.g. *in, at, on*
- pronouns, e.g. *I, you, him, us*
- modals and auxiliaries, e.g. *am, is, are, can, may, should*
- quantifiers, e.g. *some, any, all*
- relative pronouns, e.g. *who, which, that*
- determiners, e.g. *a, the*
- linkers, e.g. *alternatively, so, as a result*

If you are uncertain about any of the grammatical categories listed above, we recommend you go to a good grammar reference book, such as *English Grammar in Use* by Raymond Murphy (Cambridge University Press, 2007).

How to prepare

You may find it useful to take a text and delete the structure words (as in the list above). As you delete the words, write them in a list according to their category. Then leave the text for a few days, before trying to reconstruct it using each of the words on your list. Finally, if you want a really challenging task, try to fill in the gaps without your list.

On the day

Remember that for each gap you should only write one word. Some gaps can be filled by referring just to the immediate phrase or sentence, but others will require understanding of the paragraph or whole text.

- 1 Read through the whole text to get an idea of the topic and gist.
- 2 Fill in those gaps that you are sure about.
- 3 For those that you are not sure about, consider what class of word is appropriate and then think about a suitable word.
- 4 After you have completed the text, read through it to check that it makes sense and to check your spelling.
- 5 If you can't make a decision, you can either guess now or return to the question later.

Suggested time for Part 2: 10 minutes

Part 2

Questions 13 – 24

Read the following extract from an article about arbitration from a US law journal.

Think of the best word to fill each gap.

For each question **13 – 24**, write one word in CAPITAL LETTERS on your answer sheet.

There is an example at the beginning **(0)**.

Example:

0 H A S

Arbitrating with Foreign Parties

In the USA, arbitration **(0)** _____ increasingly become a favoured means of trans-national dispute resolution. This is primarily **(13)** _____ of a desire to avoid the complex and prolonged process of international litigation. Parties to an arbitration with an overseas company can find **(14)** _____ being tripped up, however, by seemingly simple procedural issues **(15)** _____ service of process and personal jurisdiction. If issues **(16)** _____ as these are not resolved at the outset of international arbitration, parties can face significant problems after **(17)** _____ conclusion.

When drafting an arbitration agreement it is of the utmost importance to keep **(18)** _____ mind the ultimate goal of obtaining a judgement from the arbitration tribunal **(19)** _____ can be enforced in the United States and abroad. To that end, best practice is to specify where the arbitration will **(20)** _____ held and, if possible, to include a clause indicating that both parties consent **(21)** _____ the jurisdiction of the courts in a particular state.

No matter **(22)** _____ the arbitration clause states, it is also critical to give adequate notice when serving process. Although complying **(23)** _____ relevant state statutes will likely give rise to the presumption that the notice is adequate, in fact it is not always necessary to meet the technical requirements of those statutes, as long as process is served in **(24)** _____ manner reasonably calculated to inform the opposing party of the dependency of action and to give it an opportunity to defend itself.

Introduction to the Test of Speaking

The Test of Speaking lasts 16 minutes and consists of four parts. The overall objective is to test your ability to use your spoken language skills effectively in a range of contexts. The tasks require you to communicate with:

- an examiner (interlocutor), who will conduct the test and give a global assessment
- another candidate (partner), who will be an equal participant.

If there is an uneven number of candidates, you will be examined together with two other candidates. The test will then last 23 minutes rather than 16 minutes.

A second examiner will make a more detailed assessment of your oral proficiency, but will not participate in the exchanges after an initial greeting.

Each of the four parts of the test focuses on a different type of interaction:

- between the interlocutor and each candidate individually
- between the two (or three) candidates
- between the interlocutor and the two (or three) candidates together.

PART 1

Interview

The focus is on your ability to respond to questions and expand on responses.

The interlocutor will ask you and your partner questions about your legal studies and/or legal work, depending on your experience. Then the interlocutor will ask you and your partner to give your opinions on a law-related topic.

PART 2

Long turn

The focus is on your ability to talk without interruption about a chosen topic in a clear and structured way.

You will be given a choice of two law-related topics and asked to talk for one minute about one of them. Before starting to speak, you will have one minute to choose your topic and prepare yourself. With each topic are three prompts which you can use to structure the content of your talk, if you wish. After your talk you may be asked to give more information and/or express and justify opinions.

It is important to pay attention while your partner is speaking about their topic, as you will be expected to ask a relevant question at the end. You should, however, not interrupt your partner.

PART 3

Collaborative task

The focus is on your ability to work with another candidate in the discussion and completion of a collaborative task.

You will be given oral and written instructions to use in a joint discussion with your partner. The objective is to complete the task, although you do not have to reach a common agreement.

The collaborative task gives you the opportunity to show both your range of language in discussion, and your ability to invite the opinions and ideas of your partner.

PART 4

Discussion

The focus is on your ability to engage in a discussion based on the topics or issues raised in Part 3.

In this part of the test, the interlocutor will ask questions requiring you and your partner to develop the topics or issues introduced in Part 3.

How to prepare for the Test of Speaking

If you are attending a class with other Legal English students and a teacher, there should be plenty of opportunities for you to develop your speaking skills. Working in pairs and groups and doing presentation activities will be particularly useful. If you are studying on your own, try to find someone to practise with, either face-to-face, over the phone or on the Internet, for example using Skype.

These are the language skills you will need to practise:

- giving information about yourself
- responding appropriately to what others say
- giving and asking for opinions and information
- giving reasons
- forecasting and speculating
- expressing likes and preferences
- agreeing and disagreeing
- sequencing
- turn-taking
- negotiating.

In Appendix 4 on page 135 you will find some useful example phrases to use.

Introduction to Part 1

THE TASK Interview

You will be tested with either one or two other candidates. The interlocutor will ask you and your partner(s) questions, and you must respond. The focus of this short part of the paper is on your skill in responding to questions and expanding on your responses.

The topics will be your legal studies and/or your legal work experience. The interlocutor will also ask you and your partner to give your opinions on a law-related topic.

How to prepare for the interview

In Appendix 4 on page 135 you will find a list of questions about:

- your studies
- your work
- current legal issues.

Studying this list will prepare you for the range of questions you might be asked.

On the day

Listen carefully to the instructions.

Reply to the questions you are asked. This may seem obvious, but it can be tempting to try and fit in language and phrases that you have learned but which don't quite relate to the point in question.

Respond naturally and quickly, but relax and don't rush your responses.

Try to use as wide a range of language as possible.

Approximate time for Part 1: 2 minutes (3 minutes for groups of 3)



2.9

On the opposite page is an example of what happens in this part of the Test of Speaking. The model interview is between an interlocutor and two candidates, Jan Fritkowski and Alena Fuentes. You can listen to it on CD2, Track 9.

Note that the models for the Speaking tasks are provided in order to give you a good idea of how the four parts of the test are carried out. They are **not** meant to be an indication of the level of English you need to attain to pass the exam.

Part 1



2.9

Interlocutor asks in turn for names and mark sheets.

Interlocutor: Good morning. My name is Sarah Ford, and this is my colleague, Anne Massey.

Assessor: Good morning to both of you.

Interlocutor: Could you tell us your names, please?

Jan: My name is Jan Fritkowski.

Alena: And I am Alena Fuentes.

Interlocutor: Could I have your mark sheets, please?

Jan/Alena: Here you are.

Interlocutor: Thank you.

Interlocutor asks in turn about nationality, then whether studying or in work.

Interlocutor: First of all, we'd like to know a little about you both. Jan, where are you from?

Jan: I am from Krakow in Poland.

Interlocutor: And Alena, where are you from?

Alena: I am from Barcelona.

Interlocutor: I see. And have you ever practised law, or are you a law student?

Alena: After you, Jan.

Jan: Thanks. I am a student in the Faculty of Law and Administration at the Jagellonian University.

Interlocutor: Thanks for that.

Interlocutor: Alena, have you ever practised law, or are you a law student?

Alena: I have just started work in a small legal practice, specialising in tax affairs.

Interlocutor: OK.

Interlocutor asks further question in turn about study or work.

Interlocutor: Jan, could you briefly describe what your favourite legal subjects are?

Jan: Well, I'm particularly interested in copyright law. I think that is a very exciting area these days with the Internet and everything.

Interlocutor: And, Alena, can you tell me a bit about your day-to-day work?

Alena: I'm usually in the office, but quite often I have meetings with clients about their tax affairs at their offices. It is quite a long day.

Interlocutor asks final question in turn related to work or study.

Interlocutor: Jan, what are the prospects for legal students like in your country?

Jan: It is quite easy to find a job once you have qualified. With Poland's economy growing, there are quite a few opportunities. Of course, it helps if you know people in law firms, if you have contacts.

Interlocutor: Alena, how are lawyers regarded in your country?

Alena: Lawyers have a high status in society, I think. Well, anyway, lots of people want to become lawyers.

Interlocutor: Thank you.

Introduction to Part 2

THE TASK **Long turn**

You will be asked to talk for one minute on a law-related topic. Before you begin, you will have one minute to prepare your topic from a choice of two. Each topic includes three prompts which you may use to structure the content of your talk, if you wish.

The focus of the long turn is on delivering information. It tests your ability to organise and deliver a talk in a clear and structured way, using appropriate language.

How to prepare for the long turn

For the long turn you need to be able to:

- choose the right content (quantity of information and technical level)
- organise the information within a clear and logical structure
- deliver your talk in a coherent manner.

Language areas to focus on and practise are:

- introducing the subject/topic of your talk
- giving an overview of the points you plan to cover
- starting off on your first point
- linking the subsequent points
- summarising the key points
- concluding your talk.

In Appendix 5 on page 136 you will find some useful phrases covering all these areas, which you can use in your talk.

How you deliver your talk can be just as important as what you say, so take some time to think about these aspects:

- sentence length (mix of shorter and longer sentences)
- use of pauses (don't try to fill all the silence with noise!)
- body language (eye contact, gesture and facial expression).

On the day

1 Preparation

Look at the choices and the prompts – choose your topic. Think about the main points you want to present, and plan quickly the structure of your talk (introduction, key points, conclusion).

2 Delivery

Start talking about your chosen topic straight away – don't waste time by reading out the topic and/or prompts. Use a clear and logical structure for your talk, following the plan you thought of in your preparation time.

Remember to:

- vary your intonation and speed of delivery
- make eye contact with the interlocutor and your partner
- smile and relax!

Keep talking until the interlocutor says 'Thank you'.

3 Don't forget to listen carefully while your partner is speaking, so that you can prepare an interesting question about their talk.

Approximate time for Part 2: 7 minutes, of which you will have 1 minute to prepare and 1 minute to deliver. The other candidate will have the same. The timing will be 10 minutes for groups of three.

Part 2



You can hear Alena carry out her part of this task and Jan ask her a question about what she has to say on CD2, Track 10.

Task 1A

Knowledge and skills for lawyers

- knowledge required by lawyers to be successful in your country
- skills to be developed by lawyers to be successful in your country
- your legal training in these two areas

Task 1B

Fees for law firms

- options available to private law firms for charging their clients
- preferred fee-charging structure at present
- future trends in charging

Task 2A

Organisation of the legal profession

- education and training routes for those wishing to follow a career in law in your country
- career opportunities for those with a legal education
- assessment of the different career routes

Task 2B

Going international

- legal standards to be observed by companies when operating internationally
- effect of globalisation on the work of lawyers
- competences of a successful international lawyer