

# The FES Level Test Outline

A level test programme that really does find out whether your employees or future employees have the English skills to communicate with your partners and suppliers.



## Purpose.

The purpose of the FES Level Test is to test **the real English ability** of an employee. It is not an academic test, it is a practical test designed to evaluate the ability of an employee at using English in the working environment.

## How it works.

There are two parts to the test. The first part involves the student preparing for a 'meeting' in English. The student is sent an agenda and some background material to a common business problem 48 hours or so before the meeting. The student will need to prepare their own ideas about how best to solve the problem.

The first part of the evaluation test will be a mini-presentation where the employee will present their ideas on how to solve the problem. This mini presentation will last between five and ten minutes. Following the mini-presentation, a native English speaking examiner will discuss the candidate's ideas and ask questions. The 'meeting' will **last approximately 20 minutes.**

## The assessment.

### Part 1

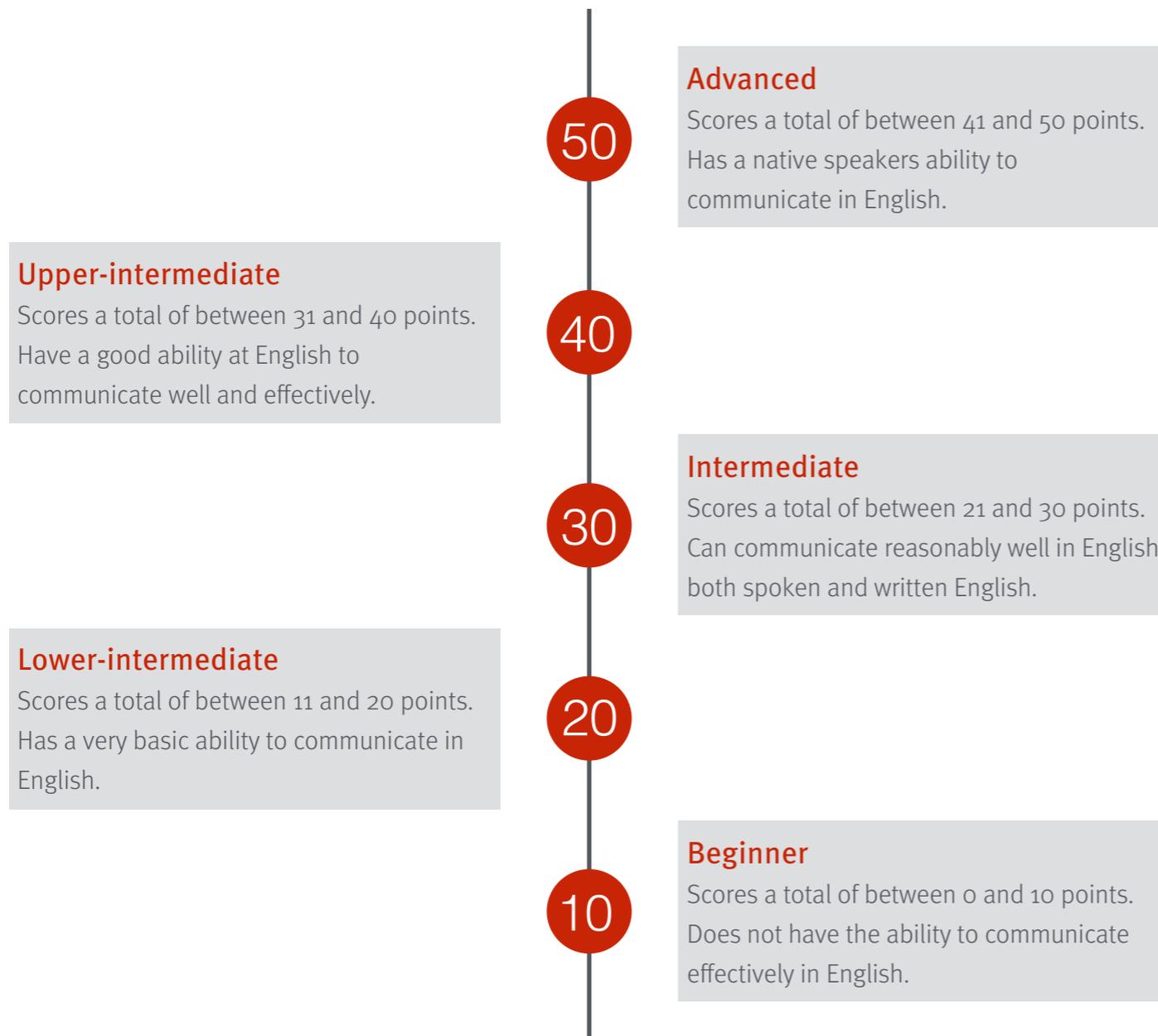
Students will be assessed on their ability to express ideas, construct sentences and the proper use of technical words and jargon as well as being able to express ideas without too much use of unnecessary 'fillers' or words.

### Part 2

In the writing part students will be assessed on their ability to construct a proper email, answer the questions correctly and the use of correct phrases and expressions commonly used in emails.

# The Grading

The test will be graded out of 50 marks. There will be 25 available marks for the first part and 25 marks for the second part. The students will be graded as follows:



# Sample Test.

## Part 1 - Speaking Test

### Meeting Agenda

1. Attendees introductions
2. Review of the current issue
3. Discussion of ideas

### BACKGROUND

Recently there has been a sharp decline in our sales performance for our over the counter pain killing drug "*Painred*". This has become more noticeable over the last three months where sales have fallen 30% since last year.

Since last year, our sales force has been reduced from 150 sales people to 85 sales people and our sales team have been focusing on selling direct to hospitals. It has been suggested that we should be focussing sales of *Painred* towards pharmacists and other drug stores.

Another possible problem is that our marketing budget was reduced by 20% and we have been spending more of what was left of our marketing budget on our new drug, *Dopan*.

We would like you to attend a meeting to discuss your ideas on how we can improve the sales of *Painred* next year.

## Sample Test.

### Part 2 - Writing Test

#### SAMPLE EMAIL

Dear student,

Thank you for attending our meeting concerning the declining sales of *Painred*.

During that meeting you suggested that we should share the marketing budget for 2013 more evenly. Could you let me know what percentages we should spend our budget on between *Dopan* and *Painred*?

You also recommended that we create a dedicated salesforce to help increase the sales of *Painred*. Could you let me know how many people you suggest we should place in this salesforce?

As this matter is quite urgent could you let me know your answers within the next 48 hours?

Warmest regards

Teacher

# Teacher's scoring card.

Name of Student: \_\_\_\_\_

SPEAKING	< 5	<10	< 15	< 20	< 25
Student can express their ideas clearly					
The student is not using excessive filler words					
The student's sentence structure is good					
The student uses technical words and jargon correctly					
The student shows good use of vocabulary					
The student answered your questions correctly and demonstrated understanding					
<b>Total Marks</b>					
WRITING	< 5	<10	< 15	< 20	< 25
The student has laid out the email correctly - used line spaces between paragraphs etc.					
Are the sentences used clearly understandable					
Grammar					
Spelling					
Does the student answer the questions?					
Does the student use the correct phrases and expressions?					

TOTAL SPEAKING MARKS / 6:

TOTAL SCORE (Writing + Speaking)

TOTAL WRITING MARKS / 6:

LEVEL



Email us or call us and find out how we can help you achieve your English goals.

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## About FES

F.E.S.는 비즈니스인들에게 최고의 영어 커뮤니케이션 코스를 설계하고 강의하는  
업체입니다. F.E.S.는 국내 최고라 인정받는 영어 프레젠테이션 워크샵 뿐 아니라  
개인 및 그룹 비즈니스 영어 프로그램을 통해, 오늘날 영어를 배우고 사용하는데 있어  
혁신적인 변화를 일으키는데 큰 이바지를 하고 있습니다.

FES develops, designs and teaches Korean business people the best English communication courses  
in Korea. Along with our group and one to one business English programmes as well as our highly  
acclaimed Present in English Workshop, FES has helped to change and innovate the way Korean  
business people learn and use English today.

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