

PROFICIENCY EXAM GUIDELINES
for International Relations & Business Administration Students

The exam will be held in two sessions; **written exam** and **oral exam**. Written exam will be scored out of 100 points but will be converted into 80 points in the final assessment and the oral exam will be scored out of 20 points. Together, both parts will total **100 points**. In order to qualify, students must achieve a minimum combined score of **65** out of 100.

WRITTEN EXAM (100 POINTS)

A. LISTENING SECTION (20 POINTS TOTAL)

Listening I

You will listen to a dialogue/interview. You have 1 minute to look at the questions. You will hear the dialogue/interview **TWICE**. Write **NO MORE THAN THREE WORDS** in the blanks! (1 point each)

(In this section, students will be given 10 sentences, each with one blank. They are supposed to complete the sentences according to what they hear.)

e.g. Freddie sounds very happy because he's got a promotion.

Listening II

A2. You will listen to a conversation/lecture. Take notes below while listening. You will use your notes to answer the questions on the next page. Your notes will **NOT** be graded. You will hear the conversation/lecture **TWICE**.

(After hearing "This is the end of the listening section", students will be given another booklet where they will find 10 multiple choice questions.)

Now, answer the questions below using your notes from the conversation/lecture. (1 point each)

e.g.

At the end, Sarah and Jenny decided to _____.

a) watch Cousteau's movies together

c) search for more songs on marine life

b) find another topic for the project

d) meet on Thursday to work on their project

B. LANGUAGE USE SECTION (40 POINTS TOTAL)

B1. Complete the following text by writing **ONE** word in each gap. Use words that are grammatically correct and make sense in the context. (1 point each)

e.g.

William Shakespeare was an English playwright, poet, and actor. Today, he (1) is widely regarded as one of the greatest authors of all time. He was born in Stratford-upon-Avon, in central England, in 1564 and he died in 1616.

(2) His literary works consists of 38 plays, 154 sonnets and some other poems.

..... (3)

B2. Rewrite the following sentences using the words in brackets. (1 point each)

e.g. I'm sure she has finished the project by now. (MUST)

She **must have finished the project** by now. _____

B3. Read the text below and choose the best answer. (1 point each)

In recent years, the concept of remote work has gained popularity across various industries. Many employees report higher job satisfaction and improved productivity when they are allowed to work from home. However, some experts argue that long-term remote work may lead to feelings of isolation unless specific measures **(1)** _____ to maintain team communication and collaboration. In response to this concern, companies are developing strategies

e.g. **a) are taken** b) have taken c) will be taken d) were taken

B4. Read the sentences below and fill in the blanks with the words in the box. Do NOT change the forms of the words. You can use each word only ONCE. There are TWO extras. (1 point each)

.....	set up				
.....					

e.g. After gaining experience in the industry for several years, Mary decided to **set up** her own business specializing in skincare products.

B5. Read the sentences below and choose the best answer. (1 point each)

e.g. Embracing automation is vital for industrial firms to remain _____ in today's fast changing market if they want to keep ahead of their rivals.

a) vulnerable b) hesitant **c) competitive** d) faithful

C. READING SECTION (20 POINTS TOTAL)

(In this section, there will be two reading texts of different lengths (500–700 words). The question types vary from main idea and specific information questions to inference, reference, and vocabulary-in-context questions.)

C1. Read the text below and answer the questions.

Most people know Marie Curie was the first woman to win the Nobel Prize. However, few people know that she was also the mother of a Nobel Prize winner. Irene Curie was born on September 12, 1897. Irene was the first of Marie and Pierre Curie's two daughters. At the age of 10, Irene's talents and interest in mathematics were apparent. Irene, along with nine other children whose parents were also famous scholars, studied in their own school. It was known as the "Cooperative," and Marie Curie was one of their teachers. Irene finished her high school education in Paris. Then **she** entered the Sorbonne in October 1914 to prepare for a degree in mathematics and physics. When World War I began, Irene left the Sorbonne to help her mother, who was using X-ray facilities in military hospitals in France and Belgium. After the war, Irene received a Military Medal for her work. In 1918, Irene became her mother's assistant at the Curie Institute.....

e.g. The purpose of this passage is to **inform readers about the life and accomplishments of Irene Curie.**

e.g. Which word in the passage means "easy to see or understand"? **apparent**

e.g. The pronoun 'she' in line 5 refers to: **Irene Curie**

D. WRITING SECTION (20 POINTS)

(In this section, students are expected to write an academic essay on the causes and/or effects, advantages and/or disadvantages etc. of a topic, or state their opinions about a given argument. Students are required to choose one of the topics given, and write an essay with an introduction paragraph, at least one body paragraph and a conclusion paragraph.)

Choose **ONE** of the tasks below and write a well-organised academic essay of 250 words (+/- %15). Make sure that your essay has an introduction paragraph with a clear thesis statement, at least one body paragraph, and a clear concluding paragraph.

- Pay attention to unity and coherence, grammar, and vocabulary.
- Make sure you use transition signals where necessary.
- Your essay will be graded over Content (8), Organisation (4), Language Use (6), and Mechanics (2).
- Do not forget to write the word-count in the place provided at the bottom of the page.

e.g.

Task 1	Task 2
• Do you think?	• What are the pros and cons of?

Word count: _____

ORAL EXAM (20 POINTS)

(Students are expected to arrive at the exam centre at their assigned time. They will be invited into the exam room individually. The interlocutor will begin by asking for the student's name and surname, and will then give general instructions regarding the exam procedure and expectations.)

PART I – QUESTION AND ANSWER (2:00 minutes- 1 minute for each question)

(Each student will be asked two questions by the interlocutor.)

e.g.

COLUMN 1	COLUMN 2
1. What makes you feel stressed in your life? Why?	1. In your opinion, how can university students overcome stress in their lives?
2.?	2.?
3.?	3.?

PART II – PICTURE CARD (4:00 minutes – 1:00 for preparation & 2:30 – 3:00 for speaking)

(In the second part of the speaking exam, each student is given a task based on a situation and a set of pictures. The interlocutor introduces the task by stating the card number and reading the instructions aloud. The student is given 1 minute to think. After the preparation time, the student is expected respond to the situation using the pictures as prompts. The goal is to provide an appropriate response to the given scenario, not to describe what is in the pictures.)

e.g.



You are looking for a part-time job in Covid-19 period. Which one would you or wouldn't you prefer? Why?
Explain your ideas by comparing all the ideas/concepts in pictures and support your argument.