

THE ROYAL SOCIETY

for the encouragement

OF ARTS

Manufacturers and Commerce

Modern Languages
Certificate for Secretarial Linguists
Diploma for Bilingual Secretaries
1968

18 ADAM STREET, ADELPHI, LONDON, W.C.2.

Price: Two shillings

Language Examinations for Secretaries

Certificate for Secretarial Linguists

This certificate is intended in the main for those who have completed a one-year full time secretarial-linguist's course after obtaining at least two Advanced level passes in the G.C.E. examination (including one in the language concerned). It may also be suitable for those with good Ordinary level passes in at least four subjects including the language, who have completed a two-year full time course.

It is assumed that most candidates will also be studying the office skills (shorthand or audio-typing, and typewriting) and will have reached a reasonable standard of proficiency. The secretarial-linguist examination will consist of a written test and an oral test and there will in addition be an optional shorthand dictation test in the language. Great importance will be attached to accuracy both of vocabulary and of grammar.

The examination will normally be offered in French, German, and Spanish. It will, however, be offered in other languages when at least six months' notice is given and a reasonable number of candidates is presented.

Part I—Written Examination (3 hours)

- (a) A summary in English of a passage in the foreign language. The passage will be concerned with business or economic affairs but will not be of a technical nature. (30 marks)
- (b) Translation into English of a commercial letter or an article from a newspaper or periodical. (20 marks)
- (c) Translation of a letter into the language. The letter will be of a routine nature such as a hotel reservation, the confirmation of an appointment or the acceptance of an invitation. (20 marks)
- (d) The typing, ready for signature, of a letter in the language of about 200 words in answer to a given letter: notes for the reply required will be given. The letter will be in the language and will not include any technical matter other than common commercial terms. The notes will be in English. (30 marks)

All work in the written examination must be typed. An English-type keyboard may be used and accents, etc., written in by hand. Dictionaries may be used.

Part II—Oral test

- (a) A comprehension test—a taped recording of a passage, such as a telephone conversation, will be played twice to the candidates who may make notes and who will then be given a paper containing questions in the language requiring written answers in English. (These answers will be handwritten.) Fifteen minutes will be allowed for answering the questions.
- (b) Conversation with an examiner for about 10 minutes on a topic, which will include topics covering the institutions and economy of the country. A list

of topics will be published in advance but colleges may submit their own lists of topics to the Society for approval. It is not intended that these topics should be studied in detail and the main purpose of this section is to test fluency of conversation; a proportion of the marks, however, will be given for knowledge of the topics.

- (c) Conversation for about 10 minutes based on an office situation, e.g. the examiner acting as a visitor.

Candidates must pass in both the written examination and the oral test.

Part III—Shorthand Transcription Test (Optional)

Two letters will be dictated in the language with a short interval between each and candidates will be required to produce a typed transcription in the language. The length of each letter will vary but the total period of dictation will be four minutes. The test will be offered at 80 and 100 w.p.m. Forty-five minutes will be allowed for transcription at either speed.

Candidates may enter for this test at the same time as they take the main examination or in any subsequent year. Those passing the test who have passed the main examination will have their certificate endorsed, but no certificate will be awarded to those who pass this transcription test only.

Diploma Examination for Bilingual Secretaries

This is intended for those who are graduates in modern languages and who have subsequently completed a secretarial course. It is hoped that it will also be suitable for those who have completed a further one-year full time course after being awarded the Certificate for Secretarial Linguists (Stage III—Advanced).

The examination will consist of two written papers and an oral test, and as it will lead to the award of a diploma of professional standing candidates will need to be completely fluent in the use of the language both in writing and speech.

It will normally be offered in French, and German, but will also be offered in other languages when at least six months' notice is given and a reasonable number of candidates is presented.

Written examination (two papers of 3 hours each)

Paper I—Translation and Essay Paper

- (a) Translation into English of a passage of about 500–600 words of prose dealing with a commercial or economic question.
- (b) Translation into the language of a passage of about 300 words of a similar type to (a) but printed in English.
- (c) An essay in the language of about 500 words; a choice of topics will be given relating to the life and institutions of the country concerned.

Paper II—Use of the language

- (a) Comprehension and summary—a passage of about 1000 words of a commercial or business nature in the language will be given and candidates will be required to summarize this and to answer questions on it. The passage will be in the language and the questions in English. The answers will be required in English.
- (b) The typing, ready for signature, of a letter in the language of about 200 words in accordance with given instructions in English. (This will not require a knowledge of technical terms apart from common commercial terms.)
- (c) The drafting of a report of about 300 words in the language from notes or other information given. The notes etc., may be either in English or in the language.

All work in the written examination must be typed. Dictionaries may be used.

Oral test

- (a) A comprehension test—a taped recording of a passage, such as an address to a business conference, will be played twice to the candidates who may make notes and who will then be given a paper containing questions in the language requiring handwritten answers in the language. Fifteen minutes will be allowed for answering the questions.
- (b) Candidates will be given a choice of topics to study for about 3 minutes and then will be required to speak for not more than 5 minutes on any one of the topics.
- (c) Conversation for 5 minutes with the examiner on the talk given under (b) and on general matters.
- (d) A business situation in which the candidate will be required to talk to the examiner acting as a foreign visitor and interpret for him.

Candidates must pass in both the written examination and the oral test.