

International Certificate of Financial English (ICFE)







Reading

Read some texts and answer some questions.

Writing

The Writing Test has two questions. You must answer both questions.

Speaking

Listen and talk.

Listening

Listen and answer some written questions.

Writing

Part 1 (120-180 words)

You must reply to a letter. There are 5 points that you must use.



You must answer this question. You work for a firm of accountants. One of your clients, Carsho Construction, has applied for a loan to purchase and develop an industrial site. You have received the following letter from Lars Fleming, Account Manager at Carsho Construction's bank. Read the letter from Lars Fleming, on which you have made some notes. Then, using all the information in your notes, write to Lars Fleming on behalf of your client, Carsho Construction. We have recently received a loan application to purchase an industrial site from a mutual client, Carsho Construction. However, before we can process the application, we require further information on some points. Firstly, in the breakdown of costs for the project we cannot find any reference to architects' fees. Can you Will use in-house In addition, although we requested company figures for the last five years we have only received accounts for the past four years. Why is this? The funding for the project is also not dear to us. Carsho Construction have requested a loan from this bank for only 65% of the total investment. We need to know where the remaining 35% will come from. Finally, a representative from our bank has looked at the site and the bank is concerned that the purchase price for the site may be too high. I look forward to hearing from you. ·Disagree - say Suggest a meeting to discuss Yours sincerely Lars Fleming Account Manager XYZ Bank



Writing

Part 2 (200-250 words)

You must write a report. You will be given a situation and four points to write about.

You work for an accountancy firm. One of your clients, SportExcel, a chain of health and fitness clubs in your country, wants to raise some capital in order to expand, The Managing Director (MD) of Sport Excel has asked your firm for advice.

Write a report for the MD of SportExcel. Your report should:

- comment on your current financial position of Sport Excel
- outline the different ways of raising capital
- •summarise the factors Sport Excel should consider when deciding which way of raising capital would be best
- evaluate the risks involved in expansion at the current time

You will be marked on content, communicative achievement, organisation and language.



Speaking

The Speaking Test has four parts:

- Part 1: Interview
- Part 2: Long turn (give a talk)
- Part 3: Listen and give your opinion
- Part 4: Discussion

You must answer **all** parts.

You are marked on: the relevance of your response, grammar, vocabulary and punctuation.



Speaking Part 1

Listen and answer the questions.

Speaking Part 2

Choose one topic to talk about for one minute.

There is one minute of preparation time.

Use the three given bullet points to help you plan your talk.

At the end of one minute you will be told to start your talk.

Try to talk for one minute about your chosen topic.

The clock will show how long you have left.



Speaking Part 3

You will be given a situation and four content points.

For each content point you will hear a colleague giving their opinion.

Your colleague will ask for your opinion.

Respond to your colleague.

You will have forty seconds to give each response.

Speaking Part 4

You will hear the examiner ask you four questions on the same topic as Part 3.

Give your response to each question.

You will have forty seconds to give each response.



Speaking test instructions

Listen carefully to each question.

Respond to each question when you hear a beep.

Speak <u>clearly and loudly</u> into the microphone.

A timer will show how long you have to give each answer.

Do not speak after the timer has reached zero.

Check your headset at the start of the test.

