

## Skills Test 1<sup>1</sup>:

### Listening (10 – 15 mins<sup>2</sup>)

#### I Listen to the briefing and circle the correct option. (0) is an example.

(0) The first thing on the agenda is a) transportation  
    **(b)** accommodation  
    c) travel arrangements

(1) The venue of the seminar is a) Ariadne Hotel  
    b) Ariadne Hotel  
    c) Ariadna Hotel

(2) The first day of the conference is a) October 5<sup>th</sup>  
    b) October 15<sup>th</sup>  
    c) October 19<sup>th</sup>

(3) Participants will arrive by a) 8.30am on Monday  
    b) 10 am on Sunday  
    c) 10 pm on Sunday

(4) Participants are a) mostly military  
    b) mostly civilian  
    c) foreign officials

(5) Dress code for the conference is a) on a voluntary basis  
    b) military uniforms  
    c) formal clothes

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#### II Listen to the recording and answer the questions using NO MORE THAN TWO words/ numbers for each answer. (0) is an example.

(0) Which meeting of the Medium Tactical Truck Working Group is this?	<i>the second</i>
(6) How many new members does the speaker introduce?	
(7) Which member countries are absent?	
(8) What kind of clearance do all the participants need to have?	

<sup>1</sup> Садржај тестова (осим усменог дела који се не мења у односу на профил кандидата) прилагођен је сврси тестирања (на пример, тест 1 намењен је кандидатима за дипломатске дужности или школовање у иностранству, а тест 2 кандидатима за мировне мисије). Сви облици задатака могу се налазити у свим тестовима.

<sup>2</sup> Снимак се пушта један пут. Кандидати имају минут пре и после пуштања сваког снимка да се упознају са задатком, односно да прегледају задатак након пуштања снимка.

(9) Where should representatives put classified papers if they want to leave them in the meeting room?	
(10) When will the cocktail party take place?	

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## Reading (30 mins)

**I Match the headlines with the paragraphs. Put the letters (A-H) next to the paragraphs (1-5). There are two extra titles – do not use them. (0) is an example.**

A Putting up a Program	B Mailing list	C Invitations	D Security
E Greeting VIPs	F Date and time	G Venue & accommodation	H Catering

### *Some tips on how to organise an event*

(0) E Ensure that a suitable representative of your institution is there to greet them on arrival. Make sure that the language or the modes of address do not create a problem.

(1) \_\_\_\_\_ This is always a difficulty. What may be great for you and the organising committee may clash with what is suitable to other participants. Try to find out if any major events had already been planned and then plan your event accordingly.

(2) \_\_\_\_\_ When booking the rooms for everybody (to do this in advance is a must), the distance, size and appropriacy of the place where the lectures/ workshops will be held should be taken into consideration.

(3) \_\_\_\_\_ If you have a call for papers, it should be done very early and a preliminary program should be developed well ahead of the conference. As the abstracts start to arrive, the program can be modified to fit the papers. It should include the names of the lecturers/teachers, topic, time, venue, i.e. the actual timetable which is going to be sent to all the attendants, together with the itinerary which is to be finally approved by your guests.

(4) \_\_\_\_\_ They should be sent asap. Nowadays, they are usually e-mailed. Once confirmations have been received, you can proceed to further develop your program.

(5) \_\_\_\_\_ It can be provided by on-campus providers (eg the campus cafeteria) or an outside service can be engaged. Make sure the providers are given a site inspection.

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**II Read the text and circle the correct option. (0) is an example.**

A lot of people think the British are very reserved, but I don't think that's true. Maybe it was true in the past, but these days British people are open and friendly. People also think we all dress very smartly. But it depends. People in offices dress smartly, it's part of a uniform. But most people dress casually most of the time. British people are very punctual. That's true. If you say four o'clock and you arrive at five past four, then you're late and you should say sorry. People travel long distances from home to work, so it's sometimes difficult to see all your family very often. But the family's still important. Certainly in my family we all meet at Christmas. Young people don't show a lot of respect for old people. It depends, of course. Young people aren't rude. It's just that old people don't get special respect. People in Britain make plans a long time in advance and this surprises some visitors. For example, I make plans for my holidays at least six months in advance. It is important to say what you're thinking. For British people this is very positive.

**(0) The British**

- a) are all extremely cold.      b) used to be less reserved in the past.       c) are friendly and out-going.

**(6) Working people in Britain**

- a) are intelligent.      b) dress elegantly.      c) wear dark uniforms.

**(7) British people**

- a) generally come on time.      b) go away if you are 5 minutes late.      c) are never more than five minutes late.

**(8) Working people in Britain**

- a) move a lot because of work.      b) spend a lot of time going to work.      c) usually drive to work.

**(9) British people**

- a) meet their family only at Christmas.      b) prefer their career to family life.      c) generally value the family very much.

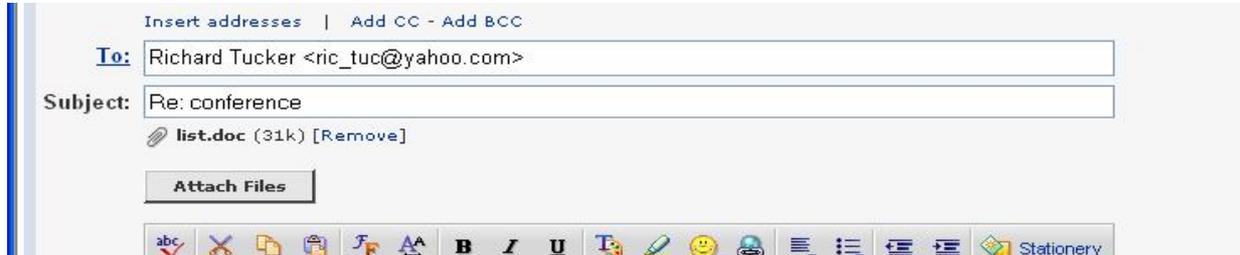
**(10) People in Britain**

- a) appreciate honesty.      b) like surprising visitors.      c) plan holidays six months in advance.

## Writing (30 mins)

### Reply to the e-mail in 100-150 words.

- propose a change in dates and give reasons for it
- ask for details about accommodation, agenda and social activities and give some suggestions
- refer to the attachment<sup>3</sup>



**Richard Tucker <ric\_tuc@yahoo.com>** wrote:

Dear Colleague,  
I am in a position to confirm that the annual MLTC conference will be held in Bucharest from 17 through 28 December. It would be appreciated if you could send the final list of participants from Serbia ASAP so that everything (accommodation & social activities) can be arranged in time.  
Maj Tucker



<sup>3</sup> Поред поштовања броја речи, значајно је обухватити све тачке које су дате у упутству задатка, како би задатак, поред граматичке тачности, био у потпуности решен.

## Speaking (10-15 mins)

### Part I (up to 3 mins)<sup>4</sup>:

What is your name?  
How old are you?  
Where do you come from (Can you tell us something about your hometown?)?  
Where do you work?  
Can you tell us something about your job (What are your duties? Describe your everyday routine...)?  
What do you usually do in your free time (Do you have enough free time? Do you have a hobby? Who do you usually spend your leisure time with?)?

### Part II (up to 10 mins)<sup>5</sup>:

#### THE MEDIA

- 1 Tabloids sell many more copies than serious newspapers. Why do you think this is so? Do you read them? Why?
- 2 How much freedom should the press be allowed by law?
- 3 Do you think media can be harmful? Why?
- 4 Do you think that TV programme content should be censored? Do you think there should be restrictions on what can be screened on TV before 10 p.m.?
- 5 Should governments act to control the Internet or should it be uncensored? Do you use the Internet? What do you use it for?

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<sup>4</sup> Комисија у првом делу усменог испита поставља неколико уводних питања којима се кандидат у општим цртама представља дајући кратке одговоре на питања као што су горе наведена у примеру.

<sup>5</sup> Кандидат извлачи картицу на којој се налази низ питања везаних за једну тему из свакодневног живота. Кандидат има 1-2 минута да се припреми, а затим без читања питања повезано излаже одговоре. По завршетку излагања, комисија може да постави неколико додатних питања везаних за кандидатово излагање, дакле за исту тему. Горе је дат пример картице какву кандидат може да извуче.

## Listening Key:

### I

- 1) **b** (...I spell A-R-I-A-D-N-E...)
- 2) **b** (...The conference starts on Monday, October 15<sup>th</sup>...)
- 3) **c** (...Expect participants to arrive on Sunday, before 2200 hours...)
- 4) **a** (...Most of the participants are military... There are 25 military and eight civilian...)
- 5) **c** (...Dress is civilian clothes – that's formal civilian clothes...)

### II

- (6) **two** (Let me start by introducing the new representative from Egypt... and the new French representative... Welcome on board...)
- (7) **Spain, Denmark** (Apologies have been received from Spain. Their representative will not attend... We also regret the absence of... the Danish... representative)
- (8) **security** (...all persons attending... must have an adequate security clearance)
- (9) **(in/an)(sealed) envelope** (For those... who would like to leave their classified papers overnight... the... clerk will make **envelopes** available... **seal it** and **hand it to** the... clerk. You will **find it** on the table, in the morning)
- (10) **17.30** (...there will be a cocktail party tonight at 1730 hours...)

## Reading Key:

### I

- 1) **F** (clash...if...events...had been planned...)
- 2) **G** (rooms...the place where the lectures/ workshops will be held...)
- 3) **A** (preliminary program...timetable...finally approved...)
- 4) **C** (**They**...sent...confirmation...)
- 5) **H** (**It**...providers...cafeteria...)

### II

- 6) **b** (People in offices dress smartly...)
- 7) **a** (British people are very punctual.)
- 8) **b** (People travel long distances from home to work...)
- 9) **c** (But the family's still important.); a) would be incorrect: in **my** family we all meet at Christmas
- 10) **a** (It is important to say what you're thinking. For British people this is very positive.); c) would be incorrect: **I** make plans for **my** holidays...