

## A PEARSON VUE BUSINESS

# Communication Skills for Business English for IT Exam Tutorial

#### Exam Process

The exam experience follows this process:

- 1. Tutorial. The tutorial (this page) provides helpful information about the exam environment. Read the tutorial carefully. When you are ready to begin taking the exam, select Start Exam.
- 2. Exam Questions. The exam timer starts and the questions appear. You can move forward and back through them, answer them, and mark them for review or feedback.
- 3. Exam Summary. The exam summary indicates the questions you have answered, not answered, marked for review, and marked for feedback. You can review and change your answers. The exam timer stops and your answers are submitted when you select Finish Exam.
- 4. Feedback. You can leave feedback about the exam and individual items. When you finish leaving feedback, select Exit Exam to display your score report.

## **Reviewing Questions**

The Exam Summary appears after the final exam question. You can also move to this page by selecting Go to Summary from any question.

The Exam Summary indicates the questions you have answered, not answered, and marked for review.

Exam Summary		Tir	ne Remai	ning 00:12:20
Se	lect any category column he	ading or icon to r	eturn to item	s in that category.
Question 1	Answered 36	Unanswered 1	Review 5	
1 You are creating a TouchD	evelop app		$\checkmark$	
2 You are creating a comput	er version o			
3 The illustration shown belo	w gives det		$\checkmark$	
4 You volunteer for a team co	oding comp			
5 You are creating a game th	nat allows y			
6 A coin minting agency hire	s you to tra			
Tools -			B	Finish Exam

## On the Exam Summary page:

• The Unanswered column indicates questions you did not answer or questions for which you did not provide the required number of answers.

- · Select any question to return to that question.
- Select the Answered, Unanswered, or Review category heading or icon to return to the set of questions in that category. You can review and modify your answers, and clear the review flags.
  The exam timer runs until you select Einish Exam
- Select Finish Section/Exam to submit your answers, stop the exam timer, and move to the feedback stage of the exam. You cannot change your answers after you finish a section or the exam.

## Feedback and Exam Results

After you submit your answers, you can leave feedback about the exam in general. The exam team will review your feedback and use it to improve future exam experiences. You cannot change your answers during the feedback stage.

When you finish leaving feedback or the feedback period ends, select Exit Exam to display your exam score report.

This is the end of the tutorial. Select Start Exam to leave the tutorial and start the exam. Your exam time begins when you start the exam.

Tools -

- This section has 55 questions.
- · You must pass all three sections of this exam to earn the certification.

## Use of English Interface and Controls

Each page of the exam has three panes.

Here is an example of a selected response item.

To so	ive the issue, you will need to the source of the problem.
Selec	t the correct word or phrase to complete the sentence
OA.	label
OB.	exploit
OC.	find
OD.	avoid

Here is an example of a reading passage item.

this is the area that will be contain the text that you need to read to	Answer 1
e able to answer the questions to the right.	A Formula
'ou will need to read carefully to obtain all of the information required $\sigma$ answer the questions	D B Blank
Sometimes, you will see a (1) that you will be prompted to all in Sometimes there are (2), blanks to complete	C Puncluation
	D Picture
•	Answer 2
	O A Ned-in
	O B blank
	C two
	O D completed

1. The Information window at the top of the page shows the current question number, the total number of questions, and the remaining exam time. The progress bar fills to indicate the percentage of questions answered.

- 2. The Content window in the center of the page contains the question and answer options.
- 3. The Navigation window at the bottom of the page contains the following commands for moving through the exam.

Go to Summary	Displays the Exam Summary page that shows the questions you've answered, marked for review, and marked for feedback
Mark for Review	Flags the question to indicate that you want to return to it before you finish the exam.
Tools -	Displays a menu of commands that allow you to access exam environment instructions or change the color scheme. Other tools, such as a calculator or reset button, might be available for the current question.
Next	Saves your response and moves to the previous question.
Next	Saves your response and moves to the next question.
Finish Exam	Submits your answers, stops the exam timer, and moves to the exam feedback stage.

Tools -

- This section has 30 questions
- · You must pass all three sections of this exam to earn the certification

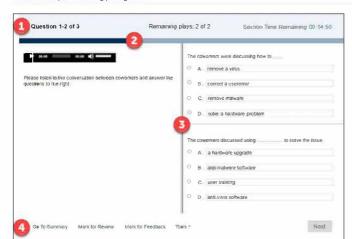
## Listening Section Interface and Controls

Each page of the exam has three panes.

This is an example of a selected response item

		ara — azo 4) —
"his	s is a	an example of an audio file item. You will need to listen to the audio file to select the correct answer option
0	A	The people are discussing a problem with an app.
0	в	The people are discussing how to resolve a programming issue
0	¢	The people are discussing a problem with a computer
	D	The people are discussing how to configure a printer

## This is an example of a reading passage item



1. The Information window at the top of the page shows the current question number, the total number of questions, and the remaining exam time. The progress bar fills to indicate the percentage of questions answered

- 2. The audio player will play the audio content a maximum of two times.
- 3 The Content window in the center of the page contains the question and answer options
- 4. The Navigation window at the bottom of the page contains the following commands for moving through the exam.

Go to Summary	Displays the Exam Summary page that shows the questions you've answered, marked for review, and marked for feedback
Mark for Review	Flags the question to indicate that you want to return to it before you finish the exam
Tools -	Displays a menu of commands that allow you to access exam environment instructions or change the color scheme. Other tools, such as a calculator or reset button, might be available for the current question.
Back	Saves your response and moves to the previous question.
Next	Saves your response and moves to the next question
Finish Exam	Submits your answers, stops the exam timer, and moves to the exam feedback stage.

Tools -

This section has 45 questions.

· You must pass all three sections of this exam to earn the certification.

## **Reading Section Interface and Controls**

Each page of the exam has three panes.

This is an example of a selected response item.

This	is an example of a Reading Item.	
Text	will appear here that you need to read	to answer the question.
	naterial to be successful. Please read	report. Whatever the format, you will need to read all of carefully so you don't miss any details. Some of the item nformation for you to interpret. Items may ask you to
are s deno of a s The t	te which paragraph contains specific in specific tasks detailed in the text.	normation of you to interpret, items they ask you to normation. Other items may ask you to identify attribute
are s deno of a s The t Com	te which paragraph contains specific in specific tasks detailed in the text.	nformation. Other items may ask you to identify attribute
are s deno of a s The t Com	te which paragraph contains specific in specific tasks detailed in the text ext suggests that you	nformation. Other items may ask you to identify attribute
are s deno of a s The t Com O A. O B.	te which paragraph contains specific in specific tasks detailed in the text. ext suggests that you plete the statement above by selecting read carefully for details	nformation. Other items may ask you to identify attribute

This is an example of a reading passage item.

his Is an example of a Reading Ilem	The Reading lext may contain
ext will appear here that you need to read to answer the restions to the right	A_ formulas
epending on the question, there may be several paragraphs of	© B_ infographs
formation. Sometimes it's in a letter format. Other times the text witten like a report. Whatever the format, you will need to read of the material to be successful. Please read carefully so you	C reports
on't miss any details. Some of the items are scenario-based and on win technical information for you to interpret litems may ask ou to denote which paragraph contains specific information. Other	O pictures
ms may ask you to identify allobutes of a specific tasks detailed the text	The text suggests that you
epending on the question, there may be several paragraphs of formation. Sometimes it's in a retter format. Other times the text	A Just read the last paragraph
written like a report. Whatever the formal, you will need to read of the material to be successful. Please read carefully so you n't miss any details. Some of the items are scenario-based and	O B skim through the material
hlain lechnical information for you to interpret items may ask u to denote which paragraph contains specific information. Other	C read caretolity for details

1. The information window at the top of the page shows the current question number, the total number of questions, and the remaining exam time. The progress bar fits to indicate the percentage of questions answered

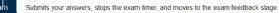
2. The Content window in the center of the page contains the question and answer options.

3. The Navigation window at the bottom of the page contains the following commands for moving through the exam.

Back
Next
Finish Exam

Saves your response and moves to the previous question

Saves your response and moves to the next question



Tools -

Start Section