

## How to use *Achieve BULATS*

### How *Achieve BULATS* is organised

*Achieve BULATS* contains the following:

#### Preparing for **BULATS** section

This is a detailed guide to the test and provides all the information and advice you need to be in a position to do well in the test. It consists of:

- Fact File* that contains useful information about each and every task type you will find in the test.
- Strategy* advises you on the best ways to approach each task type within the test.
- Preparation* exercises lead you step-by-step through an example of each task type.

#### Three complete practice tests for the **Standard test**

These are accurate reflections of the 'live' test you will take.

#### Writing test section

- This tells you about the Writing test and how it is assessed.
- It provides examples of test tasks.
- There are model answers for the tasks.

#### Speaking test section

- This tells you about the Speaking test and how it is assessed.
- It provides examples of test tasks.
- There are model answers for the tasks.

#### Audioscripts and Answer Keys

- You can follow and/or check the audioscripts while you listen, and check all the practice test answers.

### How to use *Achieve BULATS*: Exam candidates

How you choose to use *Achieve BULATS* will, of course, depend on many factors, including:

- how much time you have
- what level you are now
- what level you hope to achieve
- whether you have help from a teacher or trainer
- how much other English practice you can manage.

You should use *Preparing for BULATS* to help you achieve your best score:

- Read *Fact File* thoroughly and make sure you fully understand the information it gives you about the task type.
- Think carefully about the advice given in *Strategy*. Taking the right approach to answering questions will help to maximise your test score.
- Take time to work through the *Preparation exercises*. They are designed to make sure that you perform each task correctly.
- Choose one of the following routes for using *Achieve BULATS*:
  - Work your way through *Preparing for BULATS*, and then do each of the three Practice tests, checking your answers as you go. When you find something difficult in one of the Practice tests, go back to that part of *Preparing for BULATS*.

- Work your way through *Preparing for BULATS*. For each task type, when you have studied it in *Preparing*, then do that part in Practice test 1. When you have completed that process, work your way through Practice tests 2 and 3.
- Do Practice test 1 and check your answers carefully. Make notes of the areas where you have problems. Study these in *Preparing for BULATS* until you feel more confident. Then do Practice test 2 to see if things improve. Work through all of *Preparing for BULATS*. Finally do Practice test 3 under test conditions.
- It is very important to try to learn from your mistakes. When you get something wrong, see what caused the problem, for example:
  - Did you not pay attention to the instructions about how to do the task?
  - Did you not have enough knowledge of vocabulary?
  - Did you not realise what a particular sentence meant?
  - Did you misunderstand the visual part of a question?
  - Did the listening seem too quick for you to follow?
  - Did you hear a word wrongly in a listening?
  - Did you make a spelling mistake?
- If you are taking the Speaking and/or Writing test(s), study the relevant section(s) carefully.
- We strongly recommend that whenever and wherever possible, you do further practice of your English. This can take the form of working with a language practice book, or more general contact with the English language, such as by:
  - exploring the Internet
  - watching films and TV programmes in English
  - reading newspapers and magazines in English.

### How to use *Achieve BULATS*: Business English students

- All the tasks in *Achieve BULATS* are useful for practising your English. They represent real English in real workplace situations. All four skills – reading, listening, speaking and writing – are included. There are also exercises based on knowledge of vocabulary and grammar.
- You can do some of the test exercises and then check your answers in the Key. This will give you useful directions for what you need to study further. Learn from your mistakes.

### How to use *Achieve BULATS*: Teachers and trainers

- If you are preparing candidates for BULATS, *Achieve BULATS* contains vital preparation and practice in a single book.
- You can use *Preparing for BULATS* as the basis or structure for a series of lessons or sessions that form an exam preparation course.
- For each task type, you could have the learners work through the *Preparing for BULATS* material, and then practise with one of the Practice tests.
- You can incorporate further practice based on your own materials. It is useful for learners to see the connections between the test tasks and their own experiences in the workplace or in their studies. Help them identify when they use the skills and knowledge practised in each task in their own working lives.