

Gatehouse Awards

Entry Level Certificate in ESOL International

RQF Level: Entry 2

(CEFR Level: A2)

Interlocutor Booklet
Sample Version

INSTRUCTIONS FOR CENTRES:

- This examination takes approximately 16 minutes to complete, including 3 minutes for completing any administration, providing instruction to the Candidate and checking ID.

Guidelines to Interlocutor:

- ✓ The Interlocutor should ensure that the Candidate adheres to the guideline times by firstly monitoring this using the silent clock or stopwatch. If a Candidate significantly exceeds the stated time, the Interlocutor should prompt them gently and politely to move onto the next question /task.
- ✓ Where the Interlocutor booklet dictates the exact words to be read aloud to the Candidate, the Interlocutor must not deviate from the script under any circumstances.
- ✓ Where the Interlocutor booklet allows deviation from the specified script, the Interlocutor should ensure that the language used is at an appropriate level to the level of the examination being conducted.
- ✓ The script delivery should be appropriate to the candidate level – at Entry 2 (A2) the Interlocutor should speak slowly and clearly in short sentences emphasising key words.
- ✓ The Interlocutor should not echo or rephrase Candidates' answers.
- ✓ The Interlocutor should not correct Candidate's mistakes
- ✓ The Interlocutor should not suggest answers, provide vocabulary or expand on Candidate's responses for them.
- ✓ The Interlocutor should keep their own input to a minimum, instead they should give Candidates the opportunity to speak and finish their sentences.
- ✓ The Interlocutor should not give any indication of a Candidate's performance, for example 'fine', 'good' or 'that's great'. 'Thank you' is the preferred response.
- ✓ The Interlocutor should maintain a friendly and relaxed approach at all times, to enable the Candidate to perform to the maximum of their ability.
- ✓ If video recording is being used, the Candidate's photographic ID should be held up to the video recorder at the start of the examination for sufficient time to ensure the image has been clearly captured (video recording is considered best practice; however it is not a mandatory requirement).

Before you start reading the Interlocutor script, activate the digital audio (and video if appropriate) recording equipment and record the information in the box (the recording equipment is not to be switched off at any point during the assessment).

Follow the script below shown in **bold**, instructions to the Interlocutor are shown in *[italics and brackets]*.

- Test level: Entry Level 2 / A2
- Test version: SAMPLE
- Test date and time.
- Test centre and satellite location (if applicable).
- Candidate's name and date of birth.
- Interlocutor's name.
- Examination Observer's name (if present).

Hi, my name is *[give your name]*. What is your name?

Now, I will tell you a little bit about this assessment.

There are four tasks.

In the first task, you will listen to two short messages and then answer some questions.

In the second task, I will describe four situations to you and you will respond to each situation.

In the third task, you will describe something to me.

In the fourth task, we will have a short conversation.

If you have any questions, you can ask me now. *[Wait for 5 seconds]*

Interlocutor Script *[text in bold should be read to the Candidate]*

Task 1 – Listening for Information *[Guide time: 4-5 minutes]*

In this task you will listen to two short passages and then answer some questions about them. You will hear each passage twice. You can make notes here *[point to the section in the Candidate Materials]* if you want to.

I am going to read the first passage.

The first question you will answer is:

- What is Claire's job?

Now listen to the passage:

Good morning and welcome to your first Spanish language class. My name is Claire, and I will be your teacher for this term. We will meet every Monday at 10 in the morning. Please bring your course books to every class, and I will provide the dictionaries. We will have a short break around 11 o'clock, but if you need to use the toilet you can leave any time. The toilets are on this floor, next to the library.

- What is Claire's job? *[Wait for a response for 5 seconds. If there is no response, repeat the question once, if there is still no response, move on.]*

Now, listen to the passage again and afterwards I would like you to answer these three questions:

- What time does the class start?
- Do the students need to bring dictionaries?
- Where are the toilets?

[If necessary, allow the Candidate time between questions to make notes]

Now listen to the passage again:

Good morning and welcome to your first Spanish language class. My name is Claire, and I will be your teacher for this term. We will meet every Monday at 10 in the morning. Please bring your course books to every class, and I will provide the dictionaries. We will have a short break around 11 o'clock, but if you need to use the toilet you can leave any time. The toilets are on this floor, next to the library.

- What time does the class start? *[For each question, wait for a response for 5 seconds. If there is no response, repeat the question once, if there is still no response, move on.]*
- Do the students need to bring dictionaries?
- Where are the toilets?

Thank you.

Now listen to the second passage and answer the questions. You will hear the message twice.

The first question you will answer is:

- Does Steve study Spanish at the moment?

Now listen to the passage:

Hi Steve, I've just finished my first Spanish class. It was really good because we learnt a lot about Spain! Anyway, I'm calling because I know that you want to learn Spanish, and there are still places available for this course. It only costs £120, and the course book is included. If you want to sign up, you need to call the college before the end of this week. OK, I'll call you again later!

- Does Steve study Spanish at the moment? *[Wait for a response for 5 seconds. If there is no response, repeat the question once, if there is still no response, move on.]*

Now, listen to the passage again and afterwards I would like you to answer these three questions:

- What did the speaker like about his first class?
- How much is the course?
- How can Steve sign up for the class?

[If necessary, allow the Candidate time between questions to make notes]

Now listen to the passage again:

Hi Steve, I've just finished my first Spanish class. It was really good because we learnt a lot about Spain! Anyway, I'm calling because I know that you want to learn Spanish, and there are still places available for this course. It only costs £120, and the course book is included. If you want to sign up, you need to call the college before the end of this week. OK, I'll call you again later!

- What did the speaker like about his first class? *[For each question, wait for a response for 5 seconds. If there is no response, repeat the question once, if there is still no response, move on.]*
- How much is the course?
- How can Steve sign up for the class?

Thank you. This is the end of Task 1.

Task 2 - Short Role Plays [Guide time: 4 minutes]

[In each role play, explain the situation to the Candidate, starting the role play or instructing the Candidate to do so as appropriate. Acknowledge the Candidate's responses. Encourage the Candidate to participate in further conversation by role playing the situation further and responding to their contribution. Try to keep each role play going for at least 2 turns each.

Try to refer back to what the Candidate has said each time – the aim is to elicit responses which meet the requirements of the role play situation.

You can repeat the instructions and each of the role play descriptions once if the Candidate asks for it, if not, move onto the next role play after 5 seconds.

An example is provided here for guidance:

Interlocutor: We are working together in an office. I'll start. It's really hot in here!

Candidate: I'm quite warm, too.

Interlocutor: What do you think we should do to cool the room down?

Candidate: We could open the windows

Interlocutor: I think I'll take my jumper off as well. Would you like a cold drink too?

Candidate: Yes please, that will help.]

Now, we are going to take part in 4 role plays. I want you to take part in each role play situation. You can ask me to repeat any of the situations.

Are you ready? [wait for the Candidate to answer].

Role Play 1

I am your English teacher. I start.

I've noticed that you didn't do your homework again. What happened?

[Candidate responds.

Wait for a response for about 5 seconds. Role-play the situation with the Candidate. If there is no response, or the response provided is not appropriate, repeat the situation once. If there is still no response, move onto the next role play. Elicit 2 or 3 turns.]

Role Play 2

You are at the doctor's, and you are ill. You start.

[Candidate responds.

Wait for a response for about 5 seconds. Role-play the situation with the Candidate. If there is no response, or the response provided is not appropriate, repeat the situation once. If there is still no response, move onto the next role play. Elicit 2 or 3 turns.]

Role Play 3

It is our friend's birthday next week. I start.

It's Tom's birthday next week. What present should we get him?

[Candidate responds.

Wait for a response for about 5 seconds. Role-play the situation with the Candidate. If there is no response, or the response provided is not appropriate, repeat the situation once. If there is still no response, move onto the next role play. Elicit 2 or 3 turns.]

Role Play 4

You arrived late for our lunch meeting. Explain what has happened. You start.

[Candidate responds.

Wait for a response for about 5 seconds. Role-play the situation with the Candidate. If there is no response, or the response provided is not appropriate, repeat the situation once. If there is still no response, move onto the next role play. Elicit 2 or 3 turns.]

Thank you. This is the end of Task 2.

Task 3 – Description [*Guide time: 2 minutes (includes 1 minute preparation)*]

You are going to talk for about one minute about a place you visited.

Here are some ideas that you can talk about. [*point to the Candidate Materials*]. You can make notes, but you should not just read out your notes. You will have one minute to prepare.

If there is anything you don't understand, please ask me now.

[You can repeat the instructions once if the Candidate asks]

[Give the Candidate one minute to think about the task]

OK [*insert Candidate's name*], tell me about a place you visited.

[Let the Candidate speak for about a minute]

Is there anything else you want to say? [*Wait for the Candidate to respond*]

Thank you.

Thank you. This is the end of Task 3.

Task 4 – Conversation [*Guide time: approximately 2 minutes*]

This task is a conversation so remember to ask me questions. You and I are going to talk about shopping. I will start.

I like to go shopping. How about you?

[Wait for a response for 5 seconds. If there is no response, repeat the question once, if there is still no response, move on.]

[Acknowledge the Candidate's response. Encourage the Candidate to participate in further conversation about shopping and related topics by asking additional questions and commenting on their contribution. You can use questions from the list below, or come up with your own questions to facilitate further interaction. Try to refer back to what the Candidate has said rather than just read out the suggested questions – the aim of this part is to facilitate a casual conversation. Try to keep the conversation going for approximately 2 minutes.]

Possible questions for you to ask include:

- **Why do you / do you not like to shop?**
- **Where do you usually shop?**
- **Is there a supermarket near your house?**
- **What kinds of things do you shop for?**
- **I like your (shoes / watch etc.). Where did you buy it?**
- **Have you ever done online shopping?**
- **Do you think food is expensive?**

After each question, wait for a response for 5 seconds. If there is no response, repeat the question once. If there is still no response, move on.]

*[If the Candidate failed to ask any questions during the exchange, prompt them to ask you some questions by saying: **Now ask me two questions about shopping.**]*

Thank you. This is the end of Task 4.

This is also the end of the speaking and listening examination.