

IoL EDUCATIONAL TRUST
CERTIFICATE IN BILINGUAL SKILLS

SAMPLE PAPER FOR REVISED CBS
(The new format will come into effect in May 2011)

The paper comprises a Role Play, two Sight Translations (into and out of English) and two Written Reports (in English and in Other Language). Examples are taken from both the Sports and Leisure Option (role play and reports) and the general, work-related paper (sight translations). An English version of the Other Language Examiner's/Interlocutor's Brief for the Role Play is provided as well as back translations for the Sight Translations, so that the samples are suitable for all languages. Please note that model answers have been provided for the written tasks for the purpose of this sample paper only.



CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**ORAL TASKS****ENGLISH/FRENCH****UNIT 01: TASK 1 - Transfer Spoken Information between English and Another Language**

Recommended time for this question:

Preparation time: 5 minutes

Examination time: 15 - 20 minutes

Centre:**Candidate Number:****INSTRUCTIONS TO CANDIDATES**

Please write your centre and candidate number at the top of each page. You have 5 minutes to prepare the role play outlined below. You are allowed to use dictionaries and glossaries during the preparation time. Please read carefully through the instructions given in the Candidate's Brief below. You should try to act naturally within the role.

CANDIDATE'S BRIEF

You are a bilingual French/English speaker working at an information centre at the main athletics stadium of the London 2012 Olympic Games. You are giving assistance to a French-speaking visitor who is accompanied by a friend who has mobility problems. Your task will be to:

- Stage 1:** Explain your role and invite the visitor to explain what help s/he requires. WHILE YOU ARE LISTENING to the visitor's questions NOTE DOWN the main 6 points. Use page 2 of this examination booklet to do this. Explain that you may need to ask more precise information from a supervisor in the information centre.
- Stage 2:** Relay to your supervisor IN ENGLISH the queries raised by the visitor, explaining you do not want to give inaccurate information. Then LISTEN to the supervisor's comments and NOTE DOWN the 6 main responses. Use page 3 of the examination booklet to do this.
- Stage 3:** Report back the information given to you by your supervisor to the visitor. This is the end of the examination.

Ask for clarification or repetition if you are unsure of anything. You will be assessed on the accuracy of your REPORT-BACK SKILLS in English and French.

You begin each stage in the appropriate language. All stages will be recorded.

You will start the dialogue.

Please remember to hand all 3 pages to the examiner at the end of the test.

continued on next page

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE REMOVED BY THE CANDIDATE. ANY NOTES MADE MUST BE HANDED TO THE EXAMINER BEFORE THE CANDIDATE LEAVES THE ROOM. ALL STAGES WILL BE RECORDED.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS

ENGLISH/FRENCH

UNIT 01: TASK 1 - *Transfer Spoken Information between English and Another Language***Centre:****Candidate Number:****Candidate's Stage 1:**

Your task is to listen to the concerns of the **VISITOR** speaking **FRENCH** and note down the 6 main points.

Make your notes here:

continued on next page

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE REMOVED BY THE CANDIDATE. ANY NOTES MADE MUST BE HANDED TO THE EXAMINER BEFORE THE CANDIDATE LEAVES THE ROOM. ALL STAGES WILL BE RECORDED.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS

ENGLISH/FRENCH

UNIT 01: TASK 1 - *Transfer Spoken Information between English and Another Language*

Centre:
Candidate Number:

Candidate's Stage 2:

Listen to the comments of your **SUPERVISOR** speaking **ENGLISH**. Note down the 6 responses.

Make your notes here:

THIS SHEET MUST <u>NOT</u>, IN ANY CIRCUMSTANCES, BE REMOVED BY THE CANDIDATE. ANY NOTES MADE <u>MUST</u> BE HANDED TO THE EXAMINER BEFORE THE CANDIDATE LEAVES THE ROOM. ALL STAGES WILL BE RECORDED.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS
ENGLISH/FRENCH
UNIT 01: TASK 1 - Transfer Spoken Information between English and Another Language
THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE GIVEN TO THE CANDIDATE.
FRENCH–SPEAKING EXAMINER’S/INTERLOCUTOR’S BRIEF

Please read this task brief as well as the candidate’s brief and the brief of the English Examiner/ Interlocutor. You play the role of a French-speaking person who is visiting the Olympic Games, accompanied by a friend with mobility problems. You will ALSO assess the candidate's report-back skills in French in Stage 3.

The candidate will start the dialogue.

In Stage 1:

Explain that you are a visitor to the Olympic Games, accompanied by a friend with mobility problems.

Your issues are shown in the left-hand column of the table below. The candidate is required to listen to them and note down the main points. You must allow time for this. S/he may ask for repetition and/or clarification. **When listing your concerns ensure they are articulated separately, so there is no overlap in the candidate’s mind, eg I have a number of concerns – 1, 2, 3 etc.** The right-hand column shows what the candidate has to report back in Stage 3 to get a minimum of 4 marks in Section 1 of the marksheet. See Stage 2 grid in English Examiner/Interlocutor material for the full English text.

YOUR 6 QUESTIONS conveyed to the bilingual assistant at the information centre in your role as the visitor (Candidate's Stage 1).	SUPERVISOR’S RESPONSES reported back to you in French by the bilingual information assistant (Candidate’s Stage 3)
1. Quelle est la porte d'accès pour les personnes handicapées? Mon ami est dans un fauteuil roulant.	1. Vos billets indiquent que vos places se trouvent dans le secteur pour les personnes utilisant un fauteuil roulant. Je vais vous accompagner à la porte indiquée, la porte G.
2. Nous avons pris des billets en fin de rang. Y a-t-il des toilettes pour personnes handicapées à proximité?	2. Les toilettes pour personnes handicapées sont accessibles dans le secteur où se trouvent vos places.
3. Le billet indique l'ouverture du stade à midi, mais par contre les événements commencent seulement à 14.00h. Quand devons-nous rentrer dans le stade?	3. Je vous conseille de prendre vos places au plus tard à 13.30h, avant le commencement des jeux.
4. Peut-on acheter de quoi manger à l'intérieur, ou ferions-nous mieux d'acheter ce qu'il nous faut avant de rentrer?	4. Il n'y a pas de vente ambulante à l'intérieur du stade. Par contre il y a des points de vente avant l'entrée où vous pouvez acheter des sandwichs, des fruits, et des boissons.
5. Quand nous voulons partir, y aura-t-il quelqu'un pour faciliter la sortie de mon ami dans son fauteuil roulant?	5. Il y a des personnes désignées pour aider les gens en fauteuil roulant à sortir de leurs places. A la Porte G vous verrez une personne portant un badge pour indiquer qu'il/elle est là pour vous aider.
6. Demain nous aimerions visiter le centre équestre – est-ce loin? Notre hôtel est à London Bridge.	6. Les hôtels organisent des visites guidées à tous les stades. Demandez conseil auprès du concierge.

PLEASE ENSURE THE CANDIDATE HANDS OVER ANY NOTES S/HE HAS MADE BEFORE S/HE LEAVES THE ROOM.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS

ENGLISH/FRENCH

UNIT 01: TASK 1 - *Transfer Spoken Information between English and Another Language*

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE GIVEN TO THE CANDIDATE.

ENGLISH–SPEAKING EXAMINER’S/INTERLOCUTOR’S BRIEF

Please read this task brief as well as the candidate's brief and the brief of the French-speaking Examiner/Interlocutor. You play the role of a supervisor at the London 2012 Olympic Games information centre.

In Stage 2 the candidate will report back to you in English the queries raised by a visitor. Your task is to assess the candidate's report-back skills. You will also comment on each point of concern so that the candidate can note down the main points and relay these back to the visitor. You should endeavour to make your comments as soon as the candidate has expressed the particular concern and allow time for him/her to note these down. S/he may ask for repetition and/or clarification.

The grid below (left-hand column) shows what the candidate has to report back in Stage 2 to get a minimum of 4 marks in Section 1 of the marksheet. It also indicates the comments you will make (right-hand column).

The candidate will start the dialogue.

6 QUESTIONS reported to you in your role of supervisor by the bilingual information assistant in English (Candidate's Stage 2)	YOUR RESPONES in English to the bilingual information assistant, for reporting back to the visitor (Candidate's Stage 3)
1. The visitor is with a friend in a wheelchair. How will they know which is the appropriate entrance gate?	1. Their tickets are in the sector for people using a wheelchair. You will accompany them to the appropriate Gate, which is Gate G.
2. The visitor and friend have booked seats at the end of a row. Are disabled toilets easily accessible from their seats?	2. The toilets for people with disabilities are located within that sector.
3. The tickets state that the stadium opens at mid-day, but the events do not begin until 2 p.m. What is the best time to go in?	3. They should be advised to take their seats no later than 13.30h, before the start of the events.
4. Can they buy things to eat and drink inside the stadium, or is it better to buy things outside and take them in?	4. There are no sales of food or drink inside the actual stadium. However, before going in there are stands selling sandwiches, fruit and drinks.
5. Will someone help people with mobility problems to leave the stadium at the end of the events?	5. When the events finish, there are personnel designated to give help to people using wheelchairs. Inside Gate G they will see someone wearing a badge to show that s/he is there to help.
6. The visitor and friend would like to visit the Equestrian Centre. They want to know if it is far away – their hotel is at London Bridge.	6. All the hotels organise guided visits to all the different event centres. The hotel reception desk will have details.

PLEASE ENSURE THE CANDIDATE HANDS OVER ANY NOTES S/HE HAS MADE BEFORE S/HE LEAVES THE ROOM.

CERTIFICATE IN BILINGUAL SKILLS - SAMPLE PAPER**ORAL TASKS****ENGLISH/SPANISH****UNIT 01: TASK 2A - *Provide a Sight Translation into English from Another Language*****TO BE HANDED TO THE CANDIDATE AT THE TIME OF THE TEST.**

Recommended time for this question

Preparation time: 3 minutes
Examination time: up to 5 minutes**INSTRUCTIONS TO CANDIDATES**

You will be given 3 minutes to study the text below. The examiner will then ask you to produce a full sight translation into English and will allow you up to 5 minutes to complete this task. You may find it necessary to paraphrase some parts of it; this is acceptable provided ALL meaning is correctly conveyed. You may NOT take notes.

CANDIDATE'S BRIEF

You are a bilingual worker at the Council Offices translating correspondence sent to the Council by non-English speakers. The Council department which deals with grants for the "Keeping Houses Warm in Winter Scheme" have asked you for a translation of a note which has been handed in at the Council Offices by a Spanish-speaking family, prior to making their application for a grant.

TEXT TO BE TRANSLATED:

Estimado Señor:

He sabido que el Ayuntamiento concede subvenciones para ayudar a instalar calefacción en las casas.

Soy la inquilina de una casa con contrato de alquiler por 17 años. El propietario no tiene inconveniente que solicitemos subvención.

En casa vivimos mi marido y yo, el abuelo de 65 años que padece de dolor de espalda que empeora en invierno, y tres hijos, uno con problemas respiratorios. Por eso no podemos tener estufas de carbón.

La casa es fría, no tiene calefacción central. El techo y paredes de los cuartos de los niños no tienen aislamiento térmico. Actualmente la calentamos con estufas eléctricas, pero resulta caro.

Por favor, aconséjenos de qué manera podemos obtener ayuda.

Elsa Rodríguez

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE REMOVED FROM THE EXAMINATION ROOM.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

SPANISH – UNIT 01: TASK 2A BACK TRANSLATION

Dear Sir,

I have heard that the Council allocates grants to help people install heating in their homes.

I am the tenant of a house and have a 17-year tenancy agreement. The landlord has no objection to us applying for a grant.

In the house live my husband and I, grandpa, 65, who has a bad back that becomes worse in winter, and three children, one with a weak chest. Therefore, we cannot have coal fires.

The house is cold, has no central heating. The ceilings and walls in the children's rooms are not insulated. At present we use electric fires, but it is expensive.

Please advise us on how to get help.

Elsa Rodríguez

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**ORAL TASKS****ENGLISH/SPANISH****UNIT 01: TASK 2B - *Provide a Sight Translation from English into Another Language*****TO BE HANDED TO THE CANDIDATE AT THE TIME OF THE TEST.**

Recommended time for this question:

Preparation time: 3 mins
Examination time: up to 5 mins**INSTRUCTIONS TO CANDIDATES**

You will be given 3 minutes to study the text below. The examiner will then ask you to produce a full sight translation into Spanish - and will allow you up to 5 minutes to complete this task. You may find it necessary to paraphrase some parts of it; this is acceptable provided ALL meaning is correctly conveyed. You may NOT take notes.

CANDIDATE'S BRIEF

In an initiative to provide more services for the well-being of children and young adults the Council are funding a number of new projects. Leaflets about the individual projects have been put through letterboxes in your community. You have been asked by a group of Spanish-speaking neighbours to give them a sight translation of the content of this particular leaflet.

TEXT TO BE TRANSLATED:

OPENING FRIDAY AT 12 O'CLOCK MID-DAY
and then EVERY day 10am - 10pm

'The New Generation'
(next to the library)

We are NOT a traditional pub and NOT a youth club. So what are we?

The FIRST and ONLY ALCOHOL FREE BAR in town. Open to all.

* FOOD * SOFT DRINKS * JUICES * TABLE TENNIS * MUSIC * GAMES * QUIZZES *
* SPECIAL EVENTS * KIDS' PARTIES *

The bar is supported by your local council and will be opened by the Mayor. A famous pop star will provide entertainment! For a free ticket - also entitling you to a buffet lunch - ring 233425.
Get dressed up - your local newspaper will be taking photographs!

Singers, bands and DJs also wanted.

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE REMOVED FROM THE EXAMINATION ROOM.

IoL EDUCATIONAL TRUST

CERTIFICATE IN BILINGUAL SKILLS EXAMINATION

LIST OF WRITTEN TESTS

UNIT 02:

ENGLISH AND FRENCH

TASK 3A – Transfer Written Information into English from Another Language

- CANDIDATE'S BRIEF

TASK 3B – Transfer Written Information from English into Another Language

- CANDIDATE'S BRIEF

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**UNIT 02****WRITTEN TASKS****ENGLISH/FRENCH****TASK 3A: *Transfer Written Information into English from Another Language*****ALLOWED TIME FOR THIS TASK:****45 MINUTES****INSTRUCTIONS TO CANDIDATES**

The allowed time for this task is 45 minutes. Before starting the task, you will have FIVE minutes' time to read through the task. During this period you must not highlight or annotate any of the texts. You will be advised by your invigilator when you can start the test.

Relevant dictionaries and other reference works brought into the examination must be placed on the desk before the start of the examination.

CANDIDATE'S BRIEF

You are employed at the Sports and Leisure Department of a London borough. As part of an initiative to encourage young people to take an active part in sports and stay out of trouble, the Council is proposing to set up a specific project at a municipal sports centre, encouraging children aged between 8 and 18 to take an active part in football.

The Council contacted an overseas town with which you are twinned. It is known that they set up a similar scheme two years ago and the Council has been requesting information on how the scheme is working there. They have sent a response in French, and you are to write out the details of the reply in ENGLISH for your employer.

Your Report on the information received should be not less than 180 words not more than 200 words in English.

All the information listed overleaf must be included, together with a brief introduction regarding the purpose of the Report.

continued on next page

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE REMOVED FROM THE EXAMINATION ROOM.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**UNIT 02****WRITTEN TASKS****ENGLISH/FRENCH****TASK 3A: *Transfer written Information into English from Another Language - continued***

The Report should be written in complete sentences, without use of bullet points, using the following information:

- 1) Depuis 2008 la Municipalité encourage l'entraînement de football.
- 2) Projet destiné aux jeunes de 8 à 18 ans, garçons et filles.
- 3) But: occuper les jeunes, réduire le problème d'obésité, les protéger des marchands de drogues.
- 4) Entraînement tous les mercredis et vendredis soirs, de 17 – 19.00h.
- 5) Pour les jeunes de 12 – 18 ans, il y a des matchs de football le dimanche après-midi.
- 6) Matchs surveillés par arbitres qualifiés sur terrains de sports municipaux - les spectateurs sont les bienvenus. Surveillance médicale assurée, en cas d'accident.
- 7) Des joueurs de notre club national s'intéressent au projet, et des photos apparaissent dans le journal local chaque semaine.
- 8) Promotion d'activités sportives en groupe entraîne meilleur environnement en classe. Nous espérons commencer des cours de tennis l'été.

continued on next page

THIS SHEET MUST <u>NOT</u>, IN ANY CIRCUMSTANCES, BE REMOVED FROM THE EXAMINATION ROOM.
--

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**Unit 02: Task 3A - Model Answer**

This is a report of the response received in French to our request for information on the project for football training for youngsters, such as we are envisaging locally.

The overseas Council informs us that they have been running football training groups for youngsters since 2008.

The groups comprise youngsters in the age group 8 to 18, and the programme is offered to both boys and girls.

The aim is to keep the youngsters occupied, to help reduce the problem of obesity in young people and to keep them away from drug dealers.

The scheme involves football training sessions every Wednesday and Friday evening, from 5 – 7 pm. In addition the 12 – 18 year old groups play in matches on Sunday afternoons.

Qualified referees take charge of the matches. These are played on the municipal sports grounds, and spectators are welcome. There is medical supervision at the matches, in case of injury.

Professional footballers from the local Club are involved, and photographs are in the weekly edition of our local newspaper.

It is felt that the promotion of group sporting activities results in a better environment in the classroom. Teachers have confirmed that this is so, and we hope to continue this experiment with tennis sessions in the summer period.

184 words

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE GIVEN TO THE CANDIDATE.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**UNIT 02****WRITTEN TASKS****ENGLISH/FRENCH****TASK 3B: *Transfer Written Information from English into Another Language*****ALLOWED TIME FOR THIS TASK****45 MINUTES****INSTRUCTIONS TO CANDIDATES**

The allowed time for this task is 45 minutes. Before starting the task, you will have FIVE minutes' time to read through the task. During this period you must not highlight or annotate any of the texts. You will be advised by your invigilator when you can start the test.

Relevant dictionaries and other reference works brought into the examination must be placed on the desk before the start of the examination.

CANDIDATE'S BRIEF

You are in a temporary work experience placement with your local Council. Your immediate superior is working on the possibility of organising a sporting exchange between a school in your local town and a school in the overseas town with which you are twinned.

Your superior has given you some notes, and has asked you to draft a suitable message in FRENCH to be sent by e-mail to his opposite number abroad, to include the details listed overleaf.

The Report should be not less than 180 words and not more than 200 words in the Other Language.

All the information listed overleaf must be included, together with a suitable formal introduction as to who the message is from, and ending with the proposal that further information will readily be given, and questions answered.

continued on next page

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE REMOVED FROM THE EXAMINATION ROOM.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**UNIT 02****WRITTEN TASKS****ENGLISH/FRENCH****TASK 3B: *Transfer Written Information from English into Another Language - continued***

The draft report should be written in French in complete sentences, without use of bullet points, using the following information:

- 1) Specify for whom the e-mail is intended – Liaison Officer for twinning in overseas council.
- 2) Request possibility of organising inter-city sports meeting in 2012.
- 3) Age of pupils: 13-26; number of participants: maximum 20 pupils, plus three teachers.
- 4) Sports to be included: volleyball, football, athletics.
- 5) Information required about hostel accommodation for UK group if venue abroad. Here can host overseas team in local boarding school.
- 6) Travel by low-budget airline or train/coach.
- 7) Suggest initial response preferably by e-mail, to be followed by meeting in September.
- 8) Meeting to be attended by Council officials plus head of sports of UK and overseas school.

continued on next page

THIS SHEET MUST <u>NOT</u>, IN ANY CIRCUMSTANCES, BE REMOVED FROM THE EXAMINATION ROOM.
--

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER**Unit 02: Task 3B - Model Answer**

Ce courriel est destiné au responsable du jumelage entre notre ville et la vôtre.

Nous souhaitons organiser une rencontre sportive entre un lycée de notre ville et un lycée de votre ville en 2012.

De notre côté il s'agirait de jeunes âgés de 13 à 16 ans, et nous envisageons un groupe de 20 élèves, accompagnés de 3 professeurs.

Les sports à envisager seraient le volleyball, le football, et l'athlétisme.

Si la rencontre devait avoir lieu dans votre ville, pourriez-vous indiquer les possibilités d'hébergement pour notre groupe. Si votre groupe venait ici, il y a possibilité d'hébergement dans un internat de notre ville.

Les voyages s'effectueraient sans doute soit par avion bon marché, soit par bateau et autocar.

Je serais content d'avoir une réponse rapide. Par la suite nous pourrions envisager une rencontre au mois de septembre pour mettre au point les détails.

Le rendez-vous aurait lieu avec la participation des responsables des Comités de Jumelage, et aussi avec la participation de professeurs de sports des deux lycées.

Si vous avez besoin d'autres informations, n'hésitez pas à nous les demander.

Dans l'attente d'une réponse favorable – de préférence par courriel.

191 words

THIS SHEET MUST NOT, IN ANY CIRCUMSTANCES, BE GIVEN TO THE CANDIDATE.