BUSINESS ENGLISH I EXAM QUESTION BANK

Frequently Asked Questions

1. How many questions and assessment items are included?

The bank contains **306 structural questions** across the reading, listening, and grammar sections, plus **70 extended writing and oral tasks**. In total, it contains **more than 376 assessable items**.

2. What types of assessment materials are included?

The bank includes:

1. Reading comprehension questions
2. Listening comprehension questions
3. Grammar and structural questions
4. Business writing tasks
5. Essay and extended writing tasks
6. Job interview tasks
7. Telephone conversation tasks
8. Meeting simulations
9. Presentation tasks
10. Answer keys and model answers
11. Marking guides, rubrics, and evaluation grids
12. Exam blueprints and assembly sheets

3. Are the reading passages original?

The reading passages are **independently written adaptations**, not reproductions of published articles. They are based on facts checked against real sources and are written specifically for the question bank.

4. Why are the reading passages adaptations rather than copied articles?

Published articles are protected by copyright. The bank therefore uses independently worded passages while preserving the relevant factual information. The original sources are identified so that students can verify the information.

5. How many reading passages are included?

Section A contains **12 reading passages**, with **96 scored questions** in total.

6. What kinds of topics do the reading passages cover?

The passages cover business and workplace topics such as:

a. Quebec exports
b. Banking and workplace policies

c. Climate action
d. Supply chains
e. Bill 96 and Quebec businesses
f. AI in the workplace
g. Customer complaints
h. Quebec's video game industry
i. Soft skills in accounting
j. Source evaluation
k. Cultural differences in business communication
l. Business e-mails

7. Are the sources for the reading passages included?

Yes. Each passage is connected to the real source or sources used to verify its information. Sources are presented in MLA format.

8. Can students use the sources to verify the information?

Yes. This is intentional. Source verification also supports questions involving the **CRAAP Test**.

10. How many listening activities are included?

Section B contains **10 listening activities and 60 questions**.

11. Are the listening activities all based on external videos or recordings?

No. The bank deliberately combines different formats. **Eight (08) activities use original instructor-recorded scripts**, while two (02) use authentic talks with external links.

12. Why are original listening scripts included?

Original scripts allow the instructor to control the content, timing, transcript, questions, and answer key. They also make the assessment easier to reproduce consistently.

13. Are authentic listening materials also included?

Yes. The bank includes selected authentic talks, including materials by **Julian Treasure**, with links provided for instructor use.

14. How many grammar questions are included?

Section C contains **150 grammar and structural questions**.

15. What grammar areas are covered?

The grammar bank covers:

a. Personal pronouns
b. Prepositions
c. Modal auxiliaries
d. Comparative and superlative adjectives
e. Verb tenses
f. Syntax and sentence structure
g. Spelling and punctuation
h. Business vocabulary and collocations

16. How many business writing tasks are included?

Section D contains **30 business writing tasks** with model answers.

17. What forms of business writing are represented?

The writing section includes:

1. Business e-mails
2. Memos
3. Letters of application
4. Inquiry letters
5. Complaint letters
6. Adjustment letters
7. Case-study correspondence
8. Follow-up e-mails

18. How many essay and extended writing tasks are included?

Section E contains **20 tasks**:

a. 8 argumentative essays
b. 6 analytical essays
c. 6 reflective essays

These are intended mainly for practice, portfolio work, and optional in-class writing rather than as a separate scored course evaluation.

19. How many oral tasks are included?

Section F contains **20 oral performance tasks**

1. 8 job interview tasks
2. 6 telephone conversation tasks
3. 3 meeting simulation tasks
4. 3 presentation tasks

20. Does every task have an answer key or model?

Where an objectively keyed answer is possible, the bank provides an answer key. Writing and oral tasks use **model answers, acceptable variations, rubrics, or evaluation grids** rather than a single fixed answer.

21. What is the target competency?

The bank is aligned with **EJ79: To communicate using forms of discourse appropriate to business administration**.

22. What are the five elements of competency used in the bank?

The bank identifies five elements:

a. **E1:** Analyze a situation
b. **E2:** Produce written correspondence
c. **E3:** Interact orally
d. **E4:** Research, evaluate, and summarize information
e. **E5:** Revise and correct autonomously

23. What does the E1 to E5 tag system do?

The tags show which element of competency a question or task addresses. This makes it easier for instructors to check competency coverage when assembling an assessment.

24. How is the question bank connected to the 15-week course?

The bank follows the course sequence and provides assessment material for the relevant weeks, from orientation and written correspondence through interviews, listening, grammar, reading, and the two-part final examination.

25. Does the bank support reinvestment?

Yes. Reinvestment is built into the assessment design. For example, **Week 10 listening materials provides source material for Week 11**, while **Week 13 reading materials are reused in the Week 14 final examination**.

26. What is the purpose of reinvestment?

It allows students to use information and language from receptive activities in later productive tasks rather than treating reading and listening as isolated examinations.

27. What assessment tools are provided for instructors?

Section G provides marking guides, rubrics, evaluation grids, correction codes, feedback protocols, moderation guidance, and appeals procedures.

28. Does the bank provide exam assembly instructions?

Yes. Section I provides **sample exam assembly sheets** showing the items to use, marks, timing, student instructions, and relevant marking grid.

29. What is included for student practice?

Section J provides a **Student Study Guide and Quick Reference**, including weekly practice routes, grammar references, business communication formats and language, and telephone spelling information.

30. Does the bank address intercultural communication?

Yes. Intercultural reflection is included in the assessment framework and in **Section K1: Intercultural Reflection Prompts**.

31. Does the bank address AI and digital literacy?

Yes. **Section K2: Responsible Use of AI and Source Evaluation** addresses responsible AI use and source evaluation. The implementation section also includes an Academic Integrity and AI Policy.

32. Does the bank include plurilingual resources?

Yes. **Section K3: Plurilingual Toolkit and False Friends (French to English)** supports students with French-English interference and related language issues.

33. What does CEFR mean in the bank?

CEFR indicates an approximate B1 or B2 level. It is used as a guide rather than as a formal test level.

34. What does FR mean in the question bank?

FR identifies a French-interference note, particularly where a grammar or language item may be influenced by French.

35. Are the scenarios based on real companies and people?

The document states that the people, companies, telephone numbers, and postings used in scenarios are fictional. Real employer names may appear as settings for application-letter tasks, but no real job posting is reproduced.

36. Are the external links guaranteed to remain available?

No. The bank instructs instructors to check every external link before examination day. The assessment should not depend entirely on a live webpage.

38. What is the Week 13 Reading Exam format?

The proposed blueprint uses one **300 to 450-word passage**, eight questions, and two post-reading tasks. Question types include main idea, specific detail, inference, vocabulary in context, author's purpose, and CRAAP.

41. What makes this bank different from a simple collection of questions?

It connects **questions, original and adapted assessment texts, sources, scripts, answer keys, competency elements, reinvestment, exam blueprints, rubrics, and implementation procedures** in one assessment resource.

42. What is the overall purpose of the bank?

The question bank gives instructors a structured, reusable assessment resource for Business English I. It supports **EJ79**, follows the course sequence, provides multiple forms of assessment, and gives instructors the materials needed to assemble, administer, mark, and review competency-aligned assessments.

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Prepared by: Didimus Zencha Ayeseh