

Worksheet 1

Introduction to ISE I

Complete this text introducing the **ISE I Reading & Writing** using the information provided on Page 6 of the [ISE I Guide for Students](#).

You have a)_____ hours to complete the exam. The reading tasks test these skills: reading for b)_____; reading for details; reading c)_____; and understanding the main ideas of a text. The writing tasks test these skills: How you organise a text; your range of language d)_____, grammar and e)_____; how well you answer the question; and how you f)_____ reading texts into writing texts.

Now use the information to decide if these statements are True or False.

- 1) There are four **tasks** in total.
- 2) In **Task 1 - Long reading** you need to read one text of 400 words.
- 3) In **Task 1 - Long reading** there are three questions to answer in total.
- 4) In **Task 2 - Multi-text reading** you need to read four texts of 400 words.
- 5) In **Task 2 - Multi-text reading** there are fifteen questions to answer in total.
- 6) In **Task 3 - Reading into writing** you use what you read in the long reading.
- 7) In **Task 3 - Reading into writing** you write an essay or an article.
- 8) In **Task 3 - Reading into writing** you are not allowed to copy your answer from the texts.
- 9) In **Task 4 - Extended writing** you write an essay or an article.
- 10) In **Task 3 - Reading into writing** and in **Task 4 - Extended writing** you have the same word count allowed.

Worksheet 1

Answer these questions introducing the **ISE I Speaking & Listening** using the information provided on Page 13 of the [ISE I Guide for Students](#). Answer Yes or No.

Introductions

- 1) Will the examiner say hello?
- 2) Will you answer any questions?
- 3) Will you show your identification?
- 4) Are you tested during the introduction?

Now use the information to decide if these statements are True or False.

Topic task

- a) You should not give the examiner your topic form.
- b) The examiner will ask you questions about your topic.
- c) You will answer the questions.
- d) You should not ask the examiner questions.

Conversation task

- e) The examiner will not tell you what subject to talk about.
- f) The examiner will ask you questions.
- g) You will not answer the questions.
- h) You should ask the examiner questions.

Independent listening tasks

- i) There are two tasks.
- j) In the two tasks you listen to a recording three times.
- k) In task one, you can take notes after listening and the notes are not assessed.
- l) In task one, the examiner asks you six questions about the recording.
- m) In task two, after you listen one time, you should describe what it was about to the examiner in a few words.
- n) In task two, the second time you listen you are not allowed to take notes.
- o) In task two, after you listen the second time, you should tell the examiner six facts you heard.
- p) In task two, the examiner will ask you six questions about what you heard.

Worksheet 1

Answers:

Reading & Writing:

- | | |
|------------------|-------|
| a) 4 | 1) T |
| b) Gist | 2) T |
| c) Comprehension | 3) F |
| d) Functions | 4) F |
| e) Vocabulary | 5) T |
| f) Transform | 6) F |
| | 7) T |
| | 8) T |
| | 9) T |
| | 10) F |

Speaking & Listening:

- | | |
|---------|------|
| 1) Yes. | a) F |
| 2) Yes. | b) T |
| 3) Yes. | c) T |
| 4) No. | d) F |
| | e) F |
| | f) T |
| | g) F |
| | h) T |
| | i) T |
| | j) F |
| | k) T |
| | l) T |
| | m) T |
| | n) F |
| | o) T |
| | p) F |

Worksheet 2

Self-evaluation

In the table below are the skills you need to pass ISE I Reading (Task 1 – Long reading & Task 2 – Multi-text reading). Think about yourself and work through each one with your partner deciding whether you are **good**, **ok** or **weak** at the skill.

Skill	Self-assessment		
understand main ideas and specific information in a range of texts on familiar subjects	good	ok	weak
identify specific information in written texts	good	ok	weak
guess the meaning of words and phrases from their context	good	ok	weak
write short summaries of information in the texts.	good	ok	weak

Worksheet 2

In the table below are the skills you need to pass ISE I Task 3 - Reading into writing. Think about yourself and work through each one with your partner deciding whether you are **good**, **ok** or **weak** at the skill.

Skill	Self-assessment		
select relevant content from the texts in Task 2 – Multi-text reading	good	ok	weak
identify connections between multiple texts in Task 2 – Multi-text reading	good	ok	weak
adapt the information in Task 2 – Multi-text reading to use in Task 3 – Reading into writing	good	ok	weak

Worksheet 2

In the table below are the skills you need to pass ISE I Writing (Tasks 3 – Reading into writing & Task 4 – Extended writing). Think about yourself and work through each one with your partner deciding whether you are **good**, **ok** or **weak** at the skill.

Skill	Self-assessment		
communicate information and ideas on lots of different topics	good	ok	weak
write texts which are organised well so that all the ideas are connected together.	good	ok	weak
write short, simple essays on topics of interest	good	ok	weak
summarise, report and give opinions about lots of different topics with some confidence	good	ok	weak
paraphrase short, written passages in a simple fashion	good	ok	weak

Considering all the skills listed above that are needed to pass ISE I Reading & Writing, which do you most need to improve and how will you do that?

You should ask yourself & answer the same 2 questions once a week.

Worksheet 2

Which skill do you most need to improve?	How will you practically improve that skill?

Worksheet 2

In the table below are the skills you need to pass ISE I Speaking. Think about yourself and work through each one deciding whether you are **good**, **ok** or **weak** at the skill.

Skill	Self-assessment		
start and take control of unprepared conversations on familiar topics	good	ok	weak
communicate with some confidence on familiar or unfamiliar topics	good	ok	weak
express personal opinions and exchange information on everyday topics that are familiar or of personal interest (eg family, hobbies, work, travel)	good	ok	weak
maintain a conversation or discussion but with some errors	good	ok	weak
describe one of a variety of familiar subjects in an organised way.	good	ok	weak
Talk about experiences, describing feelings and reactions	good	ok	weak
describe dreams, hopes and ambitions	good	ok	weak
describe events, real or imagined	good	ok	weak
give reasons and explanations for opinions, plans and actions	good	ok	weak
Be able to keep a conversation or discussion going	good	ok	weak
repeat back part of what someone has said to show understanding and help keep the conversation on topic.	good	ok	weak
ask someone to clarify or elaborate what he or she has just said	good	ok	weak

Worksheet 2

In the table below are the skills you need to pass ISE I Listening. Think about yourself and work through each one deciding whether you are **good**, **ok** or **weak** at the skill.

Skill	Self-assessment		
understand clear speech, although sometimes he or she may have to ask to hear some things a second time.	good	ok	weak
understand factual information about common everyday topics, identify general messages and specific details	good	ok	weak
understand the main points of familiar topics, eg work, school, leisure, including short narratives	good	ok	weak
follow a clearly structured lecture or talk on a familiar topic	good	ok	weak
understand the information content of the majority of slow and clear recorded audio material, eg radio news, on familiar topics or topics of personal interest	good	ok	weak
identify unfamiliar words from the context on familiar topics or topics of personal interest	good	ok	weak

Worksheet 2

Considering all the skills listed above that are needed to pass ISE I Speaking & Listening, which do you most need to improve and how will you do that?

You should ask yourself & answer the same 2 questions once a week.

Which skill do you most need to improve?	How will you practically improve that skill?

Worksheet 3

Video observation

You will watch a video recording two times.

After watching it once, decide what the answers are to the questions below. Then you can compare your written answers with a partner.

After watching it a second time, there is space to change your answer if you need to.

	Your answer after listening once	Your answer (if different) after listening again
What was the candidate's topic?		
Which conversation subject did they talk about?		
What was the subject of the first listening task?		
What was the subject of the second listening task?		

Now you can assess your own Speaking & Listening skills using the three tables in Worksheet 2.

Worksheet 4

Functional English

We use English in many different real life situations when the language has a clear purpose. We call this use of English grammar & vocabulary 'functional language'.

Look at the list of words below then read through the 17 sentences which people might hear or say when they are looking for a job. Decide which word fits best in which gap.

job - apply - jobs - dislike - company - money - CV
outdoors - office - computers - working - recruitment
bus - get - find - city - industry

Sentences

1. I have had 3 _____ in my life.
2. I have just arrived in this _____.
3. I want this job because it is such an interesting _____ to work for.
4. You will find a _____ easily here.
5. Writing a new _____ makes a lot of sense to me.
6. I'd rather work outdoors if possible.
7. I'd prefer to work in an _____.
8. If you _____ for this job, you will probably be successful.
9. If you try to find work in a different _____, you might find more opportunities.
10. When people start _____ here, they like it.
11. I'm visiting a _____ consultant next week.
12. I _____ that kind of work as it is physically difficult.
13. I was taking the _____ to work one day when I realised it was faster to walk.
14. You must _____ to work on time.
15. I need to _____ a job which pays more money.
16. You don't have to be an expert in using _____ to do this job.
17. I'm accepting the job offer to save some _____.

Worksheet 4

Now read the 17 sentences again.

- 1) I have had 3 jobs in my life.
- 2) I have just arrived in this city.
- 3) I want this job because it is such an interesting company.
- 4) You will find a job easily here.
- 5) Writing a new CV makes a lot of sense to me.
- 6) I'd rather work outdoors if possible.
- 7) I'd prefer to work in an office.
- 8) If you apply for this job, you will probably be successful.
- 9) If you try to find in a different industry, you might find more opportunities.
- 10) When people start working here, they like it.
- 11) I'm visiting a recruitment consultant next week.
- 12) I don't like that kind of work as it is physically difficult.
- 13) I was taking the bus to work one day when I realised it was faster to walk.
- 14) You must get to work on time.
- 15) I need to find a job which pays more money.
- 16) You don't have to be an expert in using computers to do this job.
- 17) I'm accepting the job offer to save some money.

Task A

Think about the function of the language in each sentence. Look at the list below and match the function to the sentence.

Describing past actions in the recent past

Describing past actions in the indefinite past x 2

Describing the future — informing

Giving preferences x 2

Describing consequences with certainty x 2

Expressing obligation x 2

Expressing lack of necessity

Giving reasons x 3

Giving opinions

Describing consequences with uncertainty

Describing the future — expressing intentions

Worksheet 4

Task B

Now look at the sentences again. Focus on the underlined part of the sentences and match them to the grammar terminology below.

present perfect

linker

quantifier

semi-modal

modal verb + main verb

modal verb + main verb

present perfect

modal verb + main verb

past continuous

first conditional

(full) infinitive

zero conditional

present continuous

linker

modal

first conditional

semi-modal

Worksheet 4

Answers:

Sentences

1) jobs	10) working
2) city	11) recruitment
3) company	12) dislike
4) job	13) bus
5) CV	14) arrive
6) outdoors	15) find
7) office	16) computers
8) apply	17) money
9) industry	

Task A

1) Describing past actions in the indefinite past	10) Describing consequences with certainty
2) Describing past actions in the recent past	11) Describing the future — expressing intention
3) Giving reasons	12) Giving reasons
4) Describing the future — informing	13) Describing past actions in the indefinite past
5) Giving opinions	14) Expressing obligation
6) Giving preferences	15) Expressing obligation
7) Giving preferences	16) Expressing lack of necessity
8) Describing consequences with certainty	17) Giving reasons
9) Describing consequences with uncertainty	

Task B

1) present perfect	10) zero conditional
2) present perfect	11) present continuous
3) linker	12) linker
4) modal verb + main verb	13) past continuous
5) quantifier	14) modal
6) modal verb + main verb	15) semi-modal
7) modal verb + main verb	16) semi-modal
8) first conditional	17) (full) infinitive
9) first conditional	

Worksheet 5

Activities outside of the classroom

What might students do out of class to practice speaking sub-skills?
Arrange to meet class colleagues
Practice with friends
Go to a pub to meet open-minded people
Find a 'language exchange' person (someone who will exchange speaking in English for speaking your language) e.g. the internet
Arrive early to lessons to talk to your teacher
Phone a radio talk show
Engage people in small talk e.g. when waiting for the bus
Speak to a variety of shop workers
Interview people in the street
Phone or Skype people you know abroad and in UK
Join a club/society which interests them