



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

www.PapaCambridge.com

MALAY

0546/03

Paper 3 Speaking Role Play Cards One – Nine

1 March - 30 April 2009

TEACHERS' NOTES

15 minutes

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Each candidate's Speaking Test must consist of the following **three** parts:

Part One of the test will be two role plays. The role play situations are set out on pages 13-18 of this booklet and must be followed carefully by the Examiner. You must ensure that you play your role as prescribed by CIE in order that candidates are given the opportunity to attempt all tasks. You must not create extra tasks. Candidates should study the situation for fifteen minutes and then be prepared to act the roles assigned to them and respond to the parts played by you.

Part Two of the test will start with a presentation by the candidate on a topic of his/her choice. You must allow the candidate to speak for 1-2 minutes on his/her prepared topic and then follow this up with specific spontaneous questions related to the topic. This section of the test should last **about five minutes** in total.

Part Three of the test will be a spontaneous conversation of a more general nature and should last **about five minutes**.

Both role plays and conversations should be marked by the Centre according to the instructions and a sample recorded for external moderation.

* 2 1 1 8 0 1 2 6 2 9 *

Each candidate role play card contains two role plays. The list below gives details of the pages in which the role play cards appear in this booklet.

KARTU SATU	A	Page 13
	B	Page 16
KARTU DUA	A	Page 13
	B	Page 17
KARTU TIGA	A	Page 13
	B	Page 18
KARTU EMPAT	A	Page 14
	B	Page 16
KARTU LIMA	A	Page 14
	B	Page 17
KARTU ENAM	A	Page 14
	B	Page 18
KARTU TUJUH	A	Page 15
	B	Page 16
KARTU LAPAN	A	Page 15
	B	Page 17
KARTU SEMBILAN	A	Page 15
	B	Page 18

ADMINISTRATIVE ARRANGEMENTS

- 1 The speaking tests take place in the two-three months before the main examination period, between 1 March and 30 April for the June examination. Each Centre decides on a convenient period within these dates for its speaking tests.

It is important that dates given for the completion of the speaking tests and the despatch of recordings and mark sheets to CIE (see paragraph 6) are adhered to in order to allow sufficient time for moderation.

- 2 In the interests of standardisation there will be only one teacher/examiner per Centre. Each Centre selects its own teacher/examiner. This is normally a teacher from within the Languages Department, but could be someone local from outside the Centre. CIE is not responsible for any fees agreed. Where a Centre wishes to use additional teacher/examiners because it has a large number of candidates, permission to do so must be sought from the IGCSE Languages Officer before the start of each oral examination period. If permission is given to use more than one teacher/examiner, internal moderation must take place at the Centre to ensure that all its Speaking tests are marked to the same standard. The sample should include the work of each teacher/examiner and an Oral Examination Summary Mark Sheet should be submitted for each teacher/examiner, with candidate names and numbers clearly entered.
- 3 Confidential test materials are despatched approximately two-three weeks before the assessment period. These should be opened four working days before the Centre's assessment starts and studied carefully by the teacher/examiner before conducting his/her first tests. Teacher/examiners who have prepared their own roles fully and are confident in what they are doing are better able to help candidates who experience any difficulty. Once the materials have been opened, the tests must be completed as soon as is realistically possible. After the tests have been completed, the materials remain confidential and must be kept in a secure place by the Centre until the end of the examination period.
- 4 Each teacher/examiner will be required to record a sample of candidates from each Centre at which he or she examines. The teacher/examiner is asked to select and record six candidates, covering as wide a range of ability as possible. The candidates selected should be spread as evenly as possible across the range of marks (2 good, 2 middling, 2 weak): **if there is a large range of marks (eg 40-90), teacher/examiners should be especially careful to send tests spread across the range, not just the top 2, middle 2 and bottom 2.** This will enable the moderator to check accurately the standard of assessment. The recording should be carried out in accordance with the instructions headed 'Recording of Candidates' (see paragraph 8). The recording must be sent to CIE together with the moderator copy of the completed MS1 and a copy of the completed Oral Examination Summary Mark Sheet (see paragraphs 5 and 6).
- 5 Two types of mark sheet are provided:
 - (a) One mark sheet (the **Oral Examination Summary Mark Sheet** (provided in the syllabus)) is intended as a working document, on which the marks for each section of the test are to be entered in detail as specified in the Marking Instructions. Be very careful to check all additions.
 - (b) The total marks should then be transferred to the **Internal Assessment Mark Sheet (MS1)**.

6 Despatch and return of mark sheets and recorded sample:

- (a) Mark sheets and recordings are to be returned to CIE once all the speaking tests have been completed. **The deadline for receipt by CIE** of these items is **15 May for the June examination**. Do not wait until the end of the assessment period before despatching them.
- (b) (i) The Board copy of the completed Internal Assessment Mark Sheet (MS1) must be returned to CIE in the separate envelope provided.

(ii) The Moderator copy of the completed Internal Assessment Mark Sheet (MS1), a copy of the completed Oral Examination Summary Mark Sheet and the recorded sample must be sent, to reach CIE by no later than 15 May for the June examination.
- (c) Copies of both types of mark sheet are to be retained by the Centre in case of postal losses or delays.

7 Arrangements for the examination:

- (a) Examination conditions must prevail in the area where the examination takes place, including the space set aside for a candidate to study the role play situations. Adequate supervision must be provided to ensure that each candidate can study alone and in silence and that candidates leaving the interview room do not communicate with those waiting to enter.
- (b) Candidates are not allowed to bring any notes for use during their preparation time. Nor are they allowed to make notes.
- (c) Requests for special consideration for candidates with specific problems must be made on Special Consideration forms.
- (d) Candidates must be examined singly. No other person should be present during the examination with the exception of another teacher/examiner or an Officer from CIE.
- (e) As teacher/examiner you should be positioned so that you will be facing the candidates when they enter the room, with a table between you and the candidates. Please do not allow candidates to sit in a position where they can see what you are writing on the mark sheets as this can be distracting.
- (f) In order to put candidates at their ease, smile when they enter the room, and indicate where they should sit. A good teacher/examiner will usually send a candidate out of the interview room smiling, no matter how good or bad the performance has been. Avoid, however, the use of expressions such as 'very good', which a candidate may interpret as a comment on performance.
- (g) Please do not smoke in the presence of candidates. Smokers should arrange for breaks in the timetable as necessary, and to smoke elsewhere than in the interview room.
- (h) Other recommendations: do not walk about or distract candidates in any way (eg by doodling or fiddling with papers, etc); always appear interested, even in mundane matters; never show undue surprise, impatience or mockery; **never correct a candidate**.

8 Recording of candidates:

Centres should ensure well in advance of the test that a suitably quiet – and, if possible, a room will be available and that their recording equipment is in good order. Rooms which are close to a playground, recreation room or noisy classroom are to be avoided. It is essential that unnecessary background noise should be excluded.

Cassette recorders must be used, and Centres are responsible for ensuring the good quality of recordings. The cassette recorder and the cassette(s) to be used should be tested *in situ* some time before the actual test, ideally with one of the candidates. It is essential that new unrecorded cassettes are used. These will be supplied by CIE. Where possible, it is advisable to use a cassette recorder with external microphones so that separate microphones can be used for the candidate and the teacher/examiner. If only one microphone is being used, it should be placed facing the candidate. With a softly-spoken candidate the microphone should be placed nearer to the candidate before the start of the test. Adjustments to the volume control during an examination should normally be avoided.

The recording should begin at the start of Side 1 and care should be taken to avoid long gaps and extraneous noise. Both sides of each cassette should be used before beginning a new cassette. It is helpful if, at the end of examining on each side of a cassette, the teacher/examiner states 'No further recordings on this side'.

Each cassette should be introduced **by the teacher/examiner**, as follows:

'Centre Number *eg MY215*
Centre Name *eg King's College*
Examination Number *0546*
Examination Name *IGCSE Malay*
Name of Examiner *eg Mr R Peters*
Date *eg March 2nd 2009*'

Each candidate should be introduced **by the teacher/examiner**, as follows:

'Candidate Number *eg 047*
Candidate Name *eg Jane Williams*
Role Play Card *eg Number 4*'

At the end of the sample, please state 'End of sample'.

Once a test has begun, the cassette should run without interruption.

On no account should you stop and re-start the cassette during a test.

The contents of each cassette should be clearly labelled.

Before the cassette is despatched, spot checks must be made to ensure that every candidate is clearly audible. Cassettes should then be rewound to the start of Side 1.

STRUCTURE OF THE EXAMINATION

Test 1: Role Plays (about 5 minutes) 30 marks

- (a) Each candidate will be examined in two role play situations selected at random by the teacher/examiner from the cards supplied. Each card will contain two situations, both of which will be examined.

A number of alternative cards are supplied, and these should be used at random during each session of examining. Having given the first candidate 15 minutes to prepare his/her two situations, you should hand a different card to the second candidate to prepare while you examine the first candidate.

Candidates may not make written notes during their preparation time. They may take the role play card they have prepared into the examination room. However, they may not take the role play card away with them once the examination is over.

- (b) Unless there are exceptional circumstances (eg speech impediments), each situation should be carried out in full. If the candidate cannot handle one of the tasks set, the teacher/examiner should not leave too long a pause but should lead the candidate on to the next task.
- (c) Should a candidate miss out a task, the teacher/examiner should try to guide him/her back to it, in as natural a way as possible. It does not matter to moderators that this may lead to tasks occurring in a different order, as long as they are all attempted.
- (d) The roles of the candidate and teacher/examiner are indicated on the cards. Teacher/examiners are asked to prepare the situations carefully so that the candidate's tasks follow on naturally from the teacher/examiner's response. Usually, the teacher/examiner has to initiate the dialogue. The teacher/examiner is to assume the role of a well-disposed native speaker with no knowledge of the candidate's first language. Suggested responses are given on pages 13-18 of this document.

For mark scheme, see Table A of the Marking Instructions.

Test 2: Topic (prepared) Conversation (about 5 minutes) 30 marks

This section is intended to be a conversation between the teacher/examiner and the candidate on one topic of the candidate's choice. Suitable subjects might be, for example: 'School life', 'Hobbies and pastimes' (general or specific), 'My country', 'Life in another country', 'My ambitions', 'Holidays'. These are only examples: candidates should be encouraged to choose a topic in which they have a personal interest. Topics dealing with politics or social and economic issues are ambitious for this level of achievement and may disadvantage candidates if they do not possess the linguistic skills and maturity of ideas which such topics necessitate. Candidates should be encouraged to prepare different topics within a Centre and should not be allowed to present 'Myself' or 'My life' as topics as these can become too general and can often pre-empt the General (unprepared) Conversation section.

The topic must be prepared by candidates in advance, but must not be pre-learnt and delivered as a monologue. The teacher/examiner should allow the candidate to speak on their choice of topic for one to two minutes uninterrupted and then follow this up with specific questions on the topic. Where a candidate has been talking for two minutes and shows no sign of finishing their initial exposition, the teacher/examiner must interrupt and ask specific questions. Candidates will have prepared their topic, but must not be allowed to deliver a series of obviously prepared replies in the discussion that follows their presentation. It is the extent to which candidates can **manipulate** their prepared material according to the needs of the teacher/examiner that determines their marks. In order to extend the candidate as far as possible, the teacher/examiner should probe, explore, ask for explanations, enlargements, descriptions (how? when? why? tell me a bit more about...etc).

You, as teacher/examiner, must try to lead the candidate into using a variety of time frames. Candidates who do not show that they are able to convey past and future meaning cannot be awarded a mark in the Satisfactory band or above on Scale (b) (see Table B of the Marking Instructions).

Candidates may use illustrative material, eg photographs, if this seems appropriate to their topic, but are not allowed to use written notes of any kind.

For mark scheme, see Table B of the Marking Instructions.

Test 3: General (unprepared) Conversation (about 5 minutes) 30 marks

- (a) You should normally allow the stipulated length of time for each candidate. Whilst some candidates may dry up after a few minutes, you should persevere with the conversation (eg by complete changes of subject), so that candidates are given every opportunity to do themselves justice.
- (b) The discussion of the topic will have paved the way for the unprepared conversation. You should start out from any point of interest noted earlier, or ask general questions relating to the candidate's everyday life, school (subjects, number of periods, times, games, etc.), home, town, journey to and from school, free time (evenings, weekends), holidays, hobbies. All candidates can reasonably be expected to have the command of vocabulary and idiom necessary for this. You should aim to cover **at least two or three** of the Defined Content Topics in this section of the test (these are listed in the Curriculum Content section of the syllabus booklet).

As in the Topic Conversation, you must try to lead the candidate into using a variety of time frames (themes could be visits to other countries, plans for the future, etc) and he or she can then be extended as far as possible. Candidates who do not show that they are able to convey past and future meaning cannot be awarded a mark in the Satisfactory band or above on Scale (b) (see Table B of the Marking Instructions). Precise factual information or knowledge is not required, and candidates should not be penalised for lack of such knowledge. Be ready to pass on quickly to another subject if candidates are obviously out of their depth. Take care to avoid questions which might cause embarrassment, eg where a candidate has only one parent. (Centres are requested to supply such information to the teacher/examiner in advance.)

- (c) Candidates should be expected to give natural replies to questions; their answers need not therefore be in the form of complete sentences. You should take care to avoid questions inviting simply 'yes' or 'no' by using a variety of interrogatives, eg when? how? why? how many? how long? with whom? with what? etc.
- (d) Questions should be adjusted to the candidate's ability. Candidates should be prompted and encouraged where necessary and long silences should be avoided. On the other hand, do not interrupt a candidate unless you are sure that he or she cannot complete the answer. Incorrect answers should never be corrected, nor answers supplied when none are given. Questions should be rephrased (rather than repeated) in an attempt to maintain the dialogue.
- (e) The use of vocabulary or phrases from the candidate's first language should be avoided, except in the case of particular institutions eg names of examinations, types of school, etc.
- (f) Beware of talking too much and giving the candidate credit for what you have in fact said yourself. The onus is on the candidate to show that he or she can converse adequately in the language, but at the same time it is up to you to make sure that the candidate is given every opportunity to do so by following up any opening given.

For mark scheme, see Table B of the Marking Instructions.

Test 4: Impression 10 marks

At the end of the test you should make an assessment of the candidate's pronunciation, accuracy and fluency, following the guidelines given in the Marking Instructions. While you may use the opportunity of the candidate's introduction to the topic to assess these factors, your final assessment must be based on the candidate's overall performance. Exceptional performance in the role play situations (ie one in which a fluid and natural conversation develops) should be rewarded by a high impression mark.

For mark scheme, see Table C of the Marking Instructions.

MARKING INSTRUCTIONS

Use the Oral Examination Summary Mark Sheet.

Test 1 Role Plays. 30 marks. Use Table A.

Enter the mark for each task in the ten columns 1-10 of the Oral Examination Summary Mark Sheet.

Test 2 Topic Conversation. 30 marks. Use Table B.

(i) A mark out of 15 on Scale (a) Comprehension/responsiveness.
Enter the mark in column 11.

(ii) A mark out of 15 on Scale (b) Linguistic content.
Enter the mark in column 12.

Test 3 General Conversation. 30 marks. Use Table B.

Mark as for Test 2 using Table B.
Enter marks out of 15 in columns 13 and 14.

Test 4 Impression. 10 marks. Use Table C.

Enter the mark (maximum 10) in column 15.

Add the marks and enter the total, in large figures, in the column headed Total Mark. Please double check the addition as even small errors create problems.

Marking: General Principles

- 1 You are urged to use the full range of marks, bearing in mind that it is not necessary for a candidate to be of native speaker standard in order to be given maximum marks within any single category.
- 2 The general approach is a positive one and you should award marks based on what the candidate can do rather than deducting marks for errors.
- 3 Above all else, please **be consistent in your marking**. If you are unsure of the mark to award, err on the side of generosity. The moderation process allows for adjustments to be made to consistently harsh or consistently generous marking.

TABLE A – Test 1: Role Plays (30 Marks)

This part of the examination is primarily a test of the candidate's ability to communicate information, requests, etc, in plausibly life-like situations. Intelligibility is therefore of greater importance than grammatical or syntactic accuracy. However, verbal communication only will be assessed: credit will not be given for gestures, facial expressions or other non-verbal forms of communication. The use of appropriate register and correct idiom will be rewarded. The teacher/examiner will play the part of a patient and well-disposed foreigner with no knowledge of the candidate's first language.

Each of the ten tasks to be performed in the examination will be assessed on the scale below.

Candidates will be required to give natural responses, not necessarily in the form of 'sentences': short answers, if appropriate to the task, can be awarded 3 marks.

Marks are awarded as follows:

An accurate utterance which not only conveys the meaning but which is expressed in native idiom and appropriate register. Minor errors (adjective endings, use of prepositions, etc) are tolerated. The utterance is intelligible and the task of communication is achieved.	3
The language used is not necessarily the most appropriate to the situation and may contain inaccuracies which do not obscure the meaning.	2
Communication of some meaning is achieved, but the native speaker would find the message ambiguous or incomplete.	1
The utterance is unintelligible to the native speaker.	0

NB 1 Teacher/examiners are reminded that if there are two elements in a task and only one is completed, then a maximum of one mark only may be awarded.

2 When awarding marks, teacher/examiners should start at the bottom of the mark scheme and work upwards:

0 = nothing of worth communicated

1 = partial communication

2 = all points communicated – but with some linguistic inaccuracies – meaning clear

3 = meaning clear and accurately conveyed.

3 Short utterances, if appropriate, can be worth three marks – especially true in Role Play A.

TABLE B – Tests 2 and 3: Topic Conversation and General Conversation (2 x 30 marks)

Scale (a) Comprehension/responsiveness. This assesses the candidate's response in terms of comprehension of the teacher/examiner, immediacy of reaction/response, fluency of response, presentation of material in the topic.

Scale (b) This assesses the linguistic content of the candidate's answers in terms of the complexity, accuracy and range of structures, vocabulary and idiom.

NB This table is used for Tests 2 AND 3.

Category		Mark
Outstanding	(a) Not necessarily of native speaker standard.	14-15
	(b) The highest level to be expected of the best IGCSE candidates.	
Very good	(a) Generally understands questions first time, but may require occasional re-phrasing. Can respond satisfactorily to both straightforward and unexpected questions.	12-13
	(b) Wide range of mostly accurate structures, vocabulary and idiom.	
Good	(a) Has no difficulty with straightforward questions and responds fairly well to unexpected ones, particularly when they are re-phrased.	10-11
	(b) Good range of generally accurate structures, varied vocabulary.	
Satisfactory	(a) Understands straightforward questions but has difficulty with some unexpected ones and needs some rephrasing. Fairly fluent, but some hesitation.	7-9
	(b) Adequate range of structures and vocabulary. Can convey past and future meaning; some ambiguity.	
Weak	(a) Has difficulty even with straightforward questions, but still attempts an answer.	4-6
	(b) Shows elementary, limited vocabulary and faulty manipulation of structures.	
Poor	(a) Frequently fails to understand the questions and has great difficulty in replying.	0-3
	(b) Shows very limited range of structures and vocabulary.	

TABLE C – Impression (10 marks)

Very good pronunciation, intonation and fluency; an occasional slight mistake or hesitation. Not necessarily of native speaker standard.	9
Good pronunciation and fluency; makes a fair attempt at correct intonation and expression; some mistakes and/or hesitation.	7-8
A fair degree of fluency and accuracy in pronunciation despite quite a number of errors; some attempt at intonation and expression.	5-6
Conveys some meaning despite a lack of fluency and many errors; pronunciation strongly influenced by first language	3-4
Many gross errors; frequently incomprehensible.	1-2

Untuk Kartu Permainan Satu, Dua, Tiga. Lakonan A.

A

Calon: anda

Guru: pekerja di stesen keretapi

Anda mahu membeli tiket untuk pergi ke Singapura (atau mana-mana bandar). Anda pergi ke stesen keretapi.

G Sambut calon dan kata 'Boleh saya bantu anda?'

C Sambut salam pekerja dan beritahu bahawa anda mahu beli tiket.

G Kata 'Anda mahu pergi ke mana dan bila?'

C Beritahu ke mana anda mahu pergi dan bila anda mahu pergi.

G Beritahu bahawa ada dua pilihan, keretapi pada jam 9.00 dan satu lagi pada jam 15.30.

C Dengar apa yang diberitahu oleh pekerja dan pilih keretapi dan beritahu berapa tiket yang anda mahu.

G Tanya sama ada calon ingin tempat duduk berhampiran dengan tingkap dan sama ada dia mahu tiket sehala atau tiket pergi balik.

C Beritahu sama ada anda mahu tempat duduk berhampiran tingkap dan jenis tiket yang anda mahu beli.

G Tanya calon sama ada dia mahu apa-apa lagi.

C Ucapkan terima kasih kepada pekerja dan tanya harga.

G Beri jawapan yang sesuai dan tutup perbualan.

Untuk Kartu Permainan Empat, Lima, Enam. Lakonan A.

A

Calon: anda
Guru: pekerja di asrama belia

Anda sampai di sebuah asrama belia dengan seorang kawan.

- G Sambut calon dan kata 'Boleh saya bantu anda?'**
- C Sambut salam pekerja dan beritahu bahawa anda ada tempahan.
- G Tanya 'Tempahan anda di bawah nama apa dan untuk berapa malam?'**
- C Beri nama anda dan juga beritahu berapa malam anda akan tinggal di asrama itu.
- G Beritahu bahawa anda sudah jumpa tempahan itu dan tanya 'Anda mahu sarapan?'**
- C Beritahu bahawa anda mahu sarapan dan tanya jam berapa sarapan disediakan.
- G Beritahu bahawa sarapan disediakan dari jam 7 pagi, dan kemudian tanya umur calon serta kerakyatannya.**
- C Beritahu umur dan kerakyatan anda.
- G Ucapkan terima kasih dan tanya sama ada calon ada apa-apa soalan lain.**
- C Tanya 1 soalan mengenai asrama itu (misalnya: tempat letak kereta? masa tutup?)
- G Beri jawapan yang sesuai dan tutup perbualan.**

Untuk Kartu Permainan Tujuh, Lapan, Sembilan. Lakonan A.

A

Calon: anda

Guru: pelayan di sebuah kedai minum

Anda pergi ke sebuah kedai minum dengan seorang kawan.

- G Sambut calon serta kawannya dan tanya 'Anda ingin minum apa?'**
- C Sambut ucapan pelayan dan kemudian minta 2 jenis minuman untuk anda dan kawan anda.
- G Beri jawapan yang sesuai dan tanya 'Ada apa-apa lagi?'**
- C Anda mahu tengok menu. Apa yang anda harus kata?
- G Kata 'Ini menunya' dan kemudian tanya calon sama ada dia mahu makan apa-apa.**
- C Minta 2 jenis makanan untuk anda dan kawan anda.
- G (Anda bawa makanan.) Kata 'Ini makanan anda. Anda mahu apa-apa lagi?'**
- C Anda ingin bayar. Apa yang anda harus kata?
- G Beri jawapan yang sesuai.**
- C Tanya 1 soalan (misalnya: tandas).
- G Beri jawapan yang sesuai dan tutup perbualan.**

Untuk Kartu Permainan Satu, Empat, Tujuh. Lakonan B.**B****Calon: anda**
Guru: penjual ubat

Anda sedang bercuti di Malaysia. Malam semalam anda makan di sebuah restoran dan hari ini anda sakit. Anda pergi ke sebuah kedai yang menjual ubat.

G Sambut calon dan kata 'Boleh saya bantu anda?'

C Jelaskan bahawa anda sakit dan jelaskan apa masalahnya.

G Tanya apa calon makan semalam dan di mana.

C Beritahu anda pergi ke mana dan apa yang anda makan.

G Tanya bila dia mula rasa sakit.

C Beritahu bila anda mula rasa sakit.

G Beritahu bahawa anda akan berikannya ubat dan dia mesti makan ubat itu tiga kali sehari.

C Tanya apa lagi yang anda harus buat (misalnya: pergi ke doktor? tidur? tak makan?).

G Beri jawapan yang sesuai dan tanya sama ada calon sedang bercuti.

C Beritahu bahawa anda sedang bercuti dan kata bila anda akan berangkat pulang dari Malaysia.

G Beri jawapan yang sesuai dan tutup perbualan.

Untuk Kartu Permainan Dua, Lima, Lapan. Lakonan B.

B

Calon: anda
Guru: kawan dari Malaysia

Anda berada di Singapura dan mahu pergi ke Kuala Lumpur dengan keretapi tetapi anda terlambat dan terlepas keretapi. Anda menelefon kawan anda di Kuala Lumpur untuk memberitahu apa yang sudah berlaku.

G Jawab telefon.

C Sambut ucapan kawan anda dan jelaskan di mana anda berada.

G Beri reaksi terkejut dan kata 'Apa yang berlaku?'

C Jelaskan mengapa anda terlepas keretapi tersebut (misalnya: lambat bangun).

G Beritahu kawan anda supaya jangan bimbang dan tanya bila dia akan sampai.

C Beritahu bahawa anda tidak akan tiba di Kuala Lumpur petang itu dan terangkan di mana anda akan bermalam.

G Kata 'Sayangnya!' dan tanya jam berapa dia akan berlepas dari Singapura pada keesokan harinya.

C Beritahu pada jam berapa anda akan berlepas dari Singapura pada keesokan harinya. Minta maaf.

G Tanya apa yang dia ingin buat pada petang esok.

C Beritahu apa yang anda ingin buat pada petang esok (2 maklumat).

G Beri jawapan yang sesuai dan tutup perbualan.

Untuk Kartu Permainan Tiga, Enam, Sembilan. Lakonan B.

B

Calon: anda

Guru: penyambut tetamu di sebuah hotel

Anda ingin mencari pekerjaan di Malaysia semasa cuti dan anda terjumpa sebuah iklan hotel yang mencari pekerja-pekerja muda. Anda menelefon hotel tersebut.

G 'Helo... Hotel Sri Mutiara... Boleh saya bantu anda?'

C Sambut ucapan penyambut tetamu. Perkenalkan diri anda dan jelaskan mengapa anda menelefon.

G Tanya calon mengapa dia ingin bekerja di hotel ini.

C Beritahu mengapa anda ingin bekerja di hotel ini (1 maklumat).

G Tanya bila dia boleh bekerja dan untuk berapa lama.

C Beritahu bila anda boleh bekerja dan untuk berapa lama.

G Tanya sama ada calon pernah bekerja di hotel sebelum ini.

C Beritahu bahawa anda pernah bekerja di sebuah hotel di negara anda dan jelaskan bahawa anda suka pekerjaan tersebut.

G Minta calon hantar kepada anda keterangan kelayakannya dan tanya sama ada dia ada apa-apa soalan lain.

C Tanya 1 soalan mengenai pekerjaan tersebut (misalnya: pakaian? gaji? waktu bekerja?).

G Beri jawapan yang sesuai dan tutup perbualan.

