

## WHAT THE EXAM LOOK LIKES AND WHAT YOU HAVE TO BE ABLE TO DO

**READING:** You must understand information on forms, signs on the street, in means of transport and at work. You must understand advertisements on websites, in an e-shop; you must understand basic signs in shops, at the doctor's office and at the hospital. You must understand a simple letter or text message (SMS). You must understand simple directions (for instance, how to pay a parking fee).

**WRITING:** You must be able to fill in various internet forms, for example an order for goods in an e-shop. You must be able to write a greeting from a holiday or a trip. You must be able to invite Czech friends to events such as birthdays, weddings, and visits. You must be able to write an apology for work and school. You must be able to apply for time off or annual leave. You must be able to write a simple advertisement and you must be able to respond to the advertisement. You must be able to write all the letters of the Czech alphabet as well as a full stop, question mark and exclamation mark.

**LISTENING:** You must understand announcements at train stations, in shops. You must understand the main information on the radio, on television, in videos on the internet. You must understand the main information on the telephone. You have to be able to write all the numbers and names when spelled. You must understand the basic information that they tell you in shops, in services (for example at the hairdresser's, at a dry cleaners), at the doctor's or in the hospital. You have to understand when a friend speaks about their family, work, and free time. You must understand when your boss at work explains some simple task or you have to do some work.

**SPEAKING:** You must be able to find out information in shops; you have to be able to order various services. You need to be able to negotiate with colleagues at work. You need to be able to ask for something or a service or information, thank them for it, apologize in various situations, invite someone to an event, and ask for advice. You must be able to say a few words about your life, family, and work. You have to be able to say what you like and dislike and what you love. You must be able to say what happened to you or what you saw. You need to be able to talk about various things such as food, shopping, health, free time, etc. for at least 1 minute.

**VOCABULARY:** You must know all the basic words to understand and be able to communicate in all parts of the exam (reading, writing, listening, speaking). However, you must also be able to ask about a word that you do not know. You have to be able to write down such a word. You must know how to ask how the word is used and where it is used.

**GRAMMAR:** You must know the basic forms of nouns, adjectives, and pronouns in the singular. You must know the plural in the basic form (plural). You have to know the present, future and past tenses.

**PRONUNCIATION:** You have to be able to enunciate carefully, because we have to understand you during the exam. You must not speak too fast or too slow.

You need to know what the test looks like (test format): You need to become familiar with the model test (practice test) to know how to answer and what to do during the test. You must prepare for the exam.