

BEC PRELIMINARY READING

Sample paper answer key

PART ONE

- 1 B
- 2 A
- 3 C
- 4 A
- 5 C

PART TWO

- 6 E
- 7 A
- 8 H
- 9 D
- 10 C

PART THREE

- 11 B
- 12 F
- 13 G
- 14 H
- 15 E

PART FOUR

- 16 B
- 17 A
- 18 C
- 19 B
- 20 C
- 21 A
- 22 B

PART FIVE

- 23 B
- 24 A
- 25 C
- 26 B
- 27 A
- 28 C

PART SIX

- 29 C
- 30 A
- 31 C
- 32 B
- 33 A
- 34 B
- 35 B
- 36 A
- 37 C
- 38 C
- 39 B
- 40 A

PART SEVEN

- 41 PETER ROGERS
- 42 (A/THE/ONE) CARPET
- 43 PHOTOCOPY ROOM
- 44 £300
- 45 FLOOD/FLOODING

Assessment of Writing

Trained examiners award a mark to each piece of writing, using two mark schemes – the General Mark Scheme and the Task-Specific Mark Scheme. The General Mark Scheme summarises performance with reference to content, organisation and cohesion, range and accuracy of vocabulary, range and accuracy of grammatical structures and effect on the target reader across five bands. The Task-Specific Mark Scheme focuses on criteria specific to each task.

Candidates are penalised for dealing inadequately with the requirements of the Task-Specific Mark Scheme. The accuracy of language, including spelling and punctuation, is assessed on the General scale for all tasks.

■ Marking

A mark is awarded to each piece of writing.

Expert examiners mark candidates' written answers, supported by a very experienced examiner as Team Leader. A Principal Examiner guides and monitors the marking process. Examiners discuss the Task-Specific and General Mark Schemes and refer to them regularly while they are working.

During marking, each examiner marks a random selection of scripts in order to ensure that there is no concentration of good or weak scripts or of one large centre or one country in the allocation of any one examiner.

The BEC Preliminary General Mark Scheme is interpreted at Council of Europe Level B1.

A summary of the General Mark Scheme is given below. Examiners work with a more detailed version, which is subject to updating.

BEC Preliminary Summary of General Mark Scheme Part 1

BAND 5	Very good attempt at task, achieves all content points. No effort is required by the reader.
BAND 4	Good attempt at task, achieves all content points. Only a little effort is required by the reader.
BAND 3	Satisfactory attempt at task, achieves all content points. Some effort is required by the reader OR reasonable attempt at task; achieves two content points.
BAND 2	Inadequate attempt at task, achieving one content point, possibly with noticeable irrelevance; task possibly misunderstood.
BAND 1	Poor attempt at task; no content points achieved, has little relevance.
BAND 0	No relevant response or too little language to assess.

BEC Preliminary Summary of General Mark Scheme Part 2

BAND 5	All four content points achieved. <ul style="list-style-type: none">• Good range of structure and vocabulary.• Confident control of language; a few non-impeding errors may be present.• Effectively organised, with appropriate cohesion.• Register and format consistently appropriate. Full realisation of the task set. Very positive effect on the reader.
BAND 4	Three or four content points achieved. <ul style="list-style-type: none">• More than adequate range of structure and vocabulary.• Some errors, mostly non-impeding.• Generally well-organised, with attention paid to cohesion.• Register and format on the whole appropriate. Good realisation of the task set. Positive effect on the reader.
BAND 3	Likely maximum for scripts of 25–50 words. Three or four content points achieved. <ul style="list-style-type: none">• Adequate range of structure and vocabulary.• A number of errors may be present, several of which may be impeding.• Organisation and cohesion is satisfactory, on the whole.• Register and format reasonable, although not entirely successful. Reasonable achievement of the task set. Satisfactory effect on the reader.
BAND 2	Maximum for scripts of fewer than 25 words. Two or three content points achieved. <ul style="list-style-type: none">• Limited range of structure and vocabulary.• Numerous errors, several of which impede communication.• Content is not clearly organised or linked, causing some confusion.• Inappropriate register and format. Inadequate attempt at task/task possibly misunderstood/ response considerably irrelevant. Negative effect on the reader.
BAND 1	Task misunderstood/response largely irrelevant. Up to two content points achieved. <ul style="list-style-type: none">• Little evidence of structure and vocabulary required by task.• Serious lack of control; frequent basic errors.• Lack of organisation, causing a breakdown in communication.• Little attempt at appropriate register and format.• Poor attempt at the task. Very negative effect on the reader.
BAND 0	Achieves nothing. Totally irrelevant or illegible.

■ Spelling and punctuation

These are important aspects of accuracy and are always taken into account. American spelling is equally valid, but there should be consistency.

■ Handwriting

If handwriting interferes with communication without preventing it, the candidate will be penalised. Totally illegible scripts fail to communicate, so will receive Band 0.

■ Irrelevance

The examiners' first priority is to give credit for the candidates' efforts at communication, but candidates are penalised for producing content irrelevant to the task set.

Sample scripts and commentaries

Writing Part 1

Script A

I am going to attend an engineering exhibition in Frankfurt, and the ticket's date is 20th March, I will be away for one week, during this week I would like you to arrange the training meeting which we have decided and make an appointment with selling manager. I would like to see him 27th morning 10:30.

EXAMINER COMMENTS

Band 5

All points clearly achieved with only minor errors of punctuation and the occasional missing preposition or article.

Script B

Next week I go to an exhibition in Frankfurt. It's from 9th to the 11th. While I am in Frankfurt you should write the business letters. If there are any problems - call me!

EXAMINER COMMENTS

Band 4

All the content points have been achieved but 'Next week I go' and 'write the business letters' are awkward, and require a little effort by the reader.

Script C

I must go attend an engineering exhibition in Frankfurt from 15 March to 18 March. Can you tell Mr Meier to ask him confirmation for the fly on Monday and finish to made the travel documents for departure in April?

Yours sincerely

EXAMINER COMMENTS

Band 3

The third content point (what work the assistant should do while the writer is away) is not achieved as the second sentence is confused and the role of Mr Meier is not clear.

Script D

I will go on a trip to Frankfurt about attend an engineering exhibition tomorrow (15/March), so I want you help me to leave a message if I have phone call. Thank you

EXAMINER COMMENTS

Band 2

The candidate has failed to achieve both the second and third content points (the dates when the writer will be away and what work the assistant should do during this time), making this an inadequate attempt at the task.

Writing Part 2

Script E

Dear Mrs Bennett

Thank you for applying our company. We arranged an interview for you. The date is 4th April. Please arrive at 9.15 in the morning, the interview will start at 9.30. Please arrive on time.

We also need the names and addresses of 2 referees.

The best way to reach our office is use underground. You can find the name of the street where our office is from the map. And use underground from trainstation to our company. You don't need change train.

If you have any questions, please contact us.

Yours sincerely

EXAMINER COMMENTS

Band 5

All the content points have been achieved and the candidate has demonstrated confident control throughout most of the letter, although there are a few non-impeding errors and a slightly abrupt register.

Script F

Dear Miss Bennett

Thank you for your curriculum vitae and for the interest in this job.

We are pleased to have an interview with you at Monday, 23 April at 10 a.m. in our location. So we have the possibility to introduce you to the team.

Can you please confirm me this requested date and please send me the name of two referees in advance. We hope to see you soon. If you have any questions do not hesitate to contact me.

Kind regards

EXAMINER COMMENTS

Band 4

The language used by this candidate is consistent with Band 5, but the fact that the last content point (how to reach the company by public transport) is not achieved holds the mark awarded at Band 4.

Script G

Dear Mrs Bennett

I have received your letter of application of post training substance, we have arranged for you an interview with Mr John on 26 April, please tell me your 2 referees names and addresses you can reach us by busses numbered 610, 611 from city centre

Yours faithfully

EXAMINER COMMENTS

Band 3

All the content points have been achieved and the candidate has used an adequate range of structure and vocabulary. However, there is an impeding error (training substance) and this together with the lack of punctuation and the fact that the script is slightly short, holds the mark awarded at Band 3.

Script H

To Mrs Bennett

I receive your letter including CV we were also looking for the person who is experienced in work. The date for interview for you is 20-03-06 and we will very happy to interview you. The best way you can reach us by public transport. If you need any further information please don't hesitate to contact me.

Yours sincerely

EXAMINER COMMENTS

Band 2

Only the first two content points have been achieved, which holds the mark awarded at Band 2.