

Business English Level Up Test: Score Sheet

READING TASK

Score	
Comment	

WRITING TASK

Vocabulary	1	2	3	4	5
Accuracy	1	2	3	4	5
Format	1	2	3	4	5
Completed Task	1	2	3	4	5
Comment					

SPEAKING TASK

Vocabulary	1	2	3	4	5
Accuracy	1	2	3	4	5
Speed	1	2	3	4	5
Understanding	1	2	3	4	5
Comment					

OVERVIEW

Reading Score	Writing Score	Speaking Score	Total Score
/10	/20	/20	/50
Comment			

Business English Level Up Test: Score Sheet

READING TASK

There are 10 questions in the reading task, the student gets one mark of each correct answer.

WRITING TASK

The scoring system is as follows. Please circle the appropriate number for each category, then add the scores together at the bottom of the score sheet.

Score	1	2	3	4	5
Vocabulary	Very few words used	Basic vocabulary used to complete task	General vocabulary used to complete task	Good range of vocabulary used	Good range of business vocabulary used
Accuracy	Grammar mistakes make understanding impossible	Many grammar mistakes, but meaning can be guessed at	Meaning is relatively clear, though some mistakes made	Few mistakes make understanding easy	Almost no grammar mistakes made
Format	Did not attempt to format answer	Format is present but not complete		Reasonable format, with some business expressions	Good use of format appropriate to task
Completed Task	Did not complete task	Misunderstood task, but made attempt at an answer	Task mostly completed	Task almost fully completed	Completed task fully

SPEAKING TASK

The scoring system is as follows. Please circle the appropriate number for each category, then add the scores together at the bottom of the score sheet.

Score	1	2	3	4	5
Vocabulary	Very few words used	Basic vocabulary used to complete task	General vocabulary used to complete task	Good range of vocabulary used	Good range of business vocabulary used
Accuracy	Grammar mistakes make understanding impossible	Many grammar mistakes, but meaning can be guessed at	Meaning is relatively clear, though some mistakes made	Few mistakes make understanding easy	Almost no grammar mistakes made
Speed	Very slow, with many long pauses	Somewhat slow, with some pauses	Slightly slow but with few pauses	Slightly below natural speaking speed	Natural speaking speed
Understanding	Student does not understand teacher	Student has major difficulty understanding teacher	Student is able to understand most of what is said	Student understands all of what is said	Student is able to interrupt to check or confirm understanding

The student's total score determines the next step;

- 41-50 – Immediate level up
- 31-40 – 2 lessons of review, then level up
- 21-30 – 4 lessons or review, then test again
- 11-20 – 6 lessons of review, then test again
- 1-10 – Repeat book (talk to counsellor)