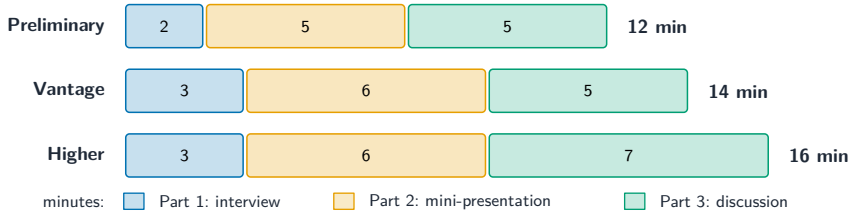
BEC · Speaking: interview, mini-presentation and discussion

Original teaching notes and examples; test format and marking checked in the Cambridge Business Certificates Handbook for teachers. Not a Cambridge product.

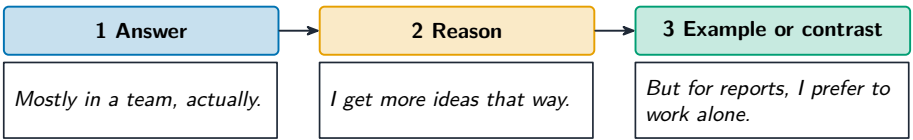
Three parts, in pairs



> Talk about yourself, give a short talk, discuss together

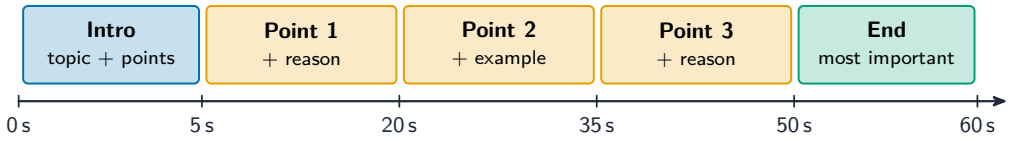
Answer, reason, example

Do you prefer working alone or in a team?



Two or three sentences, about 15 to 20 seconds

One minute, five steps



> Introduce, three points with reasons, conclude

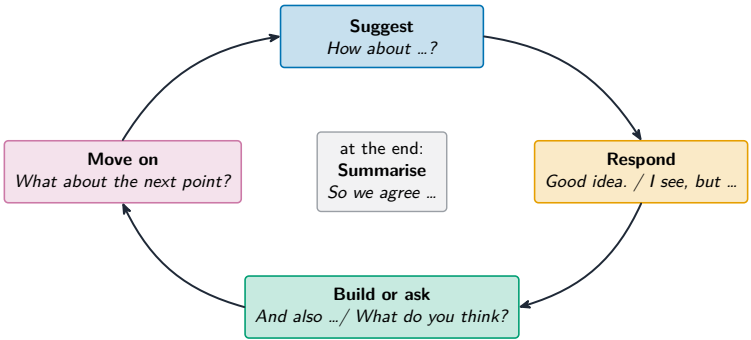
Signposts guide the listener

Job	Signpost
Introduce	There are three things to think about.
First point	First, ...
Next point	Another point is ...
Last point	Finally, ...
Conclude	So, for me, the most important thing is ...

Use the evidence

Signposts help the examiner follow, and they give you time to think.

The conversation cycle



Short turns, back and forth, then a decision

Your turn: disagree politely

Your turn

Your partner says, "I think we should advertise online." You disagree. Which reply is best?

A. No. That's wrong.

B. I see what you mean, but online adverts are expensive for us. How about the local newspaper?

C. OK.

How you are marked

Area	What it means
Grammar and vocabulary	range and accuracy
Discourse management	longer, organised, linked turns
Pronunciation	clear sounds, stress and intonation
Interactive communication	taking turns, responding, keeping it going

Use the evidence

Each candidate is marked alone; a weak partner does not lower your mark.

Four traps

The trap	The fix
Answers learned by heart.	Learn patterns and phrases.
Waiting to be invited to speak.	Ask your partner and respond.
Flat stress on every word.	Stress the key word.
Silence when a word is missing.	Say it another way.

Try it: a better Part 1 answer

1. **The question** Do you like working in a team?
2. **Too short** Yes.
3. **Answer, reason, contrast** Yes, mostly. I get more ideas in a team, but for writing reports I prefer to work alone.

Decision

About 15 seconds, with a reason and a contrast.

Check yourself

> Answer and expand; talk with structure; discuss, don't recite

- Vantage Speaking takes 14 minutes, in pairs.
- One minute of preparation, about one minute of talk.
- Part 3 aims for a decision.