



LCCI International Qualifications **EFB (ENGLISH FOR BUSINESS) ONE-DAY WORKSHOP**

Programme Objectives

The aims of the EFB One-day workshop is to introduce new EFB Specifications (Extended Syllabi), exam components and the support material of the LCCI International Qualification EFB series, along with the practical experience necessary to incorporate Business English syllabi into the existing didactical programmes or to plan courses.

Introduction

The following involves topics of discussion, their supportive ideas and activities. The programme is organised into three parts with each section dedicated to the introduction and development of competencies in one of the three London Chamber of Commerce and Industry Examinations Board EFB examination components:

- **Part 1:** Reading and Writing (2 hours)
- **Part 2:** Listening (1 hour)
- **Part 3:** Speaking (2 hours)

The programme provides both practical didactical work and its theoretical discussions enabling teachers to both deliver information and organise the exams.

Programme material

The material to be used in the programme is as follows:

1. Guidance Document for EFB Optional Tests 2006
2. EFB Level 2 Specification
3. EFB Level 2 Reading and Writing Past Paper
4. EFB Level 2 Reading and Writing Model Answers
5. EFB Level 2 Listening Sample
6. EFB Level 2 Speaking Sample
7. EFB Level 2 Annual Qualification Report

Part 1

1. Introduction
 - 1.1. Professional Introduction
 - 1.2. Explain event program
 - 1.3. Explain event activities

2. Practical necessity for business English
 - 2.1. A must in the modern business environment
 - 2.2. Goal oriented learning
 - 2.3. General English competences through specialised vocabulary

3. Dual purpose: preparation for practical tasks/certification
 - 3.1. Linguistic competences + language applied to specific purposes
 - 3.2. Examination/certification

4. Introduce support material
 - 4.1. How to Pass books
 - 4.2. Specification/Extended Syllabi
 - 4.3. Past Papers
 - 4.4. Model Answers

5. Introduction to the new EFB examinations
 - 5.1. Covering all four skills
 - 5.2. Better response to university and employer needs
 - 5.3. Practical business related tasks
 - 5.4. Aligned to the CEF

6. Introduce EFB Reading and Writing Test
 - 6.1. EFB Preliminary – Level 4 examination format and syllabus topics
 - 6.2. Review EFB Grades and Mark Allocation
 - 6.3. Review Guided learning hours

7. Introduce EFB Level 2 Past Paper
 - 7.1. As review material
 - 7.2. As examination simulation
 - 7.3. Read through EFB Level 2 Past Paper

8. Report Writing
 - 8.1. Key point skills needed
 - 8.2. Introduce How to Pass Level 2 Report Unit/Layout
 - 8.3. Assign situation and task – Report writing

9. Introduce EFB Level 2 Model Answers as a didactical tool
 - 9.1. Information identification and analysis
 - 9.2. As self-correction material
 - 9.3. As guidance on how to best answer the questions

10. Introduce EFB Level 2 Annual Qualification Review as specific support
 - 10.1. Identification of students' general strengths and weaknesses
 - 10.2. Teaching points by syllabus topics
 - 10.3. Syllabus Topic Area 3: Reports
 - 10.4. Examples of candidate responses

11. Question and Answer Session

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Part 2

12. Introduce the EFB Listening Test
 - 12.1. Introduce Listening Test topics
 - 12.2. EFB Preliminary – Level 4 question format and syllabus topics
 - 12.3. EFB Listening Test further characteristics
 - 12.4. Review EFB Listening Test Grades and Mark Allocation

13. Introduce the EFB Level 2 Listening Sample Test
 - 13.1. Simulate the Listening examination
 - 13.2. Introduce the examination answers

14. Question and Answer Session

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Part 3

15. Introduce the EFB Speaking Test

- 15.1. Introduce Speaking Test topics
- 15.2. EFB Speaking Test format
- 15.3. Review Speaking Test Grades and Assessment Criteria

16. Guidance Document for EFB Optional Tests

- 16.1. Introduce the Topic Sheet (Preliminary and Level 1)
 - 16.1.1. Instructions to the candidates
 - 16.1.2. Topics for conversation
 - 16.1.3. Questions and suggestions for the framework of conversation
- 16.2. Introduce Examiner Information Sheet
- 16.3. Introduce Level Descriptors
- 16.4. Introduce the EFB Preliminary and Level 1 Sample Tests
- 16.5. Elicit grades

17. Introduce the EFB Level 2 Speaking Sample Test

- 17.1. Group participants into pairs – examiner and examinee – simulate exam
- 17.2. Change partners/roles – simulate examination
- 17.3. Elicit examination reports from participants/Mark sheet

18. Conclusion

- 18.1. Question and Answer Session
- 18.2. Provide access to further information and support
- 18.3. Salutations