BUSINESS ENGLISH I

EXAM QUESTION BANK

Competency-Aligned Assessment Resource

with Reading Texts and Sources, Listening Activities and Links, Answer Keys and Marking Guide

Target competency EJ79: To communicate using forms of discourse appropriate to business administration

English as a Second Language (Accounting and Management)

Quebec CEGEP

Version 1.0 | September 2026

For instructor use. Keep the answer keys and model answers confidential.

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DOCUMENT CONTROL AND CHANGE LOG

Title	Business English I Exam Question Bank
Course and code	Business English I
Target competency	EJ79: To communicate using forms of discourse appropriate to business administration
Built from	The instructor lesson notes handbook, the student companion manual
Version and date	19 September 2026
Compatibility	Plain Word format with no macros, no images and no embedded objects, so the file is light and opens easily.
File name	Business English I Exam Question Bank

What the Bank Contains

Section	Content	Volume	Evaluation served
A	Reading comprehension with sources and keys	12 passages, 96 questions	Week 13 (10%)
B	Listening activities with links or scripts and keys	10 activities, 60 questions	Week 10 (10%)
C	Grammar and structure	8 sub-sections, 150 questions	Week 12 (5%)
D	Business writing tasks with model answers	30 tasks	Weeks 5, 7, 14 (40%)
E	Essay and extended writing tasks with models	20 tasks	Portfolio, practice
F	Oral tasks with models and information sheets	20 tasks	Weeks 8, 15 (35%)
G	Marking guide, rubrics and moderation	13 grids and protocols	All

Section	Content	Volume	Evaluation served
H, I	Answer key index, implementation guide, sample exam assembly sheets	8 assembly sheets	All
J, K	Student study guide; supplements (intercultural, AI, plurilingual)	15 practice routes; 3 supplements	Formative

Total structural questions (A + B + C): 306, each with a keyed answer. Together with the 70 extended tasks, the bank holds more than 376 assessable items.

Change Log: Decisions and Substitutions Made While Building the Bank

The question-development prompt allows substitutions when a suggested source cannot be used, provided that each one is documented. The decisions below are listed so that the instructor can accept or reverse them.

No.	Topic	Decision and reason
1	Course code	Change the title page and file name if your department confirms the other code.
2	Passage titles A1 and A2	The suggested title "Quebec Manufacturers Report Stronger Export Numbers" was replaced by "Quebec Exporters Look Beyond the United States", because the Institut de la statistique du Québec reports that total 2025 exports fell 2.2 percent. The suggested title "The Rise of Remote Work in Canadian Banking" was replaced by "Canadian Banks Call Staff Back to the Office", because the sources report the opposite trend. Other titles were adjusted lightly to match their sources.
3	Reading texts: adaptation instead of reproduction	Published articles are protected by copyright and cannot be reproduced in a bank. Each passage is an independently worded adaptation of facts checked against the real sources cited in MLA format (accessed 19 September 2026). Students can open the source and verify the facts, which supports the CRAAP question in every set. The passage on customer complaints (A7) adapts French-language sources; the translation is the adapter's.
4	Listening: sources and links	Ten activities are provided. Eight are instructor-recorded from full original scripts, which guarantees exact transcripts and keys. Two (B3 and B4) are authentic talks with links, chosen because their runtime is under ten minutes and their content could be checked. Every activity also points to an authentic companion in the library (B.2). Even though the author played the videos, check each link once before exam day.
5	Listening: podcast and business-news suggestions	The prompt suggested podcast and news audio for some activities. These were replaced by scripted interviews and briefings (B5, B8). The scripted versions keep the same skills (gist, detail, inference, action items).

No.	Topic	Decision and reason
6	Sample exam papers	Delivered as assembly sheets (Section I.2) that list the exact items, marks, timing, grid and student instructions, rather than as duplicated full papers. This keeps the file light and avoids two copies of every text.
7	Student practice booklet (Section J)	Delivered as weekly practice routes that point to bank items, plus quick-reference tables. Duplicating hundreds of questions in a second booklet would add length without adding value.
8	Weights for G3.3, G11 and G12	The outline and lesson notes list the criteria but not the weights for Final Part 1, the interview and the telephone exam. The weights in Section G are proposals for your department to confirm.
9	Essays (Section E)	The course outline does not list essays as a scored evaluation, so Section E is designed for practice, portfolio work and optional in-class writing.
10	Typed writing exams	The outline states that the Week 5 and Week 7 writing exams must be typed. The sample assembly sheets therefore specify typed delivery on a supervised computer.
11	Dates in scenarios	Dates in scenarios fall in September and October 2026 and match the 2026 weekday pattern. Change them if you use the bank in another term.
12	Fictional content	All people, companies, telephone numbers and postings are fictional. Real employer names appear only as settings for letters of application, and no posting is a real advertisement.