

## WRITING SAMPLE

You have **90 minutes** to complete **2** writing tasks.

**You must answer both task 1 and task 2.**

Both tasks carry **equal weight**.

All your answers must be transferred to the corresponding **Answer Sheet**. Only the Answer Sheets will be marked

Write your answers in **black ink preferably**.

The **Writing Paper**, its corresponding **Answer Sheets** and any **rough paper** you may have used **must be handed in together**.

### TASK 1

You have received the following email from a student of yours:

Dear tutor,

I am writing from Solutions Ltd. As you know, we currently have one of your students doing their work placement with us, and I have been asked to express some concerns we have to you.

Firstly, the student is not complying with the schedule, and usually arrives about 30 minutes late, spends a lot of time outside smoking, then leaves early. Secondly, when management has tried to speak to the student about this problem, we have basically been told that it is none of our business. Thirdly, we are not impressed with the general training the student has; we work with platforms that are part of any university program, but we are surprised at how little the student seems to know.

We would appreciate it if you could speak to this student to improve the experience for everyone.

Regards,  
Solutions Ltd.

You write an email to the student in which you:

- justify the importance of the complaints
- propose actions to take
- explain the consequences of inaction

Write a **minimum of 200 words**.

## TASK 2

Here you have some questions posted on the *Course Reading Forum*.

Question 1: Course reading forum??

by J Garcia - Friday, 6 March 2015, 14:22

Hello,

I do not understand what we have to write in the forum about the reading. Do we have to write a summary or ask questions? Is it obligatory to participate? Can I just participate once or must we respond to our classmates? Will we get a grade?

Have a good weekend!

RE: Course reading forum??

by S. Pujol - Friday, 6 March 2015, 14:22

Hi!!!

I have the same problem. I do not like the virtual campus. Also, I prefer videos instead of reading.

Cheers!!

You decide to write a response to the forum in which you:

- justify why course readings are important
- explain how students should interact and how they will be graded
- detail what type of information they should include in their contributions

Write a **minimum of 200 words**.

## SPEAKING SAMPLE TASKS

### PART 1 (2-3 minutes)

### Biodata questions

#### PROFESSIONAL ACTIVITY

1. What do you find most interesting about your work at the UPF?

#### UNIVERSITY TEACHING

1. What courses do you teach at your university?

#### ACADEMIC RESEARCH

1. Could explain an area of your research?

#### PROFESSIONAL DEVELOPMENT

1. Have you spent any time studying abroad?

### PART 2 (4-5 minutes)

### Monologue

As a member of your department, you have been asked to participate in an international Round Table Session on Sharing Teaching Experiences.

Please prepare an approximately four-minute discourse in which you:

- highlight the positive aspects of your last academic year
- analyze the negative aspects your last academic year
- suggest measures for improvement

You have 15 minutes to prepare your monologue. You may use a written outline for your presentation. During the interview you may refer to your notes, but you cannot read them aloud.

### PART 3 (3-4 minutes)

### Follow-up questions

- What challenges do you see in Higher Education in the next few years?
- What advice would you give to a new teacher?
- Could you please clarify what you said about...

**PART 4 (3-4 minutes)**

**Micro-teaching**

In today's class, you are talking about a **finding/theory that has been rejected in your field**. Make sure to:

- describe a finding/theory that has been rejected
- explain the reasons for rejecting it
- describe the consequences of these changes

**PART 5 (2 minutes)**

**Mediation**

Comunicat de presentació d'un TFG en anglès

Please communicate the following information in English to inform your students about the Final Degree Project.

El treball de final de grau és un exercici de síntesi, integració i aprofundiment de tots els coneixements i competències adquirits durant el grau. Consisteix en el desenvolupament d'un tema en profunditat i de manera exhaustiva. El treball té un màxim de 8.000 paraules i s'estructura de la manera següent: presentació general del treball, marc teòric en relació amb la temàtica, metodologia, desenvolupament de la temàtica i conclusions.