

## DOs and DON'Ts for Aviation LP Speaking Ability exam (all levels).

### Do....

GENERAL	
✓	Read the ICAO Holistic Descriptor Rating scale and familiarize yourself with what the examiners are looking for. Make sure you are familiar with the focus, function and procedures of each linguistic part of the rating scale, particularly for Level 4.
✓	Practise speaking and listening to English as much as possible with friends and colleagues (Anglophone or proficient non-Anglophone wherever possible) both at home and at work.
PRONUNCIATION	
✓	Make sure you pronounce syllables correctly. Incorrect enunciation (physical production of sounds) can sometimes make meaning and references unclear.
✓	Articulate your language correctly and clearly. Poor pronunciation can lead to difficulty in ease of understanding.
✓	Speak clearly and at a normal speed (not too fast, nor too slow), so it is easier for both the interlocutor and assessor to understand you.
STRUCTURE	
✓	Try to use all elements of basic grammatical structure. These include: plural forms, prepositions, subject, correct pronouns, past, present & future verb structure. A good grammar book will give you guidelines and details on correct grammar structure and use.
✓	Remember that plural and 3 <sup>rd</sup> person 's' are almost always pronounced in English.
FLUENCY	
✓	Make full use of the time to speak so that the assessor hears plenty of your English. The assessment is based on what the Assessors hear, not what they think you can say. Use all the opportunities to develop and extend your answers whenever possible.
✓	Give your opinion where possible. The assessors are evaluating your language skills, not your technical, operational or theoretical knowledge.
✓	Give full answers to questions, not just lists of words or short sentences. Your answers should be immediate, appropriate and informative.
✓	Use discourse markers ( <i>firstly, secondly, however, on the other hand, etc etc</i> ) to link your sentences and to provide logical speech.

<b>VOCABULARY</b>	
✓	Explain a word in English if you can't remember the actual word. Don't use your own language for words you don't know in English. Assessors look for your ability to explain an unknown word or words in English by using other words if you cannot remember them (paraphrasing).
✓	Be careful with assuming a word is the same in English as it is in your own language. If you are not sure, again, describe it.
<b>COMPREHENSION</b>	
✓	Listen carefully to the instructions and all of the questions during the test . Wait for the Interlocutor to finish the question and respond appropriately. Just because you give an answer does not automatically mean it is appropriate to the question asked by the examiner.
✓	If you are not certain of a word or even a full sentence, ask the Interlocutor to repeat the word or question.
<b>INTERACTION</b>	
✓	Be prepared to play your part in maintaining interaction by responding to what the Interlocutor says.
✓	Ask for clarification to help you to understand a question or certain words. Appropriate and correct answers are vital in good interactive communication.
✓	Make sure your answers correspond exactly to the question. Even if you talk a lot but do not correctly answer the question your answers will be noted as inappropriate. Repeated inappropriate answers will result in a lower grading.

## Don't.....

GENERAL	
<b>X</b>	Don't prepare long answers in advance, or learn and practise speeches. Unless you're a professional actor, rehearsed speech will be easy to spot and will probably not match the rest of your spontaneous language.
PRONUNCIATION	
<b>X</b>	Don't speak too fast. Speed does not equal good language proficiency. Language spoken too fast can often be difficult to understand. This can result in a lower grading for pronunciation and have a negative impact on fluency.
VOCAB ULARY	
<b>X</b>	Don't use a word if you are not sure what it means. It could be embarrassing and if you try to use a word from your own language it may not even exist in English or it may have another meaning.
<b>X</b>	Don't worry about technical, theoretical or operational knowledge. You are being tested for plain language only.
FLUENCY	
<b>X</b>	Don't leave long or frequent pauses. A short pause for thinking time is acceptable but long pauses and hesitations should be avoided.
<b>X</b>	Don't worry about being interrupted by the examiner. This shows you have spoken enough. The tests have to be kept to the time limit for organizational and standardisation reasons and out of fairness to other candidates.
<b>X</b>	Don't just give short sentences. If you don't give full replies to the questions your language can not be assessed.
COMPREHENSION	
<b>X</b>	Don't just pick one word from the question before answering. Make sure you listen to the whole question. Ask for clarification if you don't understand. Any answer which doesn't match the question may lead to a lower grading.
<b>X</b>	Don't continue to talk if you are uncertain of your words or the question. It is better to stop and clarify than to give inaccurate or inappropriate language.
<b>X</b>	Don't assume the assessors have understood your answer. If you are asked the same question twice, see it as a warning light. You may have given an inappropriate answer and/or misunderstood the question.