

**BULATS**



**Information for Candidates**

# BULATS

This information is intended principally for candidates who are intending to take Cambridge ESOL's BULATS Test. It has sections to help them familiarise themselves with the skills, topics and tasks included in the test and gives advice on how to improve their language skills and how to prepare for the test. Some of the information included may also be of relevance to teachers preparing candidates for BULATS.

For further information about BULATS contact:  
HAS ESOL Examinations  
Email: bulats@hasexams.gr

[www.bulats.gr](http://www.bulats.gr)

Tel: 2310 462 221

**ALTE** **BULATS**  
Business Language Testing Service

**Candidate Test Report**

Family Name: **Jung**

First Name(s): **Peter**

Test: **English**

Company/Organisation: **ERG Inc**

Test Date: **08/10/2004**

**Overall Band** **CEF/ALTE Level : C1/4**

**Profile**

|                                      |    |
|--------------------------------------|----|
| Overall score                        | 77 |
| Listening score                      | 56 |
| Reading and Language Knowledge score | 96 |

The scores are given on a standard scale out of 100.

Please refer to the reverse of this form for an explanation of what candidates are typically able to do at this level.

Candidate number: \_\_\_\_\_

af Alliance Française  **YATIRIMCI VE SAĞLIK BAKANLIĞI**  
ZARFI İNTERNASİYONALES  **GOETHE-INSTITUT**  **UNIVERSITY OF CAMBRIDGE**  
ESOL Examinations  
English for Speakers of Other Languages

# What is BULATS?

BULATS is a qualification designed to offer candidates a relevant and reliable test, and quick results. Candidates' English language competence is assessed through Reading, Vocabulary and Grammar and Listening.

Each candidate receives a result with their analytical scores and level reported across the ALTE and Council of Europe Framework (CEF) levels A1 to C2. BULATS enjoys worldwide recognition and is accredited by the Qualifications and Curriculum Authority (OCA) at levels A1- C2. ASEP recognition covers all ASEP levels from B1 to C2.

| ALTE Levels | Common European Framework Level (CEF) | BULATS Score | Cambridge ESOL Examination |
|-------------|---------------------------------------|--------------|----------------------------|
| 5           | C2                                    | 90-100       | CPE                        |
| 4           | C1                                    | 75-89        | CAE                        |
| 3           | B2                                    | 60-74        | FCE                        |
| 2           | B1                                    | 40-59        | PET                        |
| 1           | A2                                    | 20-39        | KET                        |
| 0           | A1                                    | 0-19         | -                          |

## The Reading and Listening Test

The BULATS Reading and Listening mode assesses your ability to use English in everyday situations. Questions appear on screen and you answer them by clicking on a particular option or by typing in words or phrases. The computer-based Reading and Listening test is adaptive. This means that it adapts to your level. If you get questions right, it will give you more difficult ones. If you get questions wrong, it will give you easier ones. You can change your mind and change an answer you have selected. However, once you move on to the next task, you can't go back to a previous one.

### What is in a Reading and Listening Test?

There are eight types of question and they assess reading and listening skills, including grammar and vocabulary knowledge. The computer test starts by testing your reading language proficiency before starting the second section consisting of the listening part of the test. The task types can come in any order within each part of the test. As the test is adaptive, the length of the test will depend on your level of ability but it is usually between 70 and 90 minutes – with additional time for practice before the beginning of the test.

## Reading Tasks

|                          |   |
|--------------------------|---|
| Read and Select          | Candidates are presented with a notice, diagram, label, memo or letter containing a short text. They choose a phrase that most closely matches the meaning of that text.  |
| Extended Reading         | Candidates read a longer text and answer a series of multiple choice questions based on it. The questions are presented in the same order as the information in the text. |
| Multiple Choice Gap-fill | Candidates choose the best word or phrase to fill gaps in a text. There are usually four choices for each gap.  |
| Open Gap-fill            | Candidates complete blanks in a text by typing in the missing word.   |
| Gapped Sentences         | Candidates complete gaps in a sentence by choosing the correct word or phrase. There are usually four choices for each gap.   |

## Listening Tasks

|                             |  |
|-----------------------------|--|
| Listen and Select           | Candidates listen to a short recording and answer a short multiple choice question. You can hear each of the listening recordings twice.   |
| Listen and Select (Graphic) | The same as above, but the choice is between three pictures or images. You can hear each of the listening recordings twice.  |
| Extended Listening          | Candidates listen to a longer recording and answer a series of multiple choice questions based on it. The questions are presented in the same order as the information in the text. You can hear the listening recordings twice. |

## How are the results reported?

Results are calculated immediately. The Statement of Results will report your performance in the different sections of the test and give an overall score out of 100. Additionally, all candidates receive a result at the relevant CEF level (A1 to C2).

## How should you prepare for the Reading and Listening test?

BULATS tests your ability to use English in real life situations. So the best way to prepare for the test is to practise using the language in realistic situations. You should also familiarise yourself with the task types in the computer based test by looking at the sample questions provided here and the website: [www.bulats.gr](http://www.bulats.gr)

## Reading

You should prepare for the Reading section by reading a wide variety of relevant materials. You should practise reading extensively as well as intensively: "Extensively" means reading lots of materials without stopping to check any difficult words or phrases, while "Intensively" means reading slowly and carefully, checking each unfamiliar word. For some of the reading texts in BULATS you need to have developed skills in quickly looking through a text to get the general meaning, and to pick out answers to particular questions.

Sources of reading materials include language learning books - most publishers produce good course books with a variety of texts; newspapers and magazines; graded readers (novels adapted for learners of English); texts on the internet; and brochures, advertisements, catalogues etc.

Some of the types of reading text included in BULATS are:

*letters*

*memos*

*informal messages, notes*

*notices*

*adverts*

*forms*

*brochures, catalogues*

*product descriptions*

*office diaries*

*instructions, guides*

*articles from newspapers*

*newsletters*

*magazines*

*charts*

*tables*

*graphs*

## Grammar and Vocabulary

BULATS tests the vocabulary required for general communication. It does **not** include specialised vocabulary for particular areas of business. A useful way of developing your general vocabulary is to read a wide range of texts. Course books produced by international and Greek publishers contain many useful exercises for developing grammatical and vocabulary knowledge.

## Listening

You should prepare for the Listening section by taking as many opportunities as you can to listen to English used in real life situations. Some useful sources of listening practice are:

- your English language teacher and fellow students
- talks, meetings, clubs, films, radio and TV broadcasts, language learning cassettes/CDs. There are many websites offering online listening opportunities and activities including the BBC website.

Remember that it is the meaning of what you hear that is important, not the exact words said. Concentrate on understanding the general meaning, before worrying about particular words you could not hear or understand.

Some of the types of listening recordings included in BULATS are:

*face-to-face conversations, telephone conversations, answer phone messages, recorded information, interviews, discussions, presentations, verbal instructions and explanations.*

## What should you do during the test?

- Relax - the test is designed to be **easy to use**. Some candidates lose marks because they misread instructions in their nervousness.
- Pay close attention to the demonstration that plays before the test begins. This will tell you how you should answer the questions.
- Read the instructions carefully.
- Do not hurry - answer questions carefully. Remember, you cannot review your answers before finishing the test. Some candidates lose marks because they race through the test. However, do not spend too long on a question - generally, the first answer a candidate produces is the best one. Reading tasks do not require you to understand every single word in the text.
- Keep an eye on the progress indicator which shows how far through the test you are.

## SAMPLE QUESTIONS

Below are some sample screens showing the types of question that are in the computer based test. It is not possible to produce sample questions for a whole test because it is adaptive, and each test is therefore unique.

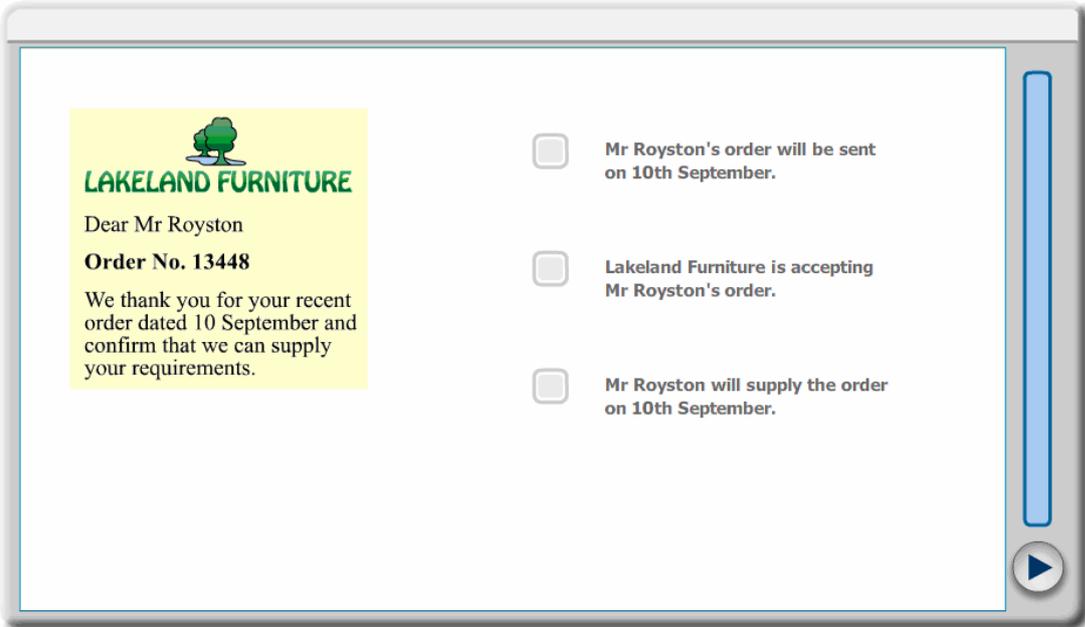
### Read and Select

Candidates are presented with a notice, diagram, label, memo or letter containing a short text. They choose a phrase that most closely matches the meaning of that text.

Look at the picture and click on the best answer,

Choose an Answer

Look at the picture and click on the best answer.



Mr Royston's order will be sent on 10th September.

Lakeland Furniture is accepting Mr Royston's order.

Mr Royston will supply the order on 10th September.

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## Extended Reading

Candidates read a longer text and answer a series of multiple choice questions based on it. The questions are presented in the same order as the information in the text.

### Read the Passage

Click on the numbers to see ALL the questions. Find the answers by reading the passage using the scrollbar.



Question 1 of 4

The source language should be

- the translator's native language.
- the translator's language of habitual use.
- a language the translator speaks as well as his mother tongue.
- a language the translator is proficient in.

The translator must have an excellent, up-to-date knowledge of his source languages, full facility in the handling of his target language, which will be his mother tongue or language of habitual use, and a knowledge and understanding of the latest subject-matter in his fields of specialization. This is, as it were, his professional equipment.

In addition to this, it is desirable that he should have an enquiring mind, wide interests, a good memory and the ability to grasp quickly the basic principles of new developments. He should be willing to work on his own, often at high speeds, but should be humble enough to consult others should his own knowledge not always prove adequate to the task in hand. He should be able to type fairly quickly and accurately and, if he is working mainly for publication, should have more than a nodding acquaintance with printing techniques and proof-reading. If he is working basically as an information translator, let us say, for an industrial firm, he should have the flexibility of

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### Multiple Choice gap fill

Candidates choose the best word or phrase to fill gaps in a text. There are four choices for each gap.

### Fill the Gap

Click in each gap. A choice of words will appear. Click on the word you think completes the phrase or sentence.



**A Communication Problem**

Dear Mr Maddox

I am writing in \_\_\_\_\_ to your telephone conversation with my assistant about our new product lines, and to explain my failure to answer your enquiries.

I believe your difficulty in \_\_\_\_\_ me, and in getting information on our new lines, arose because of our recent \_\_\_\_\_ of premises. I sincerely regret any trouble you have had. As my assistant promised, I have attached the new product details which you requested.

I hope I have \_\_\_\_\_ to explain the reason for problems you have had in contacting me recently, and that we can look \_\_\_\_\_ to continuing business with you.

Yours sincerely  
Jim Blakeney

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## Open gap fill

Candidates complete blanks in a text by typing in the missing word.

### Write in the Gap

Click in each gap, then type the word you think completes the phrase or sentence.



Eurocheques can be used for obtaining cash at over 250,000 bank branches, helping you to cut  cost of changing cash from one currency to . Your Eurocheque card will guarantee Eurocheques for between £100 and £150, the exact amount depending  which country you are in. With your personal number and card you  obtain cash from over 56,000 cash dispensers in 16 countries, so  won't be any need to queue in banks or show your passport.

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## Gapped sentences

Candidates complete gaps in a sentence by choosing the correct word or phrase. There are four choices for each gap.

### Choose an Answer

Read the question then click on the best answer.



I've applied for the job but I don't really  to get it.

- expect
- think
- believe
- suppose

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## Listen and Select

Candidates listen to a short recording and answer a short multiple choice question.

### Choose an Answer

Click on an audio button to hear the short passage. Then choose the best answer.



You are waiting to see Mrs Browning about a job when her assistant comes to speak to you.

Why can't she see you now?

- She is checking some equipment.
- She has a visitor from abroad.
- She has left the building.

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### Listen and Select (Graphic)

The same as above, but the choice is between three pictures or images.

### Choose an Answer

Click on an audio button to hear the short passage. Then choose the best answer.



How much is the watch that the man chooses?

A 

B 

C 

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# Extended Listening

Candidates listen to a longer recording and answer a series of multiple choice questions based on it. The questions are presented in the same order as the information in the text.

**Listen and Choose the Answers**

Read ALL the questions. Click on the audio button to hear the long passage. Click on each question. Then choose the best answer.



Question 1 of 6

**The Conference**

The conference will take place on a

- Monday.
- Wednesday.
- Friday.

**Question 2**

It will be held at the

**Question 3**

At the conference centre used last year there were problems with

**Question 4**

One of the afternoon talks has been

**Question 5**

The day will end with

**Question 6**

Lunch will be in



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BULATS tests are also available in German, French and Spanish.