

INSTITUTE OF LINGUISTS EDUCATIONAL TRUST

CERTIFICATE IN BILINGUAL SKILLS

SAMPLE PAPER FOR REVISED CBS

(The new format will come into effect in May 2006)

The paper comprises a revised Role Play (Task 1) and a revised Letter into the Other Language (Task 4B). The other tasks have not changed and examples are taken from previous papers set. An amended marksheet and set of Criterion Statements are enclosed for the Role Play. The assessment material enclosed for the other tasks has not changed. An English version of the Other Language Examiner's/Interlocutor's Brief for the Role Play is also provided as well as back translations of the Other Language texts for Tasks 2A, 3A and 4A.



INSTITUTE OF LINGUISTS EDUCATIONAL TRUST
CERTIFICATE IN BILINGUAL SKILLS EXAMINATION

LIST OF ORAL TESTS

ENGLISH AND SPANISH

TASK 1: ROLE PLAY

- CANDIDATE'S BRIEF
- *SPANISH-SPEAKING EXAMINER'S/INTERLOCUTOR'S BRIEF*
- *ENGLISH-SPEAKING EXAMINER'S/INTERLOCUTOR'S BRIEF*

TASK 2A: SIGHT TRANSLATION INTO ENGLISH

TASK 2B: SIGHT TRANSLATION INTO SPANISH

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

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS

ENGLISH/SPANISH

TASK 1: ROLE PLAY

Recommended time for this question:

Preparation time: 5 minutes
Examination time: 15 - 20 minutes

INSTRUCTIONS TO CANDIDATES

You have 5 minutes to prepare the outlined role play. 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 Spanish/English speaker and you work in a local housing department. Your Department Head, Mr/Mrs Johnson, has asked you to meet with a member of the Spanish community who are concerned about maintenance issues eg refuse collection, run down appearance of their council flats and security of flats after recent acts of vandalism. Your task will be to:

1. listen to the concerns of the Spanish-speaking resident and note down the main points
2. report back to your Department Head in English, listen to his/her comments and note down the main points
3. report back to the resident in Spanish.

Ask for clarification or repetition if you are unsure of anything. You will be assessed on your report-back skills in English and Spanish ie Stages 2 and 3 only.

You begin each Stage in the appropriate language. All Stages will be recorded.

Write your Centre and Candidate Number on the sheet on which you will make notes for the report-back and hand the notes in at the end of the test.

The task will last approximately 15 minutes.

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.

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS

ENGLISH/SPANISH

TASK 1: ROLE PLAY contd.

Centre:
Candidate Number:

Stage 1: Your task is to listen to the concerns of the Spanish-speaking resident and note down the main points.
Make your notes here:

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CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS

ENGLISH/SPANISH

TASK 1: ROLE PLAY contd.

Centre:
Candidate Number:

Stage 2: Your task is to listen to the comments of your Department Head and note down the main points.
Make your notes here:

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CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

ORAL TASKS

ENGLISH/SPANISH

TASK 1: ROLE PLAY

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SPANISH–SPEAKING EXAMINER’S/INTERLOCUTOR’S BRIEF

Please read the candidate’s brief and the brief of the English Examiner/Interlocutor. You play the role of the Spanish-speaking resident and will also assess the candidate’s report-back skills in Spanish in Stage 3.

The candidate will start the dialogue.

In the case of Stage 1:

Explain that you are Mr/Mrs García and you are speaking on behalf of the Spanish residents on the Summerfield and Brixham estates who have concerns relating to the maintenance and security of their council flats.

Your concerns are shown in the left-hand column. 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 full English text).

Stage 1	Stage 3
Los ascensores se estropean a menudo y la gente se queda atrapada; deben ser reparados urgentemente	Se enviará un mecánico en unos días
Hay humedad en las viviendas a nivel del suelo; es un riesgo serio para la salud	Debe preguntar qué viviendas son las afectadas para enviar a alguien a inspeccionarlas
No hay recogida habitual de basuras; la basura se acumula constantemente	La recogida de basura se ha visto afectada por bajas en el personal por enfermedad u otras causas; se intentará que la situación mejore pronto
Mal aspecto de las viviendas – la pintura se desconcha, los marcos de las ventanas están podridos	El Ayuntamiento hará lo posible para solucionar el problema en su momento, pero el presupuesto disponible es limitado
Aumento de vandalismo: ventanas rotas, robo de bicicletas, atraco ocasional	El Ayuntamiento está en contacto con la policía para discutir el tema
Abandono de mobiliario del hogar, frigoríficos etc; causa mala impresión	Es culpa de los residentes pero el Ayuntamiento podrá recogerlos llamando al 02865 300 400

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

CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER
(English version of Spanish Examiner's/Interlocutor's Brief for reference)

ORAL TASKS

ENGLISH/SPANISH

TASK 1: ROLE PLAY

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

SPANISH-SPEAKING EXAMINER'S/INTERLOCUTOR'S BRIEF

Please read the candidate's brief and the brief of the English Examiner/Interlocutor. You play the role of the Spanish-speaking resident and will also assess the candidate's report-back skills in Spanish in Stage 3.

The candidate will start the dialogue.

In the case of Stage 1:

Explain that you are Mr/Mrs García and you are speaking on behalf of the Spanish residents on the Summerfield and Brixham estates who have concerns relating to the maintenance and security of their council flats.

Your concerns are shown in the left-hand column. 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 full English text).

Stage 1	Stage 3
<i>Lifts always breaking down; people getting trapped; repairs urgently needed</i>	<i>Engineer will come out in next few days</i>
<i>Damp in some ground floor flats; serious health hazard</i>	<i>You need to say which flats are affected so that someone can inspect them</i>
<i>No regular refuse collection; rubbish piled up all the time</i>	<i>Sickness/staff shortages have affected collection recently; things should improve soon</i>
<i>Run down appearance of flats - peeling paintwork, rotten window frames</i>	<i>Council will do its best to tackle problem in due course but only limited budget available</i>
<i>Rising tide of vandalism eg broken windows, stolen bikes, occasional muggings</i>	<i>Council works closely with police and will discuss the matter</i>
<i>Dumping of unwanted possessions eg furniture, fridges etc; this is an eyesore</i>	<i>This is really fault of the residents but Council willing to remove unwanted items if residents ring 02865 300 400</i>

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

TASK 1: ROLE PLAY

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

ENGLISH–SPEAKING EXAMINER’S/INTERLOCUTOR’S BRIEF

Please read the candidate’s brief and the brief of the Spanish-speaking Examiner/Interlocutor in English. You play the role of the candidate’s English-speaking Department Head in a local housing department. In Stage 2 the candidate will report back to you on the concerns of the Spanish residents. Your task is to assess the candidate’s report-back skills. You will also comment on each area of concern so that the candidate can note down the main points and relay these back to Mr/Mrs García in Spanish. 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.

The grid below (left) 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.

Stage 2	Stage 2 Comments
<i>Lifts always breaking down</i>	<i>Serious problem; lifts old and need regular maintenance; you will arrange for engineer to come out in next few days</i>
<i>Damp found in some flats</i>	<i>They need to tell us which flats are affected so that someone can come and inspect them</i>
<i>No regular collection of refuse</i>	<i>Sickness/staff shortages have affected this recently; things should improve soon</i>
<i>Run down appearance of flats</i>	<i>Council appreciates problem but a lot of properties in borough in same state and only limited budget available; Council will do its best to deal with problem in due course but impossible to give time-scale</i>
<i>Vandalism on estates</i>	<i>Serious matter; we work closely with police and will discuss the matter</i>
<i>Dumping of unwanted possessions</i>	<i>A delicate issue but really dumping is not the Council’s fault but the fault of the residents who do the dumping; Council always willing to come and remove any unwanted rubbish if residents ring this special no. – 02865 300 400</i>

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

CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

ORAL TASKS

ENGLISH/SPANISH

TASK 2A: SIGHT TRANSLATION INTO ENGLISH

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 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.

CONTEXT:

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, aconsejenos 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 - MAY 2004

SPANISH 2004 – 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 - MAY 2004

ORAL TASKS

ENGLISH/SPANISH

TASK 2B: SIGHT TRANSLATION INTO SPANISH

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 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.

CONTEXT:

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.

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INSTITUTE OF LINGUISTS EDUCATIONAL TRUST
CERTIFICATE IN BILINGUAL SKILLS EXAMINATION

LIST OF WRITTEN TESTS

ENGLISH AND SPANISH

TASK 3A TRANSLATION INTO ENGLISH

TASK 3B TRANSLATION INTO SPANISH

TASK 4A LETTER IN ENGLISH

TASK 4B LETTER IN SPANISH

INSTRUCTIONS TO CANDIDATES

You now have TEN minutes' time to read through all four tasks of the written test. 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.

CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

WRITTEN TASKS

ENGLISH/SPANISH

TASK 3A

TRANSLATION INTO ENGLISH

RECOMMENDED TIME FOR THIS TRANSLATION

45 MINUTES

INSTRUCTIONS TO CANDIDATES

The recommended time for the translation tests is one and a half hours. You will be advised to turn to Task 3B at the end of 45 minutes.

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

CONTEXT

You are a bilingual householder living in a residential area which contains a primary school and residential homes for older people. The Council is proposing to set up a street market which will operate six days a week from 8.30 a.m. to 7 p.m. Market traders will be given special parking facilities near to the market site. The Council have asked local residents, many of whom speak poor English, for their opinion about the proposed street market, and a public meeting has taken place. A written summary of what was said at the meeting was then prepared in several languages. You have been asked by your neighbours to deliver these summaries, together with an English translation, to the Council offices. Here is one summary for you to translate into English.

TEXT TO BE TRANSLATED

Resumen de los puntos acordados por los vecinos en la reunión pública del 30 abril del 2004 en la que se discutió el proyecto del Ayuntamiento de abrir un mercadillo al aire libre.

Argumentos en contra:

- Obstruirá el acceso al transporte público y tiendas, ocasionando dificultades a las personas mayores con problemas de movilidad y a los padres con cochecitos de niño
- Afectará a los comerciantes locales y a las tiendas debido a la competición
- El aumento de ruido afectará a los residentes
- Aumentará la contaminación debido al tráfico y a la basura
- Aumentará el número de delitos: venta de drogas, atracos, robos de teléfonos celulares etc.
- Los vendedores harán uso de los lugares de estacionamiento de los residentes
- Caerá el valor de la propiedad

Argumentos en favor:

- Las organizaciones benéficas podrán aumentar sus ingresos instalando un puesto en el mercadillo
- El mercadillo fomentaría la reunión de los vecinos así como su interés y participación en la vida comunitaria

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CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

WRITTEN TASKS

ENGLISH/SPANISH

TASK 3A contd.

TRANSLATION INTO ENGLISH

TEXT TO BE TRANSLATED contd.

Sugerencias al ayuntamiento si el proyecto se aprueba:

- Mandar inspectores con regularidad al mercadillo para asegurarse que sólo participan comerciantes con licencia municipal
- Introducir más policías que patrullen la vecindad
- Colocar cubos de basura grandes
- Limpiar las calles con más frecuencia
- Retirar vehículos estacionados sin autorización
- Revisar el proyecto después de seis meses

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CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

SPANISH 2004 – TASK 3A BACK TRANSLATION

Summary of the points made by residents at a public meeting held on 30th April 2004 to discuss the Council project to open a street market.

Arguments against:

- It will obstruct access to public transport and shops, causing difficulties for old people with mobility problems and parents with prams
- Disadvantages for local businesses and shops due to competition
- Noise-level increase will disturb residents
- Pollution increase due to traffic and litter
- Crime will thrive: drug dealing, muggings, theft of mobile phones etc
- Market traders will use residents' parking bays
- Property prices will fall

Arguments in favour:

- Charities could generate income by setting up a market stall
- The street market would bring local people together making them more interested and involved in their community

Suggestions to Council if project is approved:

- To appoint market inspectors to attend regularly and make sure that only licensed traders are operating
- To introduce more police patrols in the community
- To place larger litter bins
- More frequent street cleaning
- To remove unauthorised parked vehicles
- To review the project after 6 months

CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

WRITTEN TASKS

ENGLISH/SPANISH

TASK 3B

TRANSLATION INTO SPANISH

RECOMMENDED TIME FOR THIS QUESTION:

45 MINUTES

INSTRUCTIONS TO CANDIDATES

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

CONTEXT:

The Community Health Council has asked for a translation into Spanish of the following article which appeared in the local newspaper. When translated, it will appear on GPs' notice boards and in community language newspapers.

INVESTIGATORS RETURN!

The findings of the review of services at our General Hospital were reported last week. Staff were found to be 'rude and hostile', and wards 'dirty and unhygienic'.

Investigators from the Commission for Health Improvement (CHI) are now examining mental health services. A number of concerns have emerged about staffing levels, communication between staff and patients, and medication, after two patients committed suicide whilst in the care of the hospital.

Meetings will be held next Tuesday and Wednesday (ring 234567). The CHI coordinator Mr. J. Smithers told us that he is trying to find out "whether the Trust has systems in place to establish and maintain appropriate standards in the management, provision and quality of care." He adds: "We want to hear from past or present patients - and their families and friends - about their experiences as in or out-patients".

The investigation focuses initially on working-age adults, including those treated for problems arising from alcohol or drug addiction. Complaints on services for children and the elderly are being noted for a future separate investigation. One incident has already come to light. After attending the out-patients' department, a 75-year-old man was taken home by ambulance, but was dropped off at the wrong address. He was eventually found after 3 hours in a confused state of mind and has since died.

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CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

WRITTEN TASKS

ENGLISH/SPANISH

TASK 4A

LETTER IN ENGLISH

RECOMMENDED TIME FOR THIS QUESTION:

45 MINUTES

INSTRUCTIONS TO CANDIDATES

The recommended time for the letter-writing tests is one and a half hours. You will be advised to turn to Task 4B at the end of 45 minutes.

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

STUDY THE CANDIDATE'S BRIEF CAREFULLY FOR ABOUT 5 MINUTES TO ENSURE THAT YOU UNDERSTAND THE PURPOSE OF THE LETTER.

THERE IS FURTHER INFORMATION ON PAGE 2 - PLEASE ENSURE THAT YOU READ IT.

CANDIDATE'S BRIEF

You are a bilingual worker employed by a Community Advocacy Service. Mr Arturo Ferrera has asked you to write a letter on his behalf as his written English is not very good.

Mr Arturo Ferrera has an illness which causes gradual loss of the use of his legs. He has been told that he will need a wheelchair within 6 months. At a meeting with the Social Services Department, a list was made of modifications which needed to be done to Mr Arturo Ferrera's house to enable him to adjust to his disability. Two days after the meeting, Mr Arturo Ferrera arrived home from work to find that one of his young children had let workmen in, and that changes had been made which had not been agreed.

Using the list 'Arrangements for Work', and the notes from Mr Arturo Ferrera, your task is to write a letter in English to the Council about what has gone wrong. You should explain:

- what was supposed to happen
- what in fact happened
- what effect this has had on Mr Arturo Ferrera and his family
- what Mr Arturo Ferrera thinks should happen next

You should write in the first person, as though from Mr Arturo Ferrera.

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CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

WRITTEN TASKS

ENGLISH/SPANISH

TASK 4A contd.

LETTER IN ENGLISH

ARRANGEMENTS FOR WORK AT 3 KING'S ROAD, GREENTOWN:

- a) Widen doorframe to SIDE entrance, and construct ramp¹ up to it.
- b) Widen all doorframes downstairs to allow for hand-operated wheelchair (leave extra room each side for hands).²
- c) Replace electric points lower down wall (but NOT at floor level).³
- d) Fit shower and walk-in-bath to utility room. Mr Arturo Ferrera will choose this himself as he is contributing £300⁴ towards this item.

Name of contractor: Greentown Plumbing and Electrical Company.

Address for invoice: Greentown Social Services.

Special instructions: Please telephone⁵ Mr Arturo Ferrera to make sure it is convenient to start work and that he is there, in person, to supervise the work. (Tel. 234567).

NOTES BY MR ARTURO FERRERA REFERRING TO UNDERLINED AND NUMBERED PARTS OF THE ARRANGEMENTS LIST ABOVE

1. Han colocado la rampa de acceso en la puerta principal, haciendo así público que vive una persona minusválida en la casa, lo cual es una invitación a los ladrones.
2. Por los marcos de las puertas, que ampliaron en la planta baja, cabe la silla de ruedas sólo empujada por una persona; los huecos de las puertas no son lo suficientemente anchos para que yo maneje la silla con mis propias manos.
3. Han instalado un tomacorrientes a nivel del suelo. ¡El hijo de un vecino ya ha intentado introducir un lapiz en él!
4. Han instalado una ducha muy bonita en el lavadero. Pero ahora no queda espacio para la bañera con puerta lateral, especial para minusválidos, que era lo que yo había pedido, y no una ducha. Por la cual, además, me han pasado una factura de £1.750.
5. Los contratistas no hicieron las cosas como se había acordado. Llegaron a casa cuando yo no estaba. No había tenido tiempo de decírselo a mi familia. Mi hijo menor fue el que dejó entrar a los trabajadores en casa. A mi mujer todo esto le ha sentado muy mal. Mi hija mayor está muy disgustada y ha faltado a clases. Los vecinos se preguntan para quién han construido esa rampa.

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CERTIFICATE IN BILINGUAL SKILLS - MAY 2004

SPANISH 2004 – TASK 4A BACK TRANSLATION

1. They have put the ramp at the front door: this advertises that there is a disabled person living in the house. It is an invitation to burglars.
2. Only a wheelchair pushed by another person can pass through the doorframes that they have widened downstairs, but the doorways are not wide enough for me to push the wheelchair with my own hands.
3. A power point has been fitted at floor level. A neighbour's child has already tried to stick a pencil in it!
4. They have installed a nice shower in the utility room. But now there is not enough space for the walk-in bath, which is what I ordered. I didn't order a shower. Yet they left me a £1,750 bill for the shower that I hadn't ordered.
5. The contractors didn't follow the instructions that had been agreed. They came when I wasn't at home. I didn't have time to tell my family. My young son was the one to let the workers in. My wife has taken all this very badly. My eldest daughter is very upset and has been off school. Neighbours are asking for whom the ramp is intended.

CERTIFICATE IN BILINGUAL SKILLS – *SAMPLE PAPER*

WRITTEN TASKS

ENGLISH/SPANISH

TASK 4B

LETTER IN SPANISH

RECOMMENDED TIME FOR THIS QUESTION:

45 MINUTES

STUDY THESE INSTRUCTIONS **CAREFULLY** FOR ABOUT 5 MINUTES TO ENSURE THAT YOU UNDERSTAND THE PURPOSE OF THE LETTER.

THERE IS FURTHER INFORMATION ON PAGE 2 - PLEASE ENSURE THAT YOU READ IT.

CANDIDATE'S BRIEF

You live in Drummond House, Hamilton Road, in the London Borough of Kingsland and recently came across a Notice issued by Kingsland's Planning Department (on page 2). As a Spanish-speaker you are going to write a letter in Spanish to the chairperson of your local residents' association, who is also a Spanish speaker. In the letter you will urge him to act on behalf of the residents of Drummond and Finnsborough Houses and complain to the Planning Department about choosing Hamilton Road as the location for the project. In your letter you will want to include these points:

- no prior consultation on this
- Hamilton Road very unsuitable location - residential area, young families
- noise of building work
- who are "others"?
- regeneration of area a priority
- use land for eg job creation and future prosperity of area eg supermarket, shops, café
- vicinity of St Margaret's church more suitable site.

continued on next page

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CERTIFICATE IN BILINGUAL SKILLS – SAMPLE PAPER

WRITTEN TASKS

ENGLISH/SPANISH

TASK 4B contd.

LETTER IN SPANISH

NOTICE

LONDON BOROUGH OF KINGSLAND

The Planning Department of the London Borough of Kingsland hereby gives notice of plans to build a hostel for registered drug users and others. The preferred location is in Hamilton Road between Drummond and Finnsborough Houses and the corner of Peter Street on land made vacant by the demolition of a builders' merchants. Another location under discussion is in the vicinity of St Margaret's church.

It is anticipated that once a decision has been made in January 2005 building work will commence in February 2005 and the hostel will be ready for occupation in July 2005.

The above work will be overseen by the appointed Project Director, Colin Wilson, of the Planning Department to whom all correspondence should be addressed.

Signed,

Doug Brown
Chief Planning Officer
October 2004

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

