



BUSINESS ENGLISH CERTIFICATE

Preliminary

Listening

0351/3

Sample Test

SUITABLE FOR CANDIDATES WITH SPECIAL REQUIREMENTS

INSTRUCTIONS TO CANDIDATES

Do not open this question paper until you are told to do so.

Check your name, centre number and candidate number are on your answer sheet.

Listen to the instructions before each part of the paper carefully.

Answer all the questions.

At the end of the examination, hand in both this question paper and your answer sheet.

INFORMATION FOR CANDIDATES

There are four parts to the test.

Each question carries one mark.

You will hear each part twice.

The CD will be paused at various points to give you time to read the questions, and to write and check your answers.

PART ONE

Questions 1 – 8

For questions 1 – 8, you will hear eight short recordings. For each question, write **one** letter (**A**, **B** or **C**) for the correct answer. You will hear the eight recordings twice.

Example:

When were the machine parts sent?

A Monday 31

B Tuesday 1

C Thursday 3

The answer is **A**.

1 Which table is correct?

A Sales
 Month 1 2500
 Month 2 4200
 Month 3 3000

B Sales
 Month 1 4500
 Month 2 3500
 Month 3 3000

C Sales
 Month 1 2500
 Month 2 3500
 Month 3 4000

2 What kind of packaging do they decide to use?

A clear plastic bottle

B box with pattern

C plastic bottle with pattern

3 Where is Mike going to take the visitors first?

A Customer Relations

B Production

C Warehouse

- 4 Who is Anne going to write to?
- A the clients
- B the supplier
- C the staff
- 5 What's the new time for the meeting?
- A quarter past two
- B quarter to three
- C three o'clock
- 6 Which product has been the most successful?
- A model car
- B doll
- C toy train
- 7 What is the purpose of the meeting?
- A to look at applications
- B to write a job advertisement
- C to prepare for interviews
- 8 What is the company's market share this year?
- A 5%
- B 20%
- C 50%

PART TWO**Questions 9 – 15**

Read the notes below. Some information is missing. You will hear a manager telephoning Human Resources about vacancies in his department. For each question **9 – 15**, write the missing information, using a **word**, **numbers** or **letters**. You will hear the conversation twice.

Customer Services Vacancies

Number of vacancies: **9** _____ telephone operators

Salary: **10** Max. £ _____

Total Holiday (per annum): **11** _____ days

Job Reference: **12** _____

Job start date: **13** _____

Line Manager: **14** Ms Sue _____

Tel number (for enquiries): **15** _____

PART THREE**Questions 16 – 22**

Read the notes below about a publisher's plans for promotion this autumn. Some information is missing. You will hear part of a talk by the company's Marketing Director.

For each question **16 –22**, write the missing information using **one** or **two** words.

You will hear the talk twice.

Autumn promotion plans

Main titles: pocket dictionary and **16** _____

Advertising space booked in: **17** _____ magazine

New colour for display stands: **18** _____

Free gifts include: **19** _____ and keyrings

Alison has made a deal with **20** _____

For mailing to booksellers in September: **21** _____

Venue for dictionary launch party: **22** _____

PART FOUR**Questions 23 – 30**

You will hear a conversation between a senior manager, called Sue, and her assistant, called David.

For each question **23 – 30**, write **one** letter (**A**, **B** or **C**) for the correct answer. You will hear the conversation twice.

- 23** Sue is particularly pleased about the company
- A** receiving an award.
 - B** increasing its share price.
 - C** getting a new client.
- 24** What is the main cause of the company's rising costs?
- A** import taxes
 - B** publicity
 - C** premises
- 25** Which expenses do they want to reduce?
- A** entertainment
 - B** stationery
 - C** telephone
- 26** More training is required because the company has
- A** bought new computer software.
 - B** recruited new members of staff.
 - C** increased its range of customers.
- 27** How will the company organise the training?
- A** send staff to a college
 - B** use current staff members
 - C** employ external trainers

- 28** When the next brochure is printed, it will
- A** have an improved design.
 - B** include a new product.
 - C** contain extra information.
- 29** What problem are they experiencing with Johnson's?
- A** the quality of goods
 - B** the high prices
 - C** the speed of deliveries
- 30** What will they do about the problem with Johnson's?
- A** send them a letter
 - B** check every order
 - C** contact other suppliers

