

Special Announcement

Here is a City & Guilds' special announcement concerning the offer of International English Qualifications:

City & Guilds have decided to withdraw our current International English qualifications. As a result, the examinations scheduled for June 2015 will be the last examinations for the public in Hong Kong. That implies that there will not be any opportunity to re-sit the examinations.

The table below outlines the last examination dates for each qualification group:

	Qualifications and Levels	Last Examination Dates
WRITTEN	English for Office Skills (EOS)	23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Level 1	
	Level 2	
	English for Speakers of Other Languages– Young Learners (YESOL)	23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Basic	
	Elementary	
	International English for Speakers of Other Languages (IESOL)	23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Preliminary – A1 (1)	
	Access – A2 (2)	
	Achiever – B1 (3)	
	Communicator – B2 (4)	
	Expert – C1 (5)	
Mastery – C2 (6)		
International English for Speakers of Other Languages (IESOL) – Listening only	23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015	
Preliminary – A1 (1)		
SPOKEN	Spoken English for Speakers of Other Languages – Young Learners (YSESOL)	23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Basic	
	Elementary	
	International Spoken English for Speakers of Other Languages (ISESOL)	23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Preliminary – A1 (1)	
	Access – A2 (2)	
	Achiever – B1 (3)	
	Communicator – B2 (4)	
Expert – C1 (5)		
Mastery – C2 (6)		

Having said that, City & Guilds **will continue to offer English for Business Communications [EBC] examination.**

If you have any enquiries, please do not hesitate to contact us on (852) 2832-5833 or through email to info@cityandguilds.com.hk.

Thank you for your kind attention and support to our International English qualifications.

10 March 2015

City & Guilds (Hong Kong Branch)

level (A1) level. It follows the same structure as the listening part of the International ESOL examination (8984-01).

Skill and Focus	Task	Format	Marks
Listening 1: recognise simple key information in short statements	Listen twice to match seven short statements to letters, words, graphics and symbols	Four-option multiple choice for each utterance	7
Listening 2: Identify functions in short utterances typical of spoken English	Listen twice to choose the best reply to seven short utterances	Four-option multiple choice for each utterance	7
Listening 3: Identify a specific aspect of a conversation	Listen twice to five short conversations with two speakers to identify: topic, purpose, context, speakers, gist, relationship between speakers, functions, attitudes, feeling and opinions	Four-option multiple choice question for each dialogue	5
Listening 4: extract key information from a dialogue	Listen twice to a conversation with two speakers to identify specific information	A form with six headings and multiple choice options to tick with the correct information for each heading	6

Level	Marks for Listening				
A1	Part 1	Part 2	Part 3	Part 4	Total
	7	7	5	6	25
First Class Pass					18-25
Pass					13-17
Narrow Fail					12
Fail					0-11

8985-71 City & Guilds Entry Level 1 Certificate in ESOL International (Spoken) Preliminary (A1)

This examination is a separately administered spoken examination at A1 level; it is the first level of the International Spoken ESOL range. Please note that a separate qualification handbook is available for International Spoken ESOL qualification.

國際通用英語

International ESOL (IESOL) 國際綜合英語
International Spoken ESOL (ISESOL) 國際英語會話
English for Business Communications (EBC) 商用英語
English for Office Skills (EOS) 辦公室

良好的英語溝通

香港是國際大都會，良好的英語溝通是非常重要的。能夠以商界通用的英語，與各地人士溝通無礙，有助提升對英語運用的自信心及增加個人競爭力。

英語能力及工作能力的認證

City & Guilds的英語資格均屬應用能力測試。測試時要完成的任務都是日常工作中經常遇到的問題。要通過考試，考生必須證明他能夠在指定時間內，以一般商界通用的形式，準確地完成工作。換句話說，考生必須證明他能夠有效地在他的崗位上應用英語。

International ESOL (IESOL)

International ESOL考試程度共分為六級，測試考生在讀、寫、聽三方面的溝通技巧。考試形式包括各種工作，例如分辨及回應主要資料、完成記事、回應短訊及撰寫信件等。

International Spoken ESOL (ISESOL)

International Spoken ESOL考試同樣設有六個級別來測試考生的會話水平。考試形式以一對一面談進行，整個考試過程必須記錄在錄音帶內，並寄回英國City & Guilds總部由考官統一評分。

English for Business Communications (EBC)

English for Business Communications考試設有三個不同水平的測試，特別適合經常需要撰寫英語書信的人士。考試要求考生能夠明白書面指示，商業通訊和非文字的資料，如圖表和數字等，然後依照以上指示及資料，精確地和清晰地以書面形式執行一系列的工作。

English for Office Skills (EOS)

English for Office Skills設有兩個水平的測試。測試考生能否依照口頭及書面指示在辦公室應用英語來完成各項工作，例如記錄口訊，撮要和改寫資訊及校對等。僱主一般要求員工能夠較獨立地完成例行的工作，而這項測試正好針對了僱主的需要。

資格認可

City & Guilds的英語資格均達歐洲共同標準 (Common European Framework)及獲香港職業英語運動作為指定的國際商業英語考試。

City & Guilds英語資格有什麼優點？ 彈性考試安排

大多數考試機構只安排每年兩次固定的考試，這樣便限制了短期課程的考生。City & Guilds可依照考試中心的安排，隨時進行考試，只需在考試前六星期通知我們。

校外評核

所有試卷都由英國總部負責評分。世界各地的考生的試卷都會按同一標準評核，這樣才能維持資格的高質素。

輔助教學材料／學習資源

City & Guilds提供充足的輔助教學材料／學習資源如參考書名單、考試大綱、評卷指引及歷屆試題等。

怎樣報考？

註冊中心可隨時舉行考試，只需在考試前六星期向本會報名。自修生可直接向本會報考每月一次的公開考試，報名表格可於網站下載。

歡迎查詢

港青專業進修書院-西九龍分校

九龍長沙灣保安道373號

電話：2281 6008 傳真：2959 3979

Hong Kong Workplace English Benchmarks (HKWEB) vs City & Guilds Qualifications

HKWEB	Descriptor	EOS (Written)	EBC (Written)	International ESOL (Written)	International SESOL (Spoken)
4 High	Can understand with ease virtually everything heard or read. Can summarise information from different spoken or written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.		Level 3 1 st Class Pass	Mastery	Mastery
4 Mid	Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibility and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.		Level 3 Pass	Expert	Expert
4 Low					
3 High					
3 Mid	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	Level 2 1 st Class Pass	Level 2 1 st Class Pass	Communicator	Communicator
3 Low					
2 High					
2 Mid	Can understand the main points clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst traveling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.	Level 2 Pass	Level 2 Pass	Achiever	Achiever
2 Low					
1 High					
1 Mid	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.	Level 1 Pass 1 st Class Pass	Level 1 Pass 1 st Class Pass	Access	Access
1 Low					
Pre-1					
	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other people talks slowly and clearly and is prepared to help			Preliminary	Preliminary

通告: City & Guilds香港分部委托YMCA College of Continuing Education 負責承辦City & Guilds 職業英語及青少年綜合英語自修生考試。

Notice: On behalf of City & Guilds Hong Kong office, YMCA College of Continuing Education is now to administer the application of City & Guilds private candidate examinations, including IESOL, English for Business Communications, English for Office Skills and English for Speakers of Other Languages (Young Learners).

職業英語、青少年綜合英語自修生報考須知

1. 報考地點: 港青專業進修書院 (西九龍分校)

- 1.1 辦公地址: 九龍長沙灣保安道373號
- 1.2 辦公時間:
星期三至星期五 – 上午九時至晚上九時
星期六至星期二 – 上午九時至下午五時
(公眾假期休息)
- 1.3 查詢電話: 2281 6008

2. 考試報名表

- 2.1 申請人需於報名表上清楚填寫報考的月份、科目及級別。
- 2.2 自修生英語考試一般安排在周一至周五傍晚舉行, 請留意有關公佈。
- 2.3 各科目不同級別的考試費用已詳列於報名表上, 費用已包括考試評核、考試通知書及成績發放。
- 2.4 由於不同級別的考試或被安排在同一天舉行, 為免應考時間互相抵觸, 考生填寫報名表時務必留意。
- 2.5 因考試形式及報考人數關係, 某些考試或會安排在多於一天進行, 考生必須預備在所述**所有日期**均能出席考試, 本會不會為個別考生在日期或時間上作出遷就。
- 2.6 報名表並未列出開考時間, 落實的時間將於考試通知書上列出, 時間落實後概不更改, 唯一**一般不會早於晚上六時前開考**, 考生需自行調配時間出席。
- 2.7 報名後, 考生如因個人理由, 無法如期參加考試, 一概當缺席論, 應考資格將不得延期, 已繳交之考試費亦不得轉讓或退還。

3. 報考途徑:

- 3.1 截止日期:
「**2015年6月份考試**」 –
2015年5月11日
- 3.2 親自遞交:
申請人可把填妥之報名表、證件相**一張**及身份證/護照副本交到上述辦公地址, 考試費可以以現金、支票或本票繳交, 支票或本票抬頭請填寫「**YMCA OF HONG KONG**」, 逾期報考將不獲辦理。
- 3.3 郵寄遞交:
考試費必需以支票或本票繳交, 抬頭請填寫「**YMCA OF HONG KONG**」, 申請人可把填妥之報名表、連同支票或本票及身份證/護照副本寄到上述辦公地址。因郵遞需時, 申請人需預留時間提早寄出報名表, 並在截止日期或之前寄達, 逾期報考將不獲辦理, 而本會對可能發生的郵遞延誤概不負責。

Workplace English and English for Young Learners - Private Candidate Application Guideline

1. YMCA College of Continuing Education – West Kowloon Campus

- 1.1 Office Address:
373 Po On Road, Cheung Sha Wan, Kowloon
- 1.2 Office Hours:
Wednesday to Friday – 9:00 am to 9:00 pm
Saturday to Tuesday – 9:00 am to 5:00 pm
(Public Holidays excluded)
- 1.3 Enquiry Hotline: Tel: 2281 6008

2. Private Candidate Application Form

- 2.1 Examination months, subjects and levels are clearly stated on the application form.
- 2.2 Private candidate examinations will take place on weekday evenings.
- 2.3 Examination fees for each subject and levels are listed on the form. Postal charges for admission form and result mailings are included.
- 2.4 Please note that different subjects may be scheduled to be held on the same date.
- 2.5 The tentative exam date for some examinations will be more than one date, candidates should make sure they can attend the examinations on both dates. No special arrangement for individual candidate will be given.
- 2.6 All examinations will generally start after 6:00 pm. The exact exam date and time will be listed on the Admission Form. No change of examination date and time is will be made once the Admission Form is sent out.
- 2.7 Examination fees are non-transferable and non-deferrable. Examination fees will not be refunded to candidates regardless of any reasons for absentee.

3. Submit Application:

- 3.1 Application Deadline:
June 2015 series – 11 May 2015
- 3.2 Submit applications in person:
Candidates can submit their applications with **ONE** passport photo and copy of Identity Card/ Passport to YMCA College of Continuing Education – West Kowloon Campus during the registration period. Examination fees can pay by cash, cheques and bank drafts. Account payee of cheques and bank drafts should be: “**YMCA OF HONG KONG**”
- 3.3 Submit applications by post:
Application forms should be duly completed, signed and submitted with the required fees and copy of Identity Card/ Passport send to our office. Cheques or bank draft should be made payable to “**YMCA OF HONG KONG**”. Please do not send cash by post. All applications with payment should reach YMCA College of Continuing Education – West Kowloon Campus on or before the application deadline. YMCA College of Continuing Education – West Kowloon Campus will not be responsible for any postage loss or delay.

4. 考試通知書

- 4.1 考試通知書及以支票繳費之收據將於考試前兩星期郵寄到考生的聯絡地址，考試通知書會詳列落實的考試日期、時間及試場地址。
- 4.2 考試日期可能會因報考人數、場地安排等因素而有所變更，考生在收到考試通知書時請務必留意。
- 4.3 如在考試前一星期仍未收到考試通知書，請即與港青專業進修書院 (西九龍分校)聯絡。

5. 成績發放

- 5.1 考卷由City & Guilds 總部評核，成績一般於考試後三個月內發出。
- 5.2 考生需到港青專業進修書院 (西九龍分校)領取成績單，成績及格者會同時獲發證書。

6. 考試範圍及參考資料

考試簡介及相關資料可於英國城市專業學會香港網站 <http://www.cityandguilds.com.hk/> 下載，亦歡迎於辦公時間親臨上述辦公地址查詢或購買考試大綱、參考試題、參考書書目等資料。

7. 考生個人資料

考生在報名表上填寫的個人資料，均為舉辦本考試所必需。申請人士所提供的資料對考試申請尤關重要，若因申請人未能提供所有資料，或所提供的任何資料不準確或不完整，City & Guilds 可因而拒絕其申請。有關資料亦可能用以：

- i) 在合法途徑下，核實考生所得之成績；及
- ii) City & Guilds 以不記名及在不披露考生身分的方式，進行教育研究及分析；

8. 考試日拍照安排

凡報考IESOL – Written及 IESOL – Listening Only之考生，必須於開考前三十分鐘到達試場，以便安排拍照作考生身份核實之用。

4. Admission Form

- 4.1 Examination Admission Form with payment receipt (if paid by cheque or bank draft) will be sent to private candidates by surface mail about two weeks before the first day of the examination(s).
- 4.2 All the dates mentioned in application form are tentative and subject to change. Please refer to the exam dates printed on Admission Form.
- 4.3 Candidates who do not receive any documents one week before the examination date should contact YMCA College of Continuing Education – West Kowloon Campus at 2281 6008.

5. Issue of Examination Results and Certificates

- 5.1 Results will be released around three months after examination.
- 5.2 Results/certificates would be collected at YMCA College of Continuing Education – West Kowloon Campus by candidate.

6. Syllabus and Sample/Past Question Papers

- 6.1 Sample question papers are available for download on City and Guilds Hong Kong Website: <http://www.cityandguilds.com.hk/>. Reference books, syllabus and practical papers are also available for purchase. For enquiries, please contact YMCA College of Continuing Education – West Kowloon Campus at 2281 6008.

7. Personal Data

Personal data of candidates are used for the purpose of conducting the examination. If you fail to provide all the data, or if any of the data are inaccurate or incomplete, City & Guilds may not be able to accept your entry. The personal data submitted may also be used by City & Guilds for:

- i) Certifying candidates' examination results in response to legitimate requests; and
- ii) Conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable.

8. Examination Day Photography

City & Guilds will now take a photograph of candidates for IESOL-Written and IESOL – Listening Only in order to provide increased identity security. Candidates are required to arrive the examination venue at least 30 minutes before the commencement of the examination.

Subject Enrolment (please tick the box) 報考科目選擇 (請在方格內打剔)

Application Deadline: 11 May 2015

			Exam Date	
WRITTEN	English for Business Communications (EBC)			23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Level 1	(HK\$580)		
	Level 2	(HK\$580)		
	Level 3	(HK\$580)		
	English for Office Skills (EOS)			23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Level 1	(HK\$580)		
	Level 2	(HK\$580)		
	English for Speakers of Other Languages– Young Learners (YESOL)			23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Basic	(HK\$580)		
	Elementary	(HK\$580)		
	International English for Speakers of Other Languages (IESOL)			23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Preliminary – A1 (1)	(HK\$580)		
	Access – A2 (2)	(HK\$580)		
	Achiever – B1 (3)	(HK\$580)		
Communicator – B2 (4)	(HK\$580)			
Expert – C1 (5)	(HK\$580)			
Mastery – C2 (6)	(HK\$580)			
International English for Speakers of Other Languages (IESOL) – Listening only			23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015	
Preliminary – A1 (1)	(HK\$580)			
SPOKEN	Spoken English for Speakers of Other Languages – Young Learners (YSESOL)			23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Basic	(HK\$580)		
	Elementary	(HK\$580)		
	International Spoken English for Speakers of Other Languages (ISESOL)			23 Jun 2015 or 24 Jun 2015 or 25 Jun 2015 or 26 Jun 2015
	Preliminary – A1 (1)	(HK\$580)		
	Access – A2 (2)	(HK\$580)		
	Achiever – B1 (3)	(HK\$580)		
Communicator – B2 (4)	(HK\$580)			
Expert – C1 (5)	(HK\$580)			
Mastery – C2 (6)	(HK\$580)			

*For candidates applying

- Hong Kong Continuing Education Fund

Please select the appropriate level of the English Language exams to meet the government requirements. It is candidate's responsibility to clarify the application procedure in accordance with regulatory requirements. If the candidate is not clear about which subject(s) or level(s) of examination that needs to apply, please contact the regulatory bodies for clarification before applying examination.

City & Guilds and YMCA College of Continuing Education – West Kowloon Campus will NOT be responsible for any loss due to incorrect examination application submitted by candidates.

*Examination fees are not refundable or transferrable for other purposes, regardless of any reasons of absentee.

* All the dates mentioned below are tentative exam dates. Please refer to the exam dates printed on your admission form.

Total Amount of Exam Fee: HK\$

PAYMENT

CHEQUE

CASH

Please complete and return this form together with cash, cheque or bank draft (payable to **YMCA OF HONG KONG**) covering the appropriate amount of examination fee.

Cheque No.: _____ Name of Banker: _____

【收訖通知】

Acknowledgement

請填上回郵地址及貼上郵票，連同申請表一併投寄。

Please fill in your return address with a stamp properly affixed, and mail together with your application form.

請貼上郵票
Please affix stamp here

姓名

Name: _____

地址

Address: _____

If undelivered, please return to:

YMCA CCE-WKC, 373 Po On Road, Kowloon

**City&
Guilds**

**YMCA College of
Continuing Education –
West Kowloon Campus**