

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)

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

INSTRUCTIONS TO CANDIDATES

1. Candidates **must bring** their **Hong Kong Identity Card** or **Passport** together with this **Admission Form** to the examination.
2. Candidates are required to be present **at least 15 minutes before** the commencement of the examination.
3. Candidates must sit their examination according to the date, time and venue as stated on the Admission Form.
4. Late:
 - (a) **NO candidate will be admitted** once the examination has started for the following **8** subjects:
 - (i) English for Office Skills (EOS); (ii) International English for Speakers of Other Languages (IESOL);
 - (iii) International Spoken English for Speakers of Other Languages (ISESL); (iv) ESOL – Young Learners (YESOL);
 - (v) Spoken ESOL – Young Learners (YSESL); (vi) Chinese Inputting Speed Test; (vii) Shorthand Speed and
 - (viii) Audio Transcription.
 - (b) For all other examinations, **NO candidate** will be admitted **30 minutes after** the examination commences (excluding Reading Time); and **NO candidate** will be allowed to leave the examination venue within the first 30 minutes of examination.
5. Candidates copying from the papers of other candidates, obtaining assistance from other candidates or from persons outside the examination room, or introducing books, manuscripts, or papers of any kind into the examination room, or using computer for non-exam purpose during examination, are liable to be expelled and have their papers cancelled.
6. Candidates may consider bringing own watches as not all exam venues will have a clock. The watch should be silent in operation.
7. All question papers/books, stationery and scrap paper, whether used or unused, must be submitted to the invigilator at the end of examination.
8. Candidates must bring their own pens, pencils, erasers, rulers and shorthand notepaper (Shorthand candidates only). Other necessary stationery will be supplied by City & Guilds.
9. Dictionary:
 - (a) **Electronic dictionaries are not permitted.**
 - (b) **NO dictionary** can be used for:
 - (i) EOS; (ii) ISESL.
 - (c) Only **English-English dictionaries** may be used for:
 - (i) YSESL (only during preparation time); (ii) YESOL; (iii) IESOL.
 - (d) For EBC, English language or bilingual dictionaries can be used.
10. Shorthand dictionaries may be used in all shorthand speed examinations and candidates must write their transcripts in ink.
11. Non-programmable/programmable calculators and four-figure tables may be used in the examination. Electronic calculators may be used in examinations provided that the calculators are battery-powered, silent in operation, with neither print-out nor graphic/word display facilities, and not using LCD, dot-matrix technology in display.
12. For all Information Technology examinations:

Printing is NOT allowed during the examinations except those early leavers. Candidates will be instructed to print their worked scripts at the end of examinations. Only ONE set of printout is permitted. Further attempts are permitted only if there is machine fault and with invigilator's approval.
13. Personal belongings, unless they are required for the examination, should be placed under the desks or somewhere specified by the invigilators. City & Guilds is not responsible for the loss of any personal property. Candidates should take their own risk, and hence are strongly advised NOT to bring with them any unnecessary valuables.
14. Typhoon/Bad Weather Arrangement. If at the time of the scheduled examination, typhoon signal number eight or black rainstorm signal is hoisted, the examination will automatically be cancelled. City & Guilds will inform the candidate the revised date and time for the examination. However, any examination scheduled to be held in two hours from the time typhoon signal number eight or black rainstorm signal is lowered should **not** be affected.

考生須知

1. 考生在考試當天**必須**攜帶**身份證**或**護照**，並連同此**考試通知書**進場。
2. 考生需要在**開考前15分鐘**到達試場。
3. 考生必須根據考試通知書上之日期、時間及地點到試場應考。
4. 遲到：
 - (甲) 以下八科考試，任何遲到之考生**不可進場**：
 - (i) 辦公室英語 (EOS); (ii) 國際綜合英語 (IESOL); (iii) 國際綜合英語會話 (ISESL); (iv) 青少年綜合英語 (YESOL);
 - (v) 青少年綜合英語會話 (YSESL); (vi) 中文輸入速度; (vii) 速記 及 (viii) 聽寫抄錄
 - (乙) 其他科目之考試，考生於正式宣佈開考**30分鐘**後 (撇除閱卷時間)，不得進入試場；相對地，考生在正式開考首**30分鐘**不得早退。
5. 任何考生不得從手本或書中抄寫或抄襲其他考生的作業、或企圖與試場內或外的人溝通、或攜帶未經許可之物件如電子字典、便條、筆記、手抄本、空白紙等進入試場、或在電腦科目考試時，利用電腦進行非考試用途，一經發現，該考生之考試資格將被取消。
6. 考生應考慮自備不發聲之時計如手錶進場，因並非所有試場均有設置時鐘。
7. 所有紙張、答案紙／簿、試卷，不論用過與否，必須於考試完畢後全部交回監考員。
8. 考生須自備文具如原子筆、鉛筆、尺、改錯液等。參加速記考試的考生必須自備速記紙。其他必須之文具由英國城市專業學會提供。
9. 字典：
 - (甲) 所有考試，均**不可用任何電子字典**。
 - (乙) 以下**兩科**考試，**不可用字典**：
 - (i) 辦公室英語 (EOS); (ii) 國際綜合英語會話 (ISESL)
 - (丙) 以下**三科**考試，考生**只可使用英英字典**：
 - (i) 青少年綜合英語會話 (YSESL) (只限準備時間內); (ii) 青少年綜合英語 (YESOL) 及 (iii) 國際綜合英語 (IESOL)
 - (丁) 以下**一科**考試，考生**可使用英英字典或雙語字典**：
 - (i) 商業通訊英語考試(EBC)
10. 考生在速記考試中可以使用速記字典，考生必須用原子筆／墨水筆把速記轉錄為文字。
11. 程式或非程式化計算機、電子計算機及4位數數字表均可在任何考試中使用，但計算機必須是蓄電池操作並不可在操作時發出聲音、不可有列印設備、文字或圖表或點矩陣展示等功能。
12. 所有電腦科目考試—除非考生決定提早離場，否則在考試期間並不容許進行列印，監考員將指示考生在考試後一併列印所有文件，考生亦只可列印一次，因器材故障而得監考員許可者例外。
13. 任何與考試無關之私人物件，均需放置在檯底或監考員指定的地方。如有任何缺失，英國城市專業學會不會負上任何責任。故建議考生如非必要，盡可能不要攜帶貴重之私人物件進入試場。
14. 如遇八號或以上颱風、黑色暴雨的情況，考試會自動取消。英國城市專業學會將另行通知考生延期後之考試詳情。如考試安排在訊號取消後兩小時或以後舉行，將不受影響。