

VOCATIONAL



WJEC Level 1 / Level 2  
Vocational Award in  
**GLOBAL BUSINESS  
COMMUNICATION (GERMAN)**

REGULATED BY OFQUAL  
DESIGNATED BY QUALIFICATIONS WALES

**SAMPLE ASSESSMENT  
MATERIALS - EXTERNAL**

Teaching from 2017  
For award from 2019





# WJEC Level 1/Level 2 Vocational Award in Global Business Communication (GERMAN)

## SAMPLE EXTERNAL ASSESSMENT

For teaching from 2017

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Candidate Name	Centre Number	Candidate Number



**LEVEL 1/LEVEL 2 VOCATIONAL AWARD IN  
GLOBAL BUSINESS COMMUNICATION  
(GERMAN)**

**UNIT 2**

**GLOBAL TRAVEL**

**AM/PM [date]**

**1 hour 30 minutes**

For Examiner's use only		
Question	Maximum Mark	Mark Awarded
1.	4	
2.	3	
3.	8	
4.a	4	
4.b	3	
5.	4	
6.	10	
7.	12	
<b>(Speaking)</b>	<b>12</b>	
<b>Total</b>	<b>60</b>	

**Instructions to candidates**

Answer **all** questions.

Write your answers in the spaces provided in this booklet.

Use black ink or black ball-point pen. Do not use pencil or gel pen. Do not use correction fluid.

**Information for candidates**

The total for the paper is 60 marks.

The number of marks is given in brackets at the end of each question or part question. Dictionaries may be used.

**Answer all questions.**

**Question 1**

When planning and booking accommodation abroad name 4 factors you need to consider.

**[4 marks]**

**Write your answers in English.**

- .....
- .....
- .....
- .....

**Question 2**

You receive the following e-mail from your boss about a business trip.

Hi

I'm interested in attending a conference in Berlin in March (details attached). Please can you make the necessary travel arrangements.

If possible I would prefer a hotel with a gym but the most important thing is to be as close to the airport as possible.

I will need to work during the journey so please find out about internet access on the flight and I would prefer a direct connection. Remember the budget for accommodation is 100€ (room only) or 140€ (dinner, bed and breakfast).

Let me know the details when you have them.

Thanks

J.Lydon

Identify the key information from the e-mail that you need to know in preparation for arranging the transport and accommodation

**[3 marks]**

**Write your answers in English.**

- ..... (1)
- ..... (1)
- ..... (1)

# IFA – Berlin – Technologie

## *Messegelände Berlin – 2017*

Die internationale Funkausstellung IFA öffnet  
wieder ihre Türen

### INFORMATIONEN:

Auf der global führenden Messe für Technologie und Elektrohausräte treffen sich alle wichtigen Händler, Einkäufer und Experten aus der Industrie und den Medien

Letztes Jahr gab es:

- 240.000 Besucher (68.000 internationale Besucher aus mehr als 100 Ländern)
- 1800 Aussteller
- 4,5 € Milliarden Ordervolumen

Hier finden Sie Präsentationen der neuesten Produkte und Innovationen und viele Sonderangebote!

### ALLGEMEINE MESSEINFOS:

Mittwoch, 3. und Donnerstag, 4. März (8-20 Uhr)

Freitag 5. März (8–21.30 Uhr)

### EINTRITTSKARTEN:

Online-Ticket-Verkauf = 35 €

An der Kasse = 55 €

Schulklassen-Ticket – Die IFA lädt interessierte Schülerinnen und Schüler ab der 7. Klasse ein (8 € pro Person)

Das ICC-Parkhaus ist täglich geöffnet. Ein Parkticket kostet pro Tag 10 €.



**Flughafen-Shuttlebus  
– Sie genießen  
stressfreien Transport  
(10 Minuten  
Reisezeit)**

**25 Minuten zum**

**Berlin**

**Hauptbahnhof**

Messegelände  
(Berlin ExpoCenter)  
Messedamm 22  
14055 Berlin

**Tél. : 030 3083 2095**

Email :ifa@messeberlin.de  
www.ifa-berlin.de

**Question 3**

Read the flyer about the conference. You need to find out key information about the conference in order to help plan the travel arrangements. **[8 marks]**

**Write your answers in English.**

i. What is the main theme of the conference? (1)

.....

ii. What proves the conference last year was a success? Write **two** details. (2)

- .....
- .....

iii. How many days does the conference last? (1)

.....

iv. Which type of transport is nearest to the expo centre? (1)

.....

v. What is the best day for your manager to travel from the UK in order to attend the full conference? (1)

.....

Why? (1)

.....  
.....

vi. Which information about the ticket prices is relevant to your manager? Write **one** detail. (1)

.....  
.....



**Question 4**

Taking your manager's accommodation requirements into account, you begin to research hotels for the conference.

Read the information about four hotels in Berlin.

<p><b>Maritim Hotel Berlin</b></p>  <ul style="list-style-type: none"> <li>• 505 stilvolle Zimmer und Suiten</li> <li>• Exklusiver Wellnessbereich mit Sauna, Dampfbad, Fitness und Massage</li> <li>• 7 Konferenzzimmer mit Leinwand, Beamer, Mikrofon und Lautsprecheranlage</li> <li>• Preise ab 150€</li> <li>• Live-Musik und SKY-Sportübertragungen</li> </ul>	 <p><b>Schlosspark Hotel</b></p> <ul style="list-style-type: none"> <li>• Kostenlose Parkplätze</li> <li>• Nur 20 Minuten vom Flughafen</li> <li>• Direkt am Schlosspark Charlottenburg</li> <li>• Doppelzimmer mit Balkon 140€</li> <li>• Alle Preise verstehen sich inklusive unseres Frühstücksbuffets</li> </ul>
<p><b>Mercure Hotel Berlin City</b></p>  <ul style="list-style-type: none"> <li>• 64 Zimmer mit eigenen Badezimmern, Schreibtisch, Flachbild-TV und Kühlschrank</li> <li>• Fantastisches Frühstücksbuffet – glutenfreies Brot und lactosefreie Milch</li> <li>• WLAN-Zugang steht kostenfrei zur Verfügung</li> <li>• Zentrale Lage</li> <li>• Haustiere erlaubt (15 EUR)</li> </ul>	 <p><b>Sheraton Berlin Hotel – Landen, einchecken und wohlfühlen</b></p> <ul style="list-style-type: none"> <li>• Vom Gate des Flughafens Berlin sind es nur zwei Minuten zu Fuß zum Hotel</li> <li>• Kostenloses WLAN</li> <li>• Bestpreisgarantie – Preise ab 80€</li> <li>• Sonderangebot – Im März und April – Halbpension 120€</li> <li>• Schwimmbad und Fitnesszentrum</li> </ul>

a) Write the name of the correct hotel in the grid below.

**[4 marks]**

	Which hotel ...	Name of hotel
i.	has conference facilities?	
ii.	has breakfast included?	
iii.	allows dogs?	
iv.	has a swimming pool?	

- b) Based on your manager's requirements in the e-mail which hotel would you choose to book and why? **[3 marks]**

**Hotel Choice** .....(1)

**Reasons**.....

.....

.....(2)

**Question 5**

Your manager has told you that he needs to work during the journey so you are researching internet access during the flight. Read the information and answer the questions **in English.** **[4 marks]**

**Lufthansa FlyNet – Internet an Bord**

Genießen Sie die volle Kommunikationsfreiheit – E-Mails schreiben, Facebook lesen, Live-TV schauen, online einkaufen oder gesellschaftliche Dinge erledigen – die Möglichkeiten während des Fluges sind vielfältig.

Für die Nutzung des Internetzugangs bietet Ihnen die Deutsche Telekom zwei Tarife. Man kann mit allen gängigen Kreditkarten bezahlen. Die Bezahlung über Paypal ist leider zur Zeit nicht möglich.

1 Stunde: 9 EUR

Full Flight (bis zu 24 Stunden) : 17 EUR

- i. Give **two** details about how you could use the service. (2)

.....

.....

- ii. Give **two** details about the costs. (2)

.....

.....

**Question 6**

**[10 marks]**

When you book your manager's ticket, you hear some pre-recorded messages about the flight. Listen to the information from the airline and answer the questions below.

**Section A**

**[4 marks]**

**Tick the correct answer.**

i. What time is the flight? (1)

- a. 5.00 p.m
- b. 3.30 p.m
- c. 3.30 a.m

ii. What is the flight number? (1)

- a. LH2539
- b. LR3628
- c. LH3529

iii. How soon before the flight can you check in? (1)

- a. 23 hours
- b. one day
- c. 32 hours
- d. one week

iv. What are you reminded to bring? (1)

- a. Health insurance
- b. Passport
- c. Foreign currency
- d. Car hire documents

**Section B**

**[4 marks]**

**Answer the questions in English.**

v. Which items are not allowed in hand luggage? Give **two** details. (2)

.....

vi. Which items are allowed in hand luggage? Give **two** details. (2)

.....

**Section C**

**[2 marks]**

Answer the questions in English.

- vii. What information can you find out on the app? Give **two** details. (2)

.....

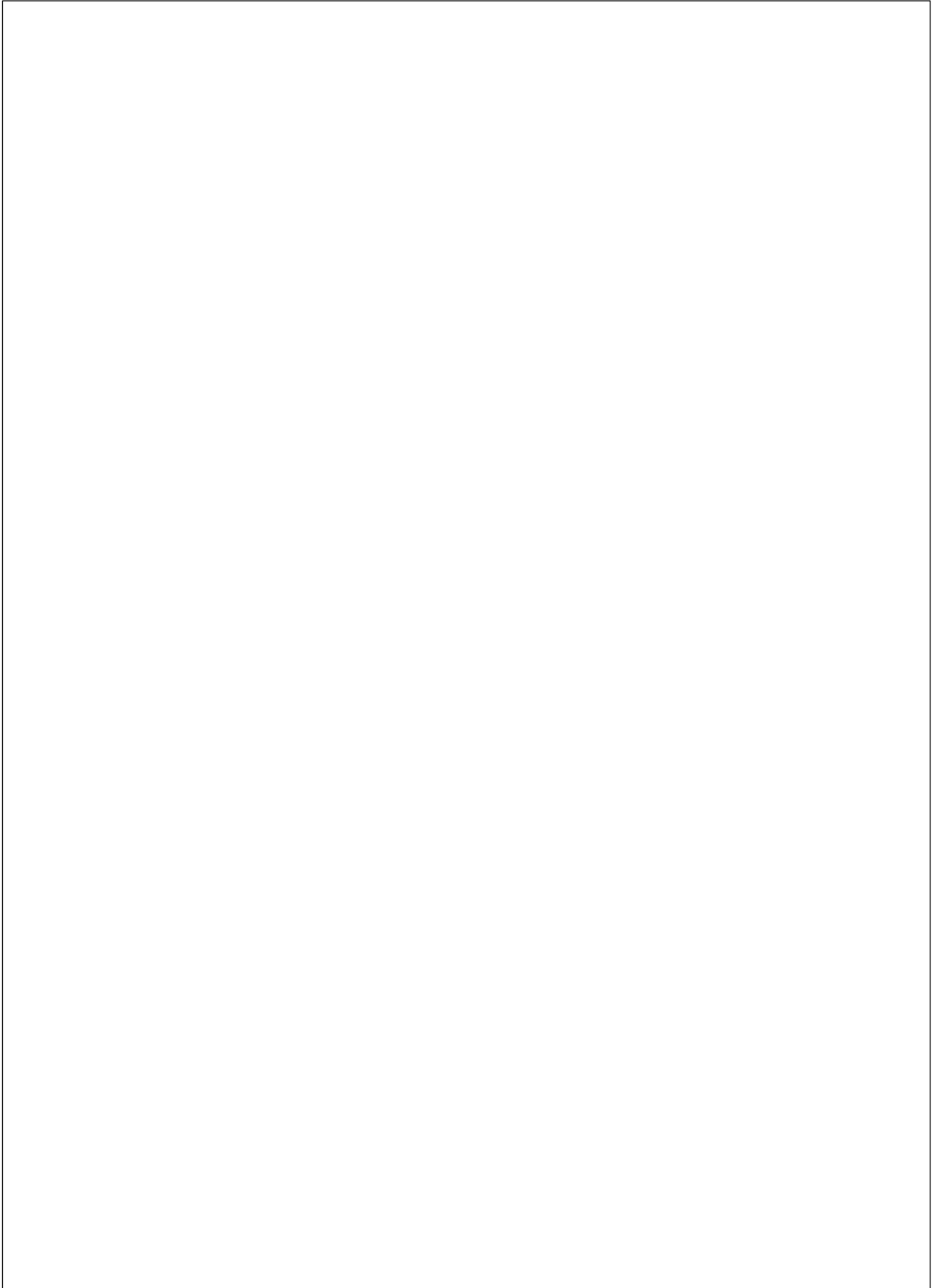
.....

**Question 7**

**[12 marks]**

You need to reserve a hotel room for your manager. Write to the hotel in German. You must include the following information within the letter:

- specify the type of room (e.g. single/double etc.) and facilities (e.g. TV/Shower etc.) required.
- date of arrival and number of nights
- give the name of your boss
- explain the meals your boss wants (e.g. full board/half board)
- explain how your boss would like to pay the bill.
- ask **two** questions about the hotel and/or the facilities
- Provide your contact details in case the hotel needs to contact you about the booking.



**SPEAKING**

**[12 marks]**

You phone the conference venue in Berlin to buy a conference ticket for your boss in German. You must include the following details:

- Introduce yourself and explain why you are calling
- Ask the price of the ticket for 1 day
- Ask how far it is from the airport
- Give details about your boss (e.g. name/name of the company/job title etc)
- Explain how you would like to pay
- Answer any questions you are asked.

You may make notes on the paper below.

**MARK SCHEME**

**Question 1** **[4 marks]**

**Accept any 4 from the following. Other suitable answers can also be accepted.**

Time zone, exchange rate, travel insurance, climate/weather, current/valid passport, visa requirements, festivals holidays (bank holidays), health and safety (travel times)

**Question 2** **[3 marks]**

Accept any 3 correct details:

- financial considerations/budget restrictions €100-140 per night (1)
- hotel facilities (gym)/location of hotel (1)
- ability to work en route (access to Wifi etc) (1)
- colleagues travel preferences (direct flights) (1)

**Question 3** **[8 marks]**

- i. technology/electrical appliances (1)
- ii. 68000 international visitors/visitors from over 100 countries/240000 visitors/1800 exhibitors/4.5 Billion Euros in orders. (Any 2) (2)
- iii. 3 days (Wednesday, Thursday and Friday) (1)
- iv. Plane (do not accept bus or train) (1)
- v. Tuesday (1)  
So as not to be late for the first day of the conference at 8am on the Wednesday (1)
- vi. *Accept either* tickets bought online are 35 € or 55 € on the door (1)

Don't accept: cheaper tickets available for school groups/car park ticket is 10 Euros per day

**Question 4a** **[4 marks]**

- i. Maritim (1)
- ii. Schlosspark (1)
- iii. Mercure (1)
- iv. Sheraton (1)

**Question 4b** **[3 marks]**

**Hotel Choice – Sheraton Hotel** (1)

Possible answers (accept any 2): (2)

Price is within 100/140€ price limit for the month of travel (120€ for half board/walking distance from airport (and shuttlebus to conference available)/free Wi-Fi/hotel has a gym

**Question 5**

**[4 marks]**

- i. writing emails/check Facebook/online shopping/for business/watch TV (any 2) (2)
- ii. Any 2 of the following details: there are 2 tariffs available/can pay by credit card/can't pay by PayPal/can pay per hour or day (2)

**TRANSCRIPT**

**Section A**

Vielen Dank für Ihre Reservierung. Sie fliegen am Dienstag, 2. März um 15.30 Uhr. Die Flugnummer ist LH3529 und Sie haben Sitzplatz 19A reserviert. Bereits 23 Stunden vor Abflug können Sie mit Ihrem Smartphone einchecken. Vergessen Sie nicht Ihren Reisepass und die Kreditkarte, mit der Sie gebucht haben. Wenn Sie eine Krankenversicherung brauchen, rufen Sie uns an.

**Section B**

Die erlaubte Freigepäckmenge für Ihren Flug ist 23 Kilogramm. Ein Handgepäckstück bis 8 Kilo darf man auch mitbringen. Im Handgepäck darf man keine Flüssigkeiten, zum Beispiel Wasser oder Kosmetikartikel, haben.

Wichtige Medikamente sollten immer ins Handgepäck. Laptop-Batterien und elektronische Zigaretten müssen auch in der Kabine transportiert werden.

**Section C**

Laden Sie die offizielle Lufthansa-App herunter. Im Bereich News sehen Sie wichtige Warnmeldungen wie Streiks oder Unwetter. Es gibt auch exklusive Angebote für Mietwagen und Unterkunft.

**Question 6**

**[10 marks]**

**Section A**

**[4 marks]**

- i. b (1)
- ii. c (1)
- iii. a (1)
- iv. b (1)

**Section B**

**[4 marks]**

- v. liquids/water/cosmetics (Any 2) (2)
- vi. Medicines/laptop batteries/e-cigarettes (any 2) (2)

**Section C**

**[2 marks]**

- vii. updates/warnings on strikes/bad weather/special offers for hire cars and accommodation (any 2) (2)



**Question 7 - WRITING**

**[12 marks]**

<b>Marks</b>	<b>Communication &amp; Content</b>	<b>Marks</b>	<b>Linguistic accuracy</b>
<b>0</b>	<ul style="list-style-type: none"> <li>Response not worthy of credit or not attempted</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>Response not worthy of credit or not attempted</li> </ul>
<b>1-2</b>	<ul style="list-style-type: none"> <li>Basic response with relevant information presented to meet some of the requirements of the task.</li> <li>Most of the message can be understood although there may be some major errors.</li> </ul>	<b>1</b>	<ul style="list-style-type: none"> <li>Simple grammatical structures used. Makes attempt to use different tenses although there may be frequent errors.</li> <li>Attempts to manipulate the language often contain major errors.</li> </ul>
<b>3-4</b>	<ul style="list-style-type: none"> <li>Relevant information communicated to meet most of the requirements of the task.</li> <li>Message can be understood despite some minor errors</li> </ul>	<b>2</b>	<ul style="list-style-type: none"> <li>Attempts to manipulate the language are sometimes successful.</li> <li>Some attempts are made to use complex structures, though not always successfully; there may be a few major errors.</li> </ul>
<b>5-6</b>	<ul style="list-style-type: none"> <li>Good response with some additional detail provided.</li> <li>Communication is logical and coherent.</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Good range of tenses and use of different linguistic structures.</li> <li>A good level of accuracy with only minor errors.</li> </ul>
<b>7-8</b>	<ul style="list-style-type: none"> <li>Excellent evidence, detailed information provided to meet all the requirements of the task.</li> <li>Communication is clear with little or no ambiguity.</li> </ul>	<b>4</b>	<ul style="list-style-type: none"> <li>Excellent range of tenses and structures demonstrated with high levels of accuracy.</li> <li>Only minor errors when attempting complex constructions.</li> </ul>

**Question 8 – SPEAKING****[12 marks]**

<b>Marks</b>	<b>Communication &amp; Content</b>	<b>Marks</b>	<b>Pronunciation &amp; Intonation</b>
<b>0</b>	<ul style="list-style-type: none"> <li>Response not worthy of credit or not attempted</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>Response not worthy of credit or not attempted</li> </ul>
<b>0-2</b>	<ul style="list-style-type: none"> <li>Conveys simple messages and asks simple questions which may not always be in full sentences.</li> <li>Limited interaction and spontaneity.</li> <li>There may be frequent hesitation particularly when responding to questions which may need rephrasing.</li> </ul>	<b>1</b>	<ul style="list-style-type: none"> <li>Pronunciation is mostly understandable, may have some first language interference particularly with cognates and intonation.</li> </ul>
<b>3-4</b>	<ul style="list-style-type: none"> <li>Conveys short clear responses for the majority of requirements although some responses may be minimal with some hesitation.</li> <li>Some questions may contain errors.</li> </ul>	<b>2</b>	<ul style="list-style-type: none"> <li>Generally good pronunciation with some errors and inconsistency when attempting more complex communication.</li> </ul>
<b>5-6</b>	<ul style="list-style-type: none"> <li>Very good response communicates information for all the requirements.</li> <li>There may be some minor hesitation when asking questions.</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Good pronunciation and intonation only occasional errors and inconsistency.</li> </ul>
<b>7-8</b>	<ul style="list-style-type: none"> <li>Excellent response. Communicates all the requirements of the task.</li> <li>Able to respond effectively to unpredictable elements and ask clear questions.</li> </ul>	<b>4</b>	<ul style="list-style-type: none"> <li>Very good pronunciation and intonation. Consistently accurate only a few minor errors.</li> </ul>

**UNIT 2 –Global Travel**

**Mapping Grid for assessment marks**

Question No	LO1		LO2		LO3			LO4		Total
	AC1.1	AC1.2	AC2.1	AC2.2	AC3.1	AC3.2	AC3.3	AC4.1	AC4.2	
1	4									4
2		3								3
3								8		8
4a			4							4
4b				3						3
5								4		4
6a									4	4
6b									4	4
6c									2	2
7					2	10				12
8							12			12
	4	3	4	3	2	10	12	12	10	60
<b>Total</b>	<b>7</b>		<b>7</b>		<b>24</b>			<b>22</b>		<b>60</b>
	12%		12%		40%			36%		<b>100%</b>