

GENERAL CERTIFICATE OF SECONDARY EDUCATION 2362/2365
GERMAN

Speaking (Foundation Tier)

TEACHER/EXAMINER BOOKLET

7 MARCH 2008 – 15 MAY 2008

This booklet is to be opened four working days before the first day of the speaking tests at the Centre
Testing to be completed between 7 March 2008 and 15 May 2008



INSTRUCTIONS TO TEACHERS/EXAMINERS

- Materials must **not** be removed from the Centre.
- Four working days before the first day of Speaking tests at the Centre, the Examinations Officer should make available the confidential Teacher/Examiner Booklet to the Head of Languages or appropriate specialist teacher.
- Teacher/Examiners must ensure that they have sufficient time to familiarise themselves with the materials and procedures.
- Teacher/Examiners must take great care to ensure that the confidential information in this Booklet does not reach any candidates directly or indirectly.

This document consists of **41** printed pages and **3** blank pages.

RANDOM ORDER SHEET

Candidates should be examined in accordance with the random order below.

The card is changed after every candidate. If a break in examining occurs (e.g. overnight, lunch etc.) during the sequence, start again after the break with the next card in order to maintain security.

Candidate order:	Card Number
1	8
2	10
3	9
4	1
5	3
6	2
7	12
8	11
9	7
10	6
11	5
12	4
13	12
14	4
15	8
16	10
17	1
18	6
19	11
20	3
21	7
22	5
23	9
24	2
25	2
26	1
27	3
28	4
29	5
30	6
31	7
32	8
33	9
34	10
35	11
36	12

If there are more candidates than this table allows for, please begin the sequence again.
You may photocopy or detach this sheet so that you have it more conveniently in front of you.

PLEASE READ THE FOLLOWING INFORMATION IN CONJUNCTION WITH THE SPECIFICATION FOR FRENCH, GERMAN, GUJARATI AND SPANISH AND ANY COMMENTS IN THE EXAMINER'S/MODERATOR'S CENTRE REPORT FOR LAST YEAR'S SPEAKING TESTS.

Please note that you must examine your candidates in accordance with the Random Order sheet on the inside front cover opposite.

Security of Test Material

The test material is confidential until the end of the period specified on the OCR timetable. It must be securely locked away when not being used for teacher preparation or testing. At the end of each session all items must be accounted for.

Quiet conditions

These are essential. The examination room should be free from any noise and disturbance from outside the building (e.g. lawn-mowers). It should not be close to corridors used by large numbers of students between lessons, but if movement within the building is unavoidable, steps should be taken to keep that noise to a minimum. Notices must be displayed to prevent interruptions from people entering the room unaware that an examination is in progress.

Separate preparation room

This is essential. It should be near the examination room, and must not be part of a corridor. Other students should not have access to the area. The room should be equipped with a table where the candidate can prepare the Role-play tasks.

The candidate is not allowed to make written notes during the preparation time.

There should be no contact between candidates preparing and those who have finished the test.

Invigilation

OCR recommends that an invigilator supervise the candidates while they are preparing for the test.

Dictionaries

No access to dictionaries is allowed during the preparation time or during the examination.

Supporting material

For the Presentation candidates may take into the preparation room and examination a cue card with up to five **short** headings on it. No other written notes are allowed and candidates must not make any notes during the preparation time. Illustrations may be used to support the Presentation (e.g. a family photograph). However, no hieroglyphics are allowed.

The Conduct of the Speaking Test

The Foundation Tier test will last 10-12 minutes.

The first candidate at each session should be given a maximum of 12 minutes to prepare. Each subsequent candidate should be given the same amount of time to prepare while the previous candidate is being examined.

Unit 2362F (Externally Assessed Speaking)

Centres which have entered for external assessment (Unit 2362) must record all candidates and send all the recordings to the external Examiner.

Unit 2365F (Internally Assessed Speaking)

Centres which have chosen to assess their own candidates (Unit 2365) must record all candidates and compile a sample to send to the Moderator. The remaining recordings should be retained in case any samples go missing or the Moderator needs a further sample.

Sample Size for Unit 2365F

Centres should send a sample of **8** candidates covering the mark range **9-39**. The sample should include recordings of candidates examined by each of the teacher/examiners involved, if possible. The marks of candidates in the sample should be representative of the whole entry and should be evenly spread. The whole of a candidate's test should be sent, i.e. Role-plays for both Section 1 and Section 2, Presentation, Discussion and General Conversation.

Recording the tests on to cassette

Recording should start on side A and continue on side B. At the beginning of each side teacher/examiners should identify the name of the teacher and Centre number. The name of each candidate should be identified by the **teacher/examiner** at the start of each test – this should **not** be left to the candidates themselves. After the last recording on each side, teacher/examiners should say '**no more recordings on this side**'.

Centres **must not** record Foundation and Higher Tier candidates on the same cassette; please use separate cassettes for each of the two Tiers. Foundation and Higher Tier cassettes **must** be packed and sent in separate envelopes.

Both the candidate and the teacher/examiner should be clearly audible. Teachers' voices tend to be louder than those of most candidates. The microphone should therefore be placed facing the candidate, approximately 60cm from his/her face. Small, portable cassette recorders with integral microphones should be avoided, unless an external microphone can be used.

Please note the pause button should not be used during a test.

Teachers are asked to check that each test has been recorded properly by reviewing the last few seconds of the test.

Before submitting cassettes to the external Examiner/Moderator, teacher/examiners are asked to ensure that cassettes are rewound to the beginning of Side A and that the cassette labels provided are completed. Cassettes should also be clearly identified.

Recording the tests on to CD

- Record the candidates in the order of the attendance register.
- If that is not possible, complete the CD insert with candidate details in recording order.
- Each recording should indicate candidate number and name.
- Each recorded **file** on the CD must be clearly named using the following convention:
Centre number – candidate number – unit number – component number.
- Each CD should be labelled with the centre number and unit number.
- To label CDs use CD friendly marker pens. The use of biro, for example, may make the contents of the CD unreadable.
- Centres should complete each CD insert.

For more technical information go to the OCR website and the document

Digital Audio Technology: Guidance to Centres and Assessment Personnel

Completion of Mark Sheets

(a) Assessment by External Examiner (Unit 2362F)

The teacher/examiner must complete an individual mark sheet for **each** candidate with:

- candidate number and name
- Centre number
- name of teacher/examiner
- date of test
- number of card used
- Presentation topic
- titles of topics for General Conversation

When the tests are complete, you must send the following to the Examiner:

- all Attendance Registers for Unit 2362F
- all individual mark sheets
- the clearly labelled recordings of all candidates' tests

NB Please ensure that all cassettes are enclosed when sending them to the Examiner and that **all** candidates have been recorded.

It is essential that cassettes be packed securely to ensure safe delivery.

The Examinations Officer at your Centre will receive the name and address of the Examiner. If you have carried out the tests before this arrives, please keep the cassettes secure in the meantime. **All materials must be received by the Examiner no later than May 15.**

(b) Internal assessment by teacher/examiner with moderation by OCR (Unit 2365F)

The teacher/examiner must complete an individual mark sheet for **each** candidate in accordance with the instructions provided. The mark must be transferred to the appropriate summary computer mark sheet (MS1/EDI), in accordance with the 'Instructions Relating to the Moderation of Marks'.

When the tests are complete:

- Send the marks to OCR.
- Send to the Moderator:
 - the sample of recordings clearly labelled and rewound to the beginning (it is essential that cassettes be packed securely to ensure their safe delivery)
 - the individual mark sheets for **all** candidates entered for Unit 2365F
 - the completed Moderator copy of the MS1/EDI form
 - copies of any correspondence with OCR relating to requests for special consideration
- The Centre copy of the MS1/EDI form should be retained in the Centre.

The Examinations Officer at your Centre will receive the name and address of the Moderator. If you have carried out the tests before this arrives, please keep the cassettes secure in the meantime. **All materials must be received by the Moderator no later than May 15.** Any subsequent requests from the Moderator (e.g. to reconsider the Centre's order of merit or to supply further samples of work) should be acted upon with the minimum of delay.

Absent Candidates

If any candidates are absent on the day(s) set aside by the Centre for the Speaking tests, they may be tested at another time **within the specified period** and the following items must be despatched immediately with a covering letter:

- either** to the Moderator – the candidate's completed individual mark sheet
- or** to the external Examiner – the candidate's mark sheet and the recording of the test

If a candidate remains ill beyond the specified period, they must be tested later and the recording of the test must be sent with the documents listed above to OCR along with a request for special consideration.

Elements of the Test (10-12 minutes approx)

It is essential that candidates do all parts of the test as set out below. Candidates cannot be compensated for any part that is omitted.

- Section 1 Role-play
- Section 2 Role-play
- Presentation (1 minute)
- Discussion of candidate's presentation (2 minutes)
- General Conversation on 2 topics (4-5 minutes)

SPEAKING MARK SCHEME
Foundation Tier

Section 1 Role-play	Communication	8 marks
Section 2 Role-play	Communication	8 marks
Presentation	Communication	4 marks
Discussion and conversation	Communication	10 marks
Overall linguistic quality	Accuracy	20 marks
Total		50 marks

Section 1 Role-play 4 items, marked 2, 1, 0

2	Candidate successfully communicates the message without ambiguity and with little assistance from the examiner. Incorrect use of the 'you' form overlooked at this level.
1	Candidate partially communicates the message. OR Candidate eventually communicates the message after considerable assistance from the teacher/examiner, without being fed the answer.
0	Candidate fails to communicate the message or is fed the answer by the examiner.

Section 2 Role-play 4 items, marked 2, 1, 0

2	Candidate successfully communicates the message without ambiguity and with little assistance from the examiner, using the appropriate tense. Inappropriate use of the 'you' form qualifies for a maximum of 1 mark on the first occurrence only.
1	Candidate partially communicates the message. OR Candidate eventually communicates the message after considerable assistance from the examiner, without being fed the answer.
0	Candidate fails to communicate message or is fed the answer by the examiner.

Presentation – Communication 4 marks

4	Excellent, well-organised preparation and delivery of material. All main points communicated very clearly. A range of opinions and justifications expressed with ease.
3	Good preparation and delivery of material. All main points communicated without ambiguity. Straightforward opinions routinely expressed with some justifications.
2	Fairly good preparation and delivery of material. All main points communicated with little ambiguity. Straightforward opinions expressed.
1	Performance needs considerable examiner assistance to elicit material.
0	Absolutely nothing of merit.

For Foundation Tier it will be unusual for candidates to be awarded more than 3 marks

Discussion of Presentation and Conversation – Communication 10 marks

10	Mature Discussion of the Presentation. Both Conversation topics handled very impressively. Spontaneous interchange with examiner, shows initiative. A wide range of opinions and justifications expressed with ease. Takes the initiative in conversation. Outstanding.
9/8	Discussion of the Presentation and both Conversation topics handled well. Examiner has little need to rephrase. A range of opinions and justifications expressed with ease. Can take the initiative in conversation.
7/6	Discusses the Presentation reasonably well. Develops both Conversation topics reasonably well OR has one strong and one weak topic. Expresses opinions. Communicates clearly, despite errors.
5/4	Discussion of the Presentation pedestrian, with the examiner leading questioning a good deal. Conversation topics dealt with in a straightforward but limited way. Examiner may need to rephrase questions before they are understood. Communicates obvious points, despite a good number of errors.
3/2	Discussion of the Presentation laboured, with the examiner doing most of the work. Conversation topics only work with considerable input from the examiner, and generally only understands simple questions when they are rephrased. Only some points clearly communicated, and many errors.
1/0	Little or nothing of merit.

For Foundation Tier it will be unusual for candidates to be awarded more than 7 marks.

Linguistic quality – covers the whole examination except the Presentation 20 marks

20/19	Confident and very accurate use of a variety of tenses appropriate to subject matter. Wide range of structures and vocabulary with occasional isolated errors in more complex language. Responds at considerable length to open questions. Pronunciation and intonation extremely accurate for a non-native speaker.
18/17/16	Very good and consistent use of a variety of tenses appropriate to subject matter. Very good range of structures and vocabulary. Consistent use of more complex language features. Pronunciation and intonation very accurate for a non-native speaker.
15/14	Good consistent use of tense appropriate to subject matter with only occasional errors. Good range of structures and vocabulary. Some errors in more complex language. Pronunciation and intonation mostly accurate with only occasional slips.
13/12/11	Use of past, present and future tenses appropriate, but with some inaccuracies and inconsistencies. Fair range of structures and vocabulary. Pronunciation and intonation generally accurate with occasional hesitation.
10/9	General awareness and some use of tenses appropriate to subject matter, but many inaccuracies. Adequate range of structures and vocabulary. Pronunciation and intonation generally accurate, but some errors. Hesitant at times.
8/7	Some awareness and limited use of different tenses. Generally appropriate attempts at subject/verb accord. Fairly limited range of structures and vocabulary. Pronunciation and intonation fair, but inconsistent. Some hesitation.
6/5/4	Limited success in attempts at subject/verb accord. Very limited range of structures and vocabulary. Pronunciation and intonation approximate but intelligible. Hesitant delivery.
3/2	Very occasional awareness and success at subject/verb accord. Very limited range of vocabulary. Answers brief and often monosyllabic. Pronunciation very approximate and delivery very hesitant.
1/0	Little or nothing of merit.

For Foundation Tier it will be unusual for candidates to be awarded more than 13 marks.

General Notes (Role-plays, Sections 1 and 2)

General marking principles The basic principle is that marks are to be awarded when the candidate's utterance would communicate a correct, relevant meaning to a sympathetic native speaker of the target language who does not speak English. A short utterance that conveys **the full message of the task** may be awarded the full marks available for that particular task. Examples given in this booklet, particularly for Section 2 Role-plays, are not exhaustive and teacher/examiners should use their professional judgement when the candidate provides an alternative, acceptable answer.

Pronunciation English pronunciation of words like *lemonade* for *Limonade* or *marmalade* for *Marmelade* are to be regarded as errors of communication and should not be rewarded. Additionally pronunciations like *swimmen* for *schwimmen*, *market* for *Markt* should not be rewarded. Teacher/examiners should always query dubious pronunciation with a gentle *Wie bitte?* A correction by the candidate can still earn credit.

Prompting or "nudging" However, if a teacher/examiner "feeds" a lexical item to the candidate, the candidate cannot receive any credit for that task. Example of a "nudge" and a "feed" in Section 1: Nudge: *Deutschland?* Candidate replies: *Nein, Frankreich*, gets the mark. Feed: *Deutschland?* Candidate replies: *Ja, Deutschland*, gets no mark, as the teacher/examiner provided the lexical item. Note that the teacher/examiner may ask for further clarification if the candidate's initial utterance is ambiguous, incomplete or too inaccurate. However, this is likely to be worth only one mark out of the two available in the Section 2 Role-plays, if more than one query or paraphrasing is needed from the teacher/examiner.

Time frames In a task which requires a verb, or in a task where the candidate offers a verb, the time frame must be correct for the award of two marks in Section 2 Role-plays.

Reminder about the General Conversation section

Candidates must be given the opportunity to use past, present and future time references in order to access the full range of marks in the Linguistic Quality assessment grid.

On the following pages you will find:

Left hand page: a copy of the candidate's card with Section 1 Role-play at the top and Section 2 Role-play below. At the bottom of the page, topics to be used for the General Conversation.

Right hand page: *In italics*, suitable introductory remarks, questions and responses for use by the teacher/examiner. These are to be regarded as mandatory in substance. Teacher/examiners should be wary of rephrasing as this may give an unfair advantage by, for example, providing a key item of vocabulary. Some possible responses by candidates, with examples **in bold**, of answers that would gain the full marks for communication.

After the Role-plays there are some suggested questions for the General Conversation and then a copy of the working mark sheet.

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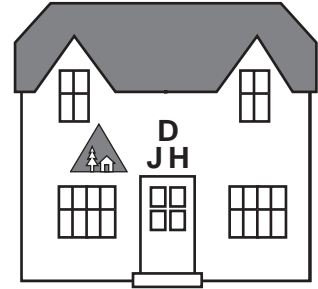
Foundation Card 1

Section 1

Situation: You arrive at a Youth Hostel in Austria. Your teacher will play the part of the warden and start the conversation.

You will have to:

- 1 ask if they have a bed
- 2 say for how long (e.g. one night / two days / a week)
- 3 say for one person
- 4 ask the cost.



Section 2

Situation: You are at the doctor's in Switzerland. Your teacher will play the part of the doctor and start the conversation.

You will have to:

- 1 say what is wrong with you
(e.g. sore throat / stomach ache / headache)
- 2 answer the question
- 3 say you haven't slept well
- 4 ask how often you must take the tablets.



General Conversation Topics: (Select **two** of the following)

Self, family and friends
Holidays

Your local area
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 1

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IN DER JUGENDHERBERGE

Guten Abend.

1 Haben Sie ein **Bett** frei?

Für wie lange?

2 **Eine Nacht** / **zwei Tage** / **eine Woche** etc.

Für wie viele Personen?

3 **Eine** Person.

In Ordnung.

4 Was **kostet** das? / **Wie viel**?

Zwanzig Euro pro Nacht.

Section 2

WIR SIND BEIM ARZT

Guten Tag. Wie kann ich Ihnen helfen?

1 **Ich habe Halsschmerzen** / **Magenschmerzen** / **Kopfweh** etc.

Seit wann haben Sie das?

2 Seit **gestern** / **heute Morgen** etc.

Haben Sie andere Probleme?

3 **Ich habe nicht gut geschlafen.**

Also, ich gebe Ihnen diese Tabletten.

4 **Wie oft muss ich** die Tabletten **nehmen**? / **Wann nehme ich** die Tabletten?

Dreimal am Tag.

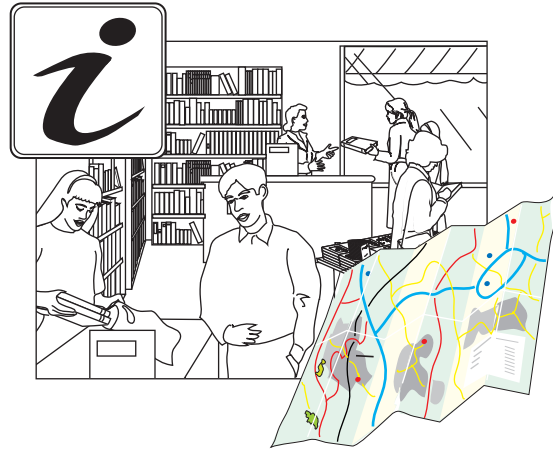
Foundation Card 2

Section 1

Situation: You are in a tourist office in Switzerland. Your teacher will play the part of the tourist official and start the conversation.

You will have to:

- 1 ask if there is a swimming pool
- 2 ask if it is open
- 3 ask for more information about the town (e.g. a town plan / a list of hotels / a brochure)
- 4 say thank you and goodbye.



Section 2

Situation: You are at a campsite in Austria being interviewed for a job. Your teacher will play the part of the campsite owner and start the conversation.

You will have to:

- 1 give your name and nationality
- 2 say what sort of person you are [give **TWO** details] (e.g. friendly / intelligent / hard-working / happy)
- 3 answer the question
- 4 ask what time you will start work.



General Conversation Topics: (Select **two** of the following)

Free time
Holidays

School life
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 2

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IM VERKEHRSAMT

Guten Tag. Bitte schön?

1 Gibt es ein **Schwimmbad**?

Ja, im Sportzentrum.

2 Ist es **offen**?

Ja, heute bis zwanzig Uhr.

3 Ich möchte einen **Stadtplan** / eine **Hotelliste** / eine **Broschüre** etc.

Bitte schön.

4 **Danke.** Auf **Wiedersehen.**

Auf Wiedersehen.

Section 2

WIR SIND AM CAMPINGPLATZ

Guten Tag. Ich brauche einige Informationen.

1 **Ich heiße** und ich **komme aus England** / ich **bin Schottin** etc.

Und was für eine Person sind Sie?

2 Ich bin **freundlich** / **intelligent** / **fleißig** / **glücklich** etc.

Wie lange wollen Sie hier arbeiten?

3 **Zwei Wochen** / **einen Monat** etc.

Möchten Sie noch etwas wissen?

4 **Wann werde ich anfangen?** / **Um wie viel Uhr beginnt die Arbeit?**

Um halb acht.

Foundation Card 3

Section 1

Situation: You are arranging to go out with your Austrian friend. Your teacher will play the part of the friend and start the conversation.

You will have to:

- 1 say where you want to go (e.g. sports centre / swimming pool / cinema)
- 2 say when (e.g. Friday / Saturday / next week)
- 3 suggest a time
- 4 ask the cost.



Section 2

Situation: You have gone to a German bank to change English money into euros. Your teacher will play the part of the bank official and start the conversation.

You will have to:

- 1 say £40
- 2 ask how many euros that makes
- 3 say you have forgotten your passport
- 4 answer the question.



General Conversation Topics: (Select **two** of the following)

Free time
Holidays

Your local area
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 3

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SPRECHEN ZUSAMMEN

Wohin gehen wir denn?

- 1 Ins **Sportzentrum / Schwimmbad / Kino** etc.

Gute Idee. Und wann?

- 2 Am **Freitag** / am **Samstag** / **nächste Woche** etc.

Um wie viel Uhr?

- 3 Um **sieben** Uhr.

O.K.

- 4 Was **kostet** das? / **Wie viel**?

Sechs Euro.

Section 2

WIR SIND IN DER BANK

Guten Tag. Wie viel Geld möchten Sie wechseln?

- 1 **Vierzig Pfund.**

In Ordnung.

- 2 **Wie viele Euro bekomme ich? / Das macht wie viele Euro?**

Sechzig Euro. Haben Sie einen Ausweis?

- 3 **Ich habe** meinen **Pass vergessen.**

Dann geht's leider nicht. Wann können Sie zurückkommen?

- 4 **Morgen** / um **zwei Uhr** / **in zehn Minuten** etc.

Bis dann.

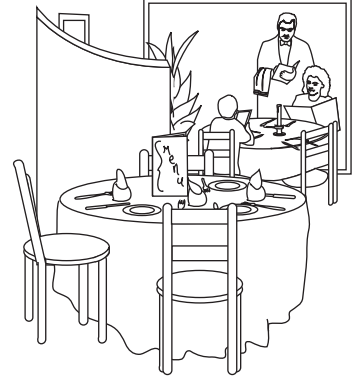
Foundation Card 4

Section 1

Situation: You are in a restaurant in Switzerland. Your teacher will play the part of the waiter and start the conversation.

You will have to:

- 1 ask for a table
- 2 ask for the menu
- 3 order a main course (e.g. chicken / fish / omelette)
- 4 say what you would like to drink.



Section 2

Situation: You are exchanging a pair of shoes in a German store. Your teacher will play the part of the assistant and start the conversation.

You will have to:

- 1 say you bought the shoes yesterday
- 2 say what is wrong with them
(e.g. they are too big / too small / uncomfortable)
- 3 say what size you take (e.g. 38 / 41 / 45)
- 4 answer the question.



General Conversation Topics: (Select **two** of the following)

Self, family and friends
Holidays

Your local area
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 4

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IM RESTAURANT

Guten Tag. Bitte schön?

- 1 Einen **Tisch**, bitte.

Also hier, bitte.

- 2 Ich möchte die Speise**karte**, bitte.

Bitte schön.

- 3 Ich möchte **Hähnchen** / **Fisch** / ein **Omelett** etc.

Und zu trinken?

- 4 Eine **Cola**, bitte etc.

In Ordnung.

Section 2

WIR SIND IM KAUFHAUS

Guten Tag. Bitte schön?

- 1 Guten Tag. **Ich habe** die **Schuhe** **gestern gekauft**.

Was ist das Problem?

- 2 Sie sind **zu groß** / **zu klein** / **unbequem** etc.

Welche Größe haben Sie?

- 3 **Achtunddreißig** / **einundvierzig** / **fünfundvierzig** etc.

Es tut mir Leid. Diese Größe haben wir nicht. Wann können Sie wieder vorbeikommen?

- 4 **Morgen** / am **Samstag** etc.

In Ordnung. Bis dann.

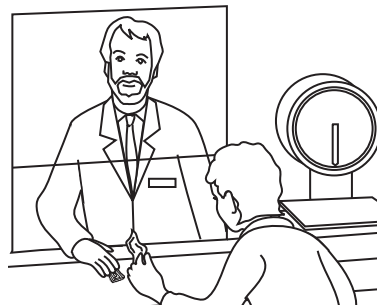
Foundation Card 5

Section 1

Situation: You are at a post office in Germany. Your teacher will play the part of the official.

You will have to:

- 1 ask for stamps
- 2 say how many (e.g. two / three / four)
- 3 say for which country (e.g. Spain / Germany / France)
- 4 say here's the money.



Section 2

Situation: You have arrived at a hotel in Switzerland for a short stay. Your teacher will play the part of the receptionist and start the conversation.

You will have to:

- 1 say you have booked a room
- 2 say your name is **BROWN** and spell it (**B-R-O-W-N**)
- 3 answer the question
- 4 ask about facilities at the hotel (e.g. car-park? / garden? / lift?).



General Conversation Topics: (Select **two** of the following)

Self, family and friends
Holidays

Home life
School life

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 5

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IM POSTAMT

Guten Tag. Bitte schön?

- 1 Ich möchte **Briefmarken**, bitte.

Wie viele?

- 2 **Zwei / drei / vier** etc.

Für welches Land?

- 3 **Spanien / Deutschland / Frankreich** etc.

Zwei Euro fünfzig, bitte.

- 4 **Bitte schön / Hier** ist das **Geld**.

Danke. Auf Wiedersehen.

Section 2

WIR SIND IM HOTEL

Guten Abend. Wie kann ich Ihnen helfen?

- 1 **Ich habe** ein Zimmer **gebucht** / **Ich habe** eine **Reservierung**.

Ihr Name bitte?

- 2 Ich heiÙe **Brown – B-R-O-W-N**. (*spelling fully correct = 2 marks; one letter wrong = 1 mark*)

Und wie lange bleiben Sie?

- 3 **Drei Tage / eine Woche** etc.

Brauchen Sie andere Informationen?

- 4 **Hat das Hotel einen Parkplatz / Garten / Aufzug?** etc.

Natürlich!

Foundation Card 6

Section 1

Situation: You are buying sliced meat at a butcher's in Germany. Your teacher will play the part of the assistant and start the conversation.

You will have to:

- 1 ask for some meat (e.g. ham / sausage / chicken)
- 2 ask for 100 grams
- 3 say that's all
- 4 ask the cost.



Section 2

Situation: You are in Austria and phone your penfriend from town as you have lost your wallet. Your teacher will play the part of the penfriend and start the conversation.

You will have to:

- 1 say you have lost your wallet
- 2 say what is in it [give **TWO** details]
(e.g. money / tickets / photographs / stamps)
- 3 say where you are in town
(e.g. in the cathedral / at the cinema / in the museum)
- 4 answer the question.



General Conversation Topics: (Select **two** of the following)

Home life
Holidays

School life
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 6

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IN DER METZGEREI

Guten Tag. Bitte schön?

- 1 Ich möchte **Schinken / Wurst / Hähnchen** etc.

Wie viel Gramm möchten Sie?

- 2 **Hundert** Gramm.

Sonst noch etwas?

- 3 **Danke / Nein, danke / Das ist alles.**

So, bitte schön.

- 4 Was **kostet** das? / **Wie viel?**

Zwei Euro.

Section 2

WIR SPRECHEN AM TELEFON

Guten Abend. [..] am Apparat.

- 1 **Ich habe** meine **Brieftasche** verloren.

Was ist drin?

- 2 **Geld / Karten / Fotos / Briefmarken** etc.

Wo bist du denn?

- 3 Ich bin im **Dom** / im **Kino** / im **Museum** etc.

Also, mein Vater kommt im Auto; wann soll er dich abholen?

- 4 In **zwanzig Minuten** / in **einer Stunde** etc.

OK. Bis bald!

Foundation Card 7

Section 1

Situation: You are buying sliced meat at a butcher's in Germany. Your teacher will play the part of the assistant and start the conversation.

You will have to:

- 1 ask for some meat (e.g. ham / sausage / chicken)
- 2 ask for 100 grams
- 3 say that's all
- 4 ask the cost.



Section 2

Situation: You are at the doctor's in Switzerland. Your teacher will play the part of the doctor and start the conversation.

You will have to:

- 1 say what is wrong with you
(e.g. sore throat / stomach ache / headache)
- 2 answer the question
- 3 say you haven't slept well
- 4 ask how often you must take the tablets.



General Conversation Topics: (Select **two** of the following)

Free time
Holidays

Your local area
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 7

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IN DER METZGEREI

Guten Tag. Bitte schön?

- 1 Ich möchte **Schinken / Wurst / Hähnchen** etc.

Wie viel Gramm möchten Sie?

- 2 **Hundert** Gramm.

Sonst noch etwas?

- 3 **Danke / Nein**, danke / Das **ist alles**.

So, bitte schön.

- 4 Was **kostet** das? / **Wie viel?**

Zwei Euro.

Section 2

WIR SIND BEIM ARZT

Guten Tag. Wie kann ich Ihnen helfen?

- 1 **Ich habe Halsschmerzen / Magenschmerzen / Kopfweh** etc.

Seit wann haben Sie das?

- 2 Seit **gestern / heute Morgen** etc.

Haben Sie andere Probleme?

- 3 **Ich habe nicht gut geschlafen.**

Also, ich gebe Ihnen diese Tabletten.

- 4 **Wie oft muss ich** die Tabletten **nehmen?** / **Wann nehme ich** die Tabletten?

Dreimal am Tag.

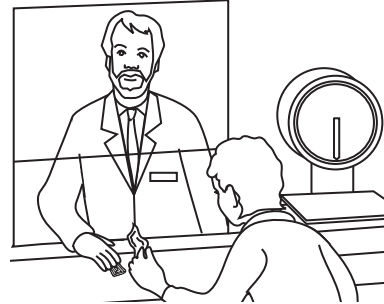
Foundation Card 8

Section 1

Situation: You are at a post office in Germany. Your teacher will play the part of the official.

You will have to:

- 1 ask for stamps
- 2 say how many (e.g. two / three / four)
- 3 say for which country (e.g. Spain / Germany / France)
- 4 say here's the money.



Section 2

Situation: You are at a campsite in Austria being interviewed for a job. Your teacher will play the part of the campsite owner and start the conversation.

You will have to:

- 1 give your name and nationality
- 2 say what sort of person you are [give **TWO** details] (e.g. friendly / intelligent / hard-working / happy)
- 3 answer the question
- 4 ask what time you will start work.



General Conversation Topics: (Select **two** of the following)

Free time
Holidays

School life
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 8

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IM POSTAMT

Guten Tag. Bitte schön?

- 1 Ich möchte **Briefmarken**, bitte.

Wie viele?

- 2 **Zwei / drei / vier** etc.

Für welches Land?

- 3 **Spanien / Deutschland / Frankreich** etc.

Zwei Euro fünfzig, bitte.

- 4 **Bitte schön / Hier** ist das **Geld**.

Danke. Auf Wiedersehen.

Section 2

WIR SIND AM CAMPINGPLATZ

Guten Tag. Ich brauche einige Informationen.

- 1 **Ich heiße** und ich **komme aus England** / ich **bin Schottin** etc.

Und was für eine Person sind Sie?

- 2 Ich bin **freundlich / intelligent / fleißig / glücklich** etc.

Wie lange wollen Sie hier arbeiten?

- 3 **Zwei Wochen / einen Monat** etc.

Möchten Sie noch etwas wissen?

- 4 **Wann werde ich anfangen? / Um wie viel Uhr beginnt die Arbeit?**

Um halb acht.

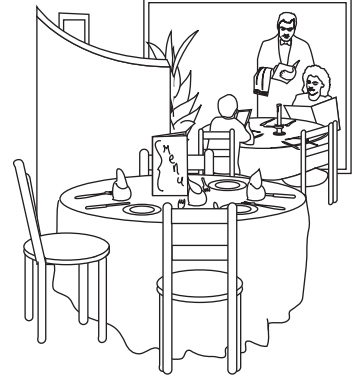
Foundation Card 9

Section 1

Situation: You are in a restaurant in Switzerland. Your teacher will play the part of the waiter and start the conversation.

You will have to:

- 1 ask for a table
- 2 ask for the menu
- 3 order a main course (e.g. chicken / fish / omelette)
- 4 say what you would like to drink.



Section 2

Situation: You have gone to a German bank to change English money into euros. Your teacher will play the part of the bank official and start the conversation.

You will have to:

- 1 say £40
- 2 ask how many euros that makes
- 3 say you have forgotten your passport
- 4 answer the question.



General Conversation Topics: (Select **two** of the following)

Self, family and friends
Holidays

Your local area
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 9

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IM RESTAURANT

Guten Tag. Bitte schön?

- 1 Einen **Tisch**, bitte.

Also hier, bitte.

- 2 Ich möchte die Speise**karte**, bitte.

Bitte schön.

- 3 Ich möchte **Hähnchen** / **Fisch** / ein **Omelett** etc.

Und zu trinken?

- 4 Eine **Cola**, bitte etc.

In Ordnung.

Section 2

WIR SIND IN DER BANK

Guten Tag. Wie viel Geld möchten Sie wechseln?

- 1 **Vierzig Pfund.**

In Ordnung.

- 2 **Wie viele Euro bekomme ich? / Das macht wie viele Euro?**

Sechzig Euro. Haben Sie einen Ausweis?

- 3 **Ich habe** meinen **Pass vergessen.**

Dann geht's leider nicht. Wann können Sie zurückkommen?

- 4 **Morgen** / um **zwei Uhr** / **in zehn Minuten** etc.

Bis dann.

Foundation Card 10

Section 1

Situation: You are arranging to go out with your Austrian friend. Your teacher will play the part of the friend and start the conversation.

You will have to:

- 1 say where you want to go (e.g. sports centre / swimming pool / cinema)
- 2 say when (e.g. Friday / Saturday / next week)
- 3 suggest a time
- 4 ask the cost.



Section 2

Situation: You are exchanging a pair of shoes in a German store. Your teacher will play the part of the assistant and start the conversation.

You will have to:

- 1 say you bought the shoes yesterday
- 2 say what is wrong with them (e.g. they are too big / too small / uncomfortable)
- 3 say what size you take (e.g. 38 / 41 / 45)
- 4 answer the question.



General Conversation Topics: (Select **two** of the following)

Self, family and friends
Holidays

Your local area
Home life

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 10

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SPRECHEN ZUSAMMEN

Wohin gehen wir denn?

- 1 Ins **Sportzentrum** / **Schwimmbad** / **Kino** etc.

Gute Idee. Und wann?

- 2 Am **Freitag** / am **Samstag** / **nächste Woche** etc.

Um wie viel Uhr?

- 3 Um **sieben** Uhr.

O.K.

- 4 Was **kostet** das? / **Wie viel**?

Sechs Euro.

Section 2

WIR SIND IM KAUFHAUS

Guten Tag. Bitte schön?

- 1 Guten Tag. **Ich habe** die **Schuhe** **gestern** **gekauft**.

Was ist das Problem?

- 2 Sie sind **zu groß** / **zu klein** / **unbequem** etc.

Welche Größe haben Sie?

- 3 **Achtunddreißig** / **einundvierzig** / **fünfundvierzig** etc.

Es tut mir Leid. Diese Größe haben wir nicht. Wann können Sie wieder vorbeikommen?

- 4 **Morgen** / am **Samstag** etc.

In Ordnung. Bis dann.

Foundation Card 11

Section 1

Situation: You are in a tourist office in Switzerland. Your teacher will play the part of the tourist official and start the conversation.

You will have to:

- 1 ask if there is a swimming pool
- 2 ask if it is open
- 3 ask for more information about the town (e.g. a town plan / a list of hotels / a brochure)
- 4 say thank you and goodbye.



Section 2

Situation: You have arrived at a hotel in Switzerland for a short stay. Your teacher will play the part of the receptionist and start the conversation.

You will have to:

- 1 say you have booked a room
- 2 say your name is **BROWN** and spell it (**B-R-O-W-N**)
- 3 answer the question
- 4 ask about facilities at the hotel (e.g. car-park? / garden? / lift?).



General Conversation Topics: (Select **two** of the following)

Self, family and friends
School life

Your local area
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 11

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IM VERKEHRSAMT

Guten Tag. Bitte schön?

- 1 Gibt es ein **Schwimmbad**?

Ja, im Sportzentrum.

- 2 Ist es **offen**?

Ja, heute bis zwanzig Uhr.

- 3 Ich möchte einen **Stadtplan** / eine **Hotelliste** / eine **Broschüre** etc.

Bitte schön.

- 4 **Danke**. Auf **Wiedersehen**.

Auf Wiedersehen.

Section 2

WIR SIND IM HOTEL

Guten Abend. Wie kann ich Ihnen helfen?

- 1 **Ich habe** ein Zimmer **gebucht** / **Ich habe** eine **Reservierung**.

Ihr Name bitte?

- 2 Ich heiße **Brown – B-R-O-W-N**. (spelling fully correct = 2 marks; one letter wrong = 1 mark)

Und wie lange bleiben Sie?

- 3 **Drei Tage** / eine **Woche** etc.

Brauchen Sie andere Informationen?

- 4 **Hat das Hotel einen Parkplatz** / **Garten** / **Aufzug**? etc.

Natürlich!

Foundation Card 12

Section 1

Situation: You arrive at a Youth Hostel in Austria. Your teacher will play the part of the warden and start the conversation.

You will have to:

- 1 ask if they have a bed
- 2 say for how long (e.g. one night / two days / a week)
- 3 say for one person
- 4 ask the cost.



Section 2

Situation: You are in Austria and phone your penfriend from town as you have lost your wallet. Your teacher will play the part of the penfriend and start the conversation.

You will have to:

- 1 say you have lost your wallet
- 2 say what is in it [give **TWO** details]
(e.g. money / tickets / photographs / stamps)
- 3 say where you are in town
(e.g. in the cathedral / at the cinema / in the museum)
- 4 answer the question.



General Conversation Topics: (Select **two** of the following)

Self, family and friends
Holidays

School life
Careers, work, work experience

Please ensure that candidates are given the opportunity to use past, present and future time references in this section of the examination.

Foundation Card 12

Words in **bold** are examples of answers which will gain the full two marks for communication.

Section 1

WIR SIND IN DER JUGENDHERBERGE

Guten Abend.

1 Haben Sie ein **Bett** frei?

Für wie lange?

2 **Eine Nacht** / **zwei Tage** / **eine Woche** etc.

Für wie viele Personen?

3 **Eine** Person.

In Ordnung.

4 Was **kostet** das? / **Wie viel**?

Zwanzig Euro pro Nacht.

Section 2

WIR SPRECHEN AM TELEFON

Guten Abend. [..] am Apparat.

1 **Ich habe** meine **Brieftasche** verloren.

Was ist drin?

2 **Geld** / **Karten** / **Fotos** / **Briefmarken** etc.

Wo bist du denn?

3 Ich bin im **Dom** / im **Kino** / im **Museum** etc.

Also, mein Vater kommt im Auto; wann soll er dich abholen?

4 In **zwanzig Minuten** / in **einer Stunde** etc.

OK. Bis bald!

INTRODUCTION TO THE TOPIC-BASED QUESTIONS

A selection of questions now follows. These are for use in the General Conversation section of the Speaking Test, although they may also prove fruitful in discussing the candidate's Presentation.

Each bank of questions contains ideas for topic-based conversations. These questions are not in any mandatory sequence. They may be re-phrased or varied as appropriate to each candidate. These lists do not preclude other appropriate questions, which the teacher/examiner may choose to introduce on a particular topic.

These are suggestions of areas to be explored in the course of a natural conversation between teacher/examiner and candidate. **On no account should any conversation be a mere recitation of these lists of questions.**

These banks of questions have been drawn up to serve as a reminder that it is advisable to offer candidates opportunities to use a variety of opinions, tenses and justifications in their responses, because higher marks can only be awarded for the inclusion of such features.

The suggestions start with very "open" questions, which should encourage candidates to expand on their responses. However, on the next line there are more specific questions (in italics), which may be more suitable as lead-in questions to the more "open" questions for less confident candidates. For instance, a topic could be introduced with two or three "closed" questions, which require a short response, leading to more "open" questioning which allows the candidate to show initiative and develop the subject matter.

SOME IDEAS AND SUGGESTIONS**1 (a) Home life**

Tell me about your house/home/flat.

(How many rooms are there? Tell me about the ...)

Describe your bedroom/garden/living room. (Colours/size/plants/furniture)

(Do you have a garden? What is in your bedroom?)

What do you do (to help) at home? And yesterday? And next weekend?

(Do you do the hoovering/the washing up/help grandparents?)

Describe your daily routine at home. (Morning/evening/weekend)

(What time do you get up/get home/have lunch?)

What do you like/dislike about your home/bedroom? Why?

(What colour are the walls? Do you like them? Why (not)?)

Who does the cooking at home? Opinions about food/meals/kitchen.

(Does your mother/father cook the dinner? What do you like cooking?)

What would you change about your home/bedroom? Why?

(Do you like your bedroom? Why (not)?)

1 (b) School life

Tell me about your school/college.

(How many pupils/teachers at your school?)

Describe your classroom/school buildings/grounds.

(Do you have a big classroom? What is in your classroom?)

What is your favourite lesson? Why? And least favourite? Why?

(Do you like maths? What lesson will you have next/tomorrow/after this?)

Describe your daily routine at school/break/morning/afternoon routine.

(What time do/did you arrive at school/have lunch/go home?)

What do you like/dislike about school/lessons/sports? Why?

(What do you do at break/lunchtime? Who with?)

What do you think of school rules? Opinions about uniform/homework.

(Are the teachers strict? What do you think about homework?)

What would you change about your school? How would that be better?

(Do you like your school (uniform)? Why (not)?)

SOME IDEAS AND SUGGESTIONS

2 (a) Self, family and friends

Tell me about your family/best friend/brother/grandmother.
(How many sisters do you have? Tell me about your sister, Fiona.)
 Describe your mother/father/dog. Occupation/temperament/hair/size.
(Do you have a pet? What does your father/brother do?)
 What do you like to do with your friends? Last weekend? Next weekend?
(Do you go to the cinema/go to worship/play football with your friends?)
 What kind of person are you? Temperament/(dis)likes.
(Are you intelligent/friendly/obedient/sporty/hard-working?)
 What do you (not) like about your friends/classmates? Why?
(Who is your best friend? Describe him/her. Character/(dis)likes.)
 Do you get on well with your family/classmates/boys/girls? Opinions.
(Do you like your brother? Is your mum/dad nice/strict? In what way?)
 What would you change in your (family) life? How would that be better?
(What do you do: weekend/evening? What else would you like to do?)

2 (b) Free time

Tell me about your hobbies. What do you do at the weekend/in the evenings?
(Do you play sport? Do you like music? What sort? When? Who with?)
 Do you like television/reading/going to concerts? Tell me about that.
(Do you go clubbing? What is your favourite TV programme?)
 What do you do in your free time? Last weekend? And next weekend?
(Do you go shopping/watch football/go to worship at the weekend?)
 Describe what you like to do in your leisure time/evening/weekend routine.
(What time do you get home/get up on Saturday? What do you do then?)
 What do you (not) like about the weekend? Why?
(What do you do on Saturday/Sunday am/pm/eve? Tell me about that.)
 Who do you spend free time with? Opinions about friends/family.
(Do you watch TV with your family? Do you go out with your friends?)
 What would you do if you didn't have to go to school or work? Why?
(How do you spend your money? Clothes/fashion/music/sport?)

SOME IDEAS AND SUGGESTIONS

3 (a) Your local area

Tell me about your home town/village/region. Industrial? Touristy?
(Where do you live? Do you like living in Xtown?)
 What is there in the area for young people (to do)?
(Is there a cinema? Are there lots of clubs nearby?)
 What is there in the area for tourists (to do)?
(Have you visited Xburgh Castle/Museum/Park? Tell me about it.)
 What is the area like for shopping? Did you go shopping last weekend?
(Do you go shopping in Xtown? Where else? When? Who with?)
 What do you think about your town/village/region? Why?
(What do you not like about Xtown? Transport/entertainment?)
 What are the (dis)advantages of living in the town or the country?
(Do you like living in Xtown? Why? Would you rather live elsewhere?)
 If you had the choice, where would you like to live? Abroad? Why?
(Would you like to live in Spain? What is the weather like here/there?)

4 Careers, work, work experience

Tell me about your work experience. How long? What sort of business?
(Did you like working at X Ltd? Why (not)? Tell me about it.)
 Do you work at the weekend/in the evenings? Opinions about this work.
(Do you work in a supermarket? Where/when do you work on Saturdays?)
 What do you want to do after you leave school? College/uni/work/study?
(Are you going to college in September? What will you study?)
 Describe your routine while on work experience. Am/pm. Transport/meals.
(What time did you arrive at X Ltd? Morning/lunchtime/afternoon?)
 What sort of job/profession would you like in the future? Why?
(After college? Do you want to work in a shop/office/garage? Why?)
 What does your father/brother/sister do? Would you like to do that job?
(What work does your mother/father do? Do you want to be an xxxx?)
 (Dis)advantages of different jobs/careers/study or work opportunities.
(What money do you earn/receive? How do you spend it?)

SOME IDEAS AND SUGGESTIONS**5 (c) Holidays**

Tell me about your summer holidays. Last year? This summer?

(Where are you going this year (did you go last year) for your holidays?)

Describe your holidays (weather/transport/accommodation/activities).

(Where do you like to go on holiday? Do you stay in a caravan? Who with?)

If you had lots of money, where would you go on holiday? Who with?

(What do you like to do on holiday? Who with? If weather is bad?)

Describe the Xmas/Eid/Diwali holidays. Celebrations/parties/visits/meals.

What do you (dis)like about holidays? Why? Do you go away/stay at home?

(What do you do at home in the holidays? Do you like it? Why (not)?)

Do you prefer holidays with family or with friends? What differences?

(Do you go on holiday with your family? Do you like that? Why (not)?)

(Dis)advantages of different sorts of holidays. Cost/travel/accommodation.)

(Do you like going to Spain on holiday? Why (not)?)

Candidate Name		Centre Number	
		Candidate Number	

- Foundation Tier: Section 1 RP and Section 2 RP.
- Higher Tier: Section 2 RP and Section 3 RP.
- 2365 only: Please circle the correct mark in the boxes below.

Card Number

SECTION 1 ROLE PLAY					SECTION 2 ROLE PLAY					SECTION 3 ROLE PLAY		
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For Examiner's/Moderator's use

Ops
JustOps
JustPast
Present
Future

Section 1 Role Play (max 8)		TOTAL (max. 50)	Name of Teacher conducting Test:
Section 2 Role Play (max 8)			Date of Test:
Section 3 Role Play (max 8)			Name of OCR Moderator/Examiner
Presentation (max 4)			
Discussion and Conversation (max 10)			
Linguistic Quality (max 20)			

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