

BEC HIGHER PRACTICE TEST SPEAKING

PART TWO

Mini presentation

Task prompt for Candidate A

You have one minute to prepare a presentation on one of the topics. You then have to talk about it for about one minute.

Task 1

A: Negotiating: the importance of good preparation

B: Performance appraisal: the importance of assessing levels of staff performance

C: Project management: the skills and qualities required to be a good project manager

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Task prompt for Candidate B

You have one minute to prepare a presentation on one of the topics. You then have to talk about it for about one minute.

Task 2

A: Business plan: the factors to consider when creating a business plan

B: Change management: how to make sure that staff can deal with changes

C: Quality control: the importance of quality control today in all areas of business