**Summative Assessment for term 2**

1 – variant

**Listening Listen to the radio interview about the Pomodoro Technique and do the exercises (*6 points)***

**Task 1. *Are the sentences true or false?***

1. The Pomodoro Technique was invented in the 1980s.

Начало формы

Конец формы

Начало формы

Конец формы

2. The technique is a bit complicated to use.

Начало формы

Конец формы

Начало формы

Конец формы

3. Each break is called a ‘pomodoro’.

Начало формы

Конец формы

Начало формы

Конец формы

4. After four or five short breaks you can have a longer break.

Начало формы

Конец формы

 ***2 points***

**Task 2.** ***Fill the gaps with the correct word*** *(list, item, task, time, productivity, timer, five, breaks)*

The Pomodoro Technique is designed to help people work effectively and avoid wasting 1)\_\_\_\_\_\_\_ . It helps you to get the maximum 2) \_\_\_\_\_\_  in the time you have. First you have to break down each 3) \_\_\_\_\_\_  into steps. Then you use a 4) \_\_\_\_\_\_  to organise your time into intensive work and 5) \_\_\_\_\_\_\_\_.  You write a list of things you need to do, set the timer to twenty-five minutes and start working on the first 6) ­\_\_\_\_\_\_\_\_ on your list.  When the timer goes off you stop work for 7) \_\_\_\_\_\_\_\_ minutes.  Then you repeat these steps four or five times, ticking items off your 8) \_\_\_\_\_\_\_\_  as you finish them. After a few short breaks you can take a longer break.

 ***4 points***

**Reading**

***Read this extract from a job application form.***

|  |
| --- |
| **Outline why you are applying for this job. Use this space to describe your relevant qualification, skills and experience and indicate why they are suitable for this role.** |
| I am interested in this job because I am currently looking for an opportunity to use the skills I learnt in my college. I have recently completed a 16-week part-time accounting course (AAT Level 2 Certificate).  The course covered book-keeping, recording income and receipts and basic costing. We used a wide range of computer packages, and I picked up the accounting skills easily. I was able to work alone with very little extra help. I passed the course with merit. I believe my success was due to my thorough work, my numeracy skills and my attention to detail. During the course, I had experience of working to deadlines and working under pressure.  Although this was sometimes stressful, I always completed my work on time.Unfortunately, the course did not include a work placement, so I have not practised my skills in a business setting, and I am now looking for an opportunity to do so.  I am particularly looking for a job in a small company such as yours, as I believe I will be able to interact with a wider range of people, and as a result, learn more skills.  I would like to progress within a company and gain more responsibilities over the years.Although I do not have work experience in finance, I have experience in working in an office environment.  Before starting the accounting course, I worked for 6 months in a recruitment office as a receptionist. My duties involved meeting and greeting clients and visitors, taking phone calls, audio and copy typing and checking stock. I also had to keep the petty cash and mail records.  Through this work, I developed my verbal and written communication skills. I had to speak confidently to strangers and deliver clear messages.  I enjoyed working in a team environment.  I believe the office appreciated my friendly manner and efficient work. |

**Task. Are the following statements true or false? Choose 'not in text' if the information is not there.**

1 The candidate has a qualification in accounting

2 The candidate has worked as an accountant before

3 The candidate is familiar with some accounting software.

4 The candidate has experience of record-keeping

5 The candidate has a maths qualification

6 The candidate intends to study a further accounting course

 ***6 points***

**Writing**

**Task**. ***Write an article about the importance of reading instructions.***

In your article:

• Explain why and how following instructions is important

• Say what negative outcomes can occur when ignoring instructions

• Cite what people say about instructions as a key to success

 ***6 points***

**Speaking**

**Task**. ***You will work in pairs. Discuss the questions provided in the cardsduring3-4 minutes.***

|  |  |
| --- | --- |
| Fluency | 1 |
| Communication | 1 |
| Content | 1 |
| Pronunciation | 1 |
| Grammatically correct sentences | 1 |
| Topical vocabulary | 1 |

 ***6 points***

 ***Total \_\_\_\_/24 point***

**Summative Assessment for term 2**

2 – variant

**Listening Listen to the radio interview about the Pomodoro Technique and do the exercises (*6 points)***

**Task 1. *Are the sentences true or false?***

Начало формы

Конец формы

1. Students and workers can use the technique.

Начало формы

Конец формы

Начало формы

Конец формы

2. You need to break down your tasks into smaller sections.

Начало формы

Конец формы

Начало формы

Конец формы

3. Peter uses an app on his mobile to time himself.

Начало формы

Конец формы

Начало формы

Конец формы

4. Peter takes less time to do his homework these days. ***2 points***

**Task 2.** ***Fill the gaps with the correct word*** *(list, item, task, time, productivity, timer, five, breaks)*

The Pomodoro Technique is designed to help people work effectively and avoid wasting 1)\_\_\_\_\_\_\_ . It helps you to get the maximum 2) \_\_\_\_\_\_  in the time you have. First you have to break down each 3) \_\_\_\_\_\_  into steps. Then you use a 4) \_\_\_\_\_\_  to organise your time into intensive work and 5) \_\_\_\_\_\_\_\_.  You write a list of things you need to do, set the timer to twenty-five minutes and start working on the first 6) ­\_\_\_\_\_\_\_\_ on your list.  When the timer goes off you stop work for 7) \_\_\_\_\_\_\_\_ minutes.  Then you repeat these steps four or five times, ticking items off your 8) \_\_\_\_\_\_\_\_  as you finish them. After a few short breaks you can take a longer break.

 ***4 points***

**Reading**

***Read this extract from a job application form.***

|  |
| --- |
| **Outline why you are applying for this job. Use this space to describe your relevant qualification, skills and experience and indicate why they are suitable for this role.** |
| I am interested in this job because I am currently looking for an opportunity to use the skills I learnt in my college. I have recently completed a 16-week part-time accounting course (AAT Level 2 Certificate).  The course covered book-keeping, recording income and receipts and basic costing. We used a wide range of computer packages, and I picked up the accounting skills easily. I was able to work alone with very little extra help. I passed the course with merit. I believe my success was due to my thorough work, my numeracy skills and my attention to detail. During the course, I had experience of working to deadlines and working under pressure.  Although this was sometimes stressful, I always completed my work on time.Unfortunately, the course did not include a work placement, so I have not practised my skills in a business setting, and I am now looking for an opportunity to do so.  I am particularly looking for a job in a small company such as yours, as I believe I will be able to interact with a wider range of people, and as a result, learn more skills.  I would like to progress within a company and gain more responsibilities over the years.Although I do not have work experience in finance, I have experience in working in an office environment.  Before starting the accounting course, I worked for 6 months in a recruitment office as a receptionist. My duties involved meeting and greeting clients and visitors, taking phone calls, audio and copy typing and checking stock. I also had to keep the petty cash and mail records.  Through this work, I developed my verbal and written communication skills. I had to speak confidently to strangers and deliver clear messages.  I enjoyed working in a team environment.  I believe the office appreciated my friendly manner and efficient work. |

**Task. Are the following statements true or false? Choose 'not in text' if the information is not there.**

1 The candidate has a university degree in accounting

2 The candidate worked with an accounting firm as a receptionist

3 The candidate has worked as part of a team in an office environment

4 The candidate wants to learn on the job

5 The candidate can work by herself

6 The candidate believes herself to be a careful worker

 ***6 points***

**Writing**

**Task**. ***Write an article about the importance of job interviews.***

In your article:

• Explain why employers do interviews

• Clarify why interviews are important

• Describe negative sides of interviews

 ***6 points***

**Speaking**

**Task**. ***You will work in pairs. Discuss the questions provided in the cardsduring3-4 minutes.***

|  |  |
| --- | --- |
| Fluency | 1 |
| Communication | 1 |
| Content | 1 |
| Pronunciation | 1 |
| Grammatically correct sentences | 1 |
| Topical vocabulary | 1 |

 ***6 points***

 ***Total \_\_\_\_/24 point***

**Card 1**

1 What are instructions?

2 Why should people follow instructions?

3 What are the main features of good instructions?

**Card 2**

1 Most employers do job interviews before offering a position to a person.

2 Do you think this is the best way to learn more about a person, or are there any better alternatives?

3 What is the best method of choosing employees in your opinion?

**Card 3**

1 What makes a good interview?

2 What advice would you give to an interviewee about appearance and body language?

3 What else can an interviewee do in order to make the best possible impression on the interviewer?

**Card 4**

1 Do you think you have a good memory?

2 What techniques do you consider to be effective when a person has to remember something?

3 Do you believe that a person’s memory deteriorates with age?

**Card 5**

1 What impact has clock had on society?

2 To what extent are you a good timekeeper?

3 What do you think of punctuality?

**Card 6**

1 What was life like before timekeeping?

2 What is the importance of timekeeping?

3 What would happen to a society if all the clocks and timekeeping devices stopped working?

KEYS

Listening <https://learnenglishteens.britishcouncil.org/skills/listening/b1-listening/organising-your-time>

Task 1

|  |  |
| --- | --- |
| 1T2 F3 F4 T | 1 T2 T3 F4 T |

Task 2

1 time

2 productivity

3 task

4 timer

5 breaks

6 item

7 five

8 list

Reading

|  |  |
| --- | --- |
| 1 T2 F3 T4 T5 DS6 DS | 1 F2 F3 T4 T5 T6 T |