

**Pre-seminar task for teachers or teachers of language schools, cultural associations or vocational training agencies.
Italian conventions 2010**

Spoken English for Work

These tasks are intended to help you familiarise yourself with the Trinity Spoken English for Work (SEW) examinations and the 2008 - 2010 syllabus. Please read the SEW syllabus and complete these tasks before coming to the seminar.

All the tasks below relate to the SEW Syllabus. Please read the relevant pages to help you answer the questions.

You don't need to print out a copy of the syllabus as you will be given one at the seminar. You need however to bring the worked paper copy of this task with you to be granted access to the workshops.

General introduction.

Use pages 6 & 7 to find the answers to the questions below.

1. Who would be a typical SEW candidate?
2. How many SEW levels are there?
3. How many tasks are there at SEW 1, SEW 2, SEW 3 & SEW 4?
4. How do these levels relate to the Common European Framework of Reference (CEFR)

Task Types

Telephone task -

Use pages 8, 9 and the syllabus guidance notes for each SEW level.
(eg: SEW 1 pages 12- 16). Mark these following statements as True or False.

Statement	True	False
<i>e.g. At SEW 1,2 & 3 the telephone task lasts for 3 minutes.</i>	✓	
The telephone task is conducted face to face in the exam room.		
The candidate has 5 minutes to read the prompt and prepare the telephone task.		
The candidate must ask questions during the task.		
It's not important for candidates to use the language of the level in this task.		
During the phone call candidates can ask for clarification of the prompt if necessary.		
The task should be conducted as an informal chat on the phone.		
The candidate should wait for the examiner to start the phone call.		

Interactive task -

1. Where does the interactive task take place?
2. Does the candidate have any preparation time?
3. What is the purpose of the interactive task?
4. What is being assessed in this task - language accuracy or use of functional language? Does this apply to all levels?

Topic discussion. Topic presentation & discussion.

1. What topic should candidates discuss with the examiner?
2. At which levels do candidate give a formal 'business type' presentation? What are the essential features of these topic presentations?
3. At levels SEW 1 & 2 would giving a speech about a topic be a good way to fulfil the communicative skills of the task?
4. Which of the communicative skills, functions and language of the level should feature in the candidate's topic?

Discussion.

1. Who decides which subjects may be discussed in this phase of the exam? How many subjects will be discussed?
2. Should the candidate be aware of trying to use the functions and language of the grade or is this a fluency activity only?
3. Who is responsible for maintaining the flow of conversation in this phase - the examiner or the candidate?
4. What would happen if a candidate didn't have anything to say about a subject?

Language requirements -

Grade and categorise the items in the table below.
Use appendices 3 & 4 on pages 54 to 57.

Item	SEW level	Category
<i>Example: Signposting expressions</i>	4	Lexis.
<i>Example: Training for work</i>	2	Discussion subject.
<i>Example: adverbs of manner and frequency</i>	1	Grammar.
Give a formal presentation...		
Expressions relating to past and future time.		
Simple passive.		
Evaluating options.		
Finding employment,		
Past perfect tense.		
Share the responsibility for the maintenance of the interaction.		
Language of caution.		
Conditions of employment.		
Expressing simple comparisons		

Assessment -

1. What are the five factors assessed in task fulfilment?
2. How many letter grades are there? Where can you find the performance descriptors examiners use to award these letter grades?
3. What is the purpose of the 'key areas for improvement' on candidates' report forms?
4. When do centres receive candidates' provisional results?

What do you like about Trinity SEW exams?

How can preparing for Trinity SEW exams help your students?