

Spoken English Test for Business

by City & Guilds

the UK's leading provider of vocational qualifications

City & Guilds

H-1071 Budapest
54 Dembinszky St.
Hungary
T +36 1 413 1301
F +36 1 413 1302
www.cityandguilds.hu

Many professionals would like to feel more confident in their spoken English when in meetings or talking to clients on the phone, or working with a multinational workforce. This award helps learners to improve their spoken skills and is also a useful tool for employers wishing to assess the language proficiency of existing or potential employees.

City & Guilds International English Qualifications develop and recognise general and specific skills for professionals using English in the workplace. We offer language schools and training providers the '**Spoken English Test (SET) for Business**' exam. This internationally recognised qualification is a stand-alone test of spoken English in a business context. Assessment is available to approved centres on demand, so learners can take their exams when they are ready rather than having to wait for a set date.

The test is available at three stages and consists of a recorded interview, which is marked in the UK to ensure a high level of reliability and comparability. Candidates can achieve one of a range of outcomes, which accurately assess their ability and allow them to progress. These can be mapped onto the Common European Framework.

Council of Europe CEF	Test	SET for Business level	Grade
C2 Mastery	Stage C	Mastery	Distinction
			Pass
			Fail
C1 EOP		Expert	Distinction
			Pass
			Fail
B2 Vantage	Stage B	Communicator	Distinction
			Pass
			Fail
B1 Threshold		Achiever	Distinction
			Pass
			Fail
A2 Waystage	Stage A	Access	Distinction
			Pass
			Fail
A1 Breakthrough		Preliminary	Distinction
			Pass
			Fail

Business English



The SET for Business contains four parts which, together, enable the candidate to show their ability across a range of realistic communicative needs and situations. The table below gives an overview of the format and language focus of each part.

Part	Focus	Task
1 Giving personal information in response to standard prompts	To respond to predictable questions about personal and work related matters.	Giving name and contact details and answering questions about own professional experiences, position and plans.
2 Interacting in common business related situations	To use functional language to communicate a variety of specified messages in short role play situations.	Playing out three given situations with the Interlocutor.
3 Exchanging given information to achieve a task related to the world of business	<p>Stage A test To ask and answer questions in order to exchange factual information.</p> <p>Stage B test To ask and answer questions to exchange factual information and opinions.</p> <p>Stage C test To use English persuasively in business settings requiring negotiation.</p>	<p>Completing an information gap activity.</p> <p>Collaborating to reach a joint conclusion or decision.</p> <p>Negotiating an outcome from different starting points.</p>
4 Presenting a chosen topic related to the world of business	To present, with minimal prompting, and answer follow-up questions about a topic related to a specific area of business.	Presenting either: (i) a topic chosen and researched by the Candidate in advance of the test, or (ii) a topic chosen from a list given on the day of the test.

Who is SET for Business for?

People in business / Business students

The SET for Business offers those involved in the world of business an internationally recognised certificate which shows their level of spoken English in the context of business. A SET for Business certificate gives business students and employers detailed evidence of one's competence in the communicative use of spoken English for general and specific business purposes.

Why City & Guilds?

The quality and integrity of our products and services are recognised by learners, centres and employers worldwide. We aim to make life easier for those offering our teaching awards by increasing choice and flexibility and streamlining administration and paperwork.

City & Guilds International English Qualifications are recognised by universities, professional bodies and employers world-wide as evidence of English language proficiency.

How to run the SET for Business exam?

If you are an existing City & Guilds centre you just need to order the exam from the City & Guilds Branch Office in Central and East Europe. If you are not a City & Guilds centre yet, you need to apply for becoming a centre. For further information please contact the Branch Office.