



Are you ready to take the ECCE?

A workshop for students preparing for the ECCE



HELLENIC
AMERICAN
UNION

CENTER FOR
EXAMINATIONS & CERTIFICATIONS



ECCE Writing Assessment



ASSESSMENT CRITERIA EXPLAINED – SELF-CHECK QUESTIONS FOR STUDENTS

CONTENT AND DEVELOPMENT	<ul style="list-style-type: none"> ✓ Is the content relevant to the task? <ul style="list-style-type: none"> ○ Is my text related to what the task is asking or is it off-topic? ○ Have I understood the topic and what I need to write about? ✓ Is there a clear opinion in the text? <ul style="list-style-type: none"> ○ Have I clearly written what I believe about the topic and the question(s) asked (<u>my opinion</u>)? ✓ Is the text produced developed? <ul style="list-style-type: none"> ○ Have I supported my ideas? Have I written examples? ○ Have I included justifications for what I suggest?
ORGANIZATION AND CONNECTION OF IDEAS	<ul style="list-style-type: none"> ✓ Are the ideas arranged in a logical order? <ul style="list-style-type: none"> ○ Have I included separate paragraphs in my text? ○ Have I included relevant ideas in the same paragraph? ○ Have I connected these ideas naturally? ○ Is there a natural flow of ideas in my text? ✓ Is there clarity of ideas? <ul style="list-style-type: none"> ○ Is it easy for someone to follow? ✓ Are there linking words and phrases in the text? <ul style="list-style-type: none"> ○ Have I used a variety of connectors? ○ Have I done it correctly and naturally?
LINGUISTIC RANGE AND CONTROL	<ul style="list-style-type: none"> ✓ Is there a variety in grammatical structures? <ul style="list-style-type: none"> ○ Have I used different grammar in my text? (e.g. passive forms, modals, conditionals, etc.) ✓ Are these grammatical structures accurate? <ul style="list-style-type: none"> ○ Have I used these structures correctly? ✓ Is there a variety of words used? <ul style="list-style-type: none"> ○ Have I used words I've seen before and know how they are used in a similar context? ○ Have I repeated the same words in my text or have I used synonyms? ✓ Are the words in the text appropriate? <ul style="list-style-type: none"> ○ Have I used words that do not cause confusion and are suitable?
COMMUNICATIVE EFFECT	<ul style="list-style-type: none"> ✓ Is there a clear writing purpose? <ul style="list-style-type: none"> ○ Do I know why I am writing this text? ✓ Is the writer aware of the audience? <ul style="list-style-type: none"> ○ Do I know who is going to read my text? ○ Have I used the appropriate register?

CONTENT AND DEVELOPMENT

5

There is a clear connection between the task and what I've written. I have developed my ideas and I have supported them (throughout the text). My supporting details are original (I haven't copied language from the prompt/task).

4

There is a clear connection between the task and what I've written. My ideas are usually developed. I have supported them in nearly all parts of the text. I might have copied some words from the prompt/task that I could have paraphrased instead.

3

There is a connection between the task and what I've written. My ideas are sometimes developed. I have sometimes supported these ideas in the text. I have copied some words and phrases from the prompt/task that I could have paraphrased instead.

2

There is some connection between the task and what I've written. I haven't developed enough my ideas. My ideas are few or copied from the prompt/task. Some ideas are not related to the topic.

1

There is no clear connection between the task and what I've written. I haven't developed the topic. I haven't provided any supporting details for my ideas. I have copied phrases/sentences directly from the prompt/task.

ORGANIZATION AND CONNECTION OF IDEAS

5

I have presented my ideas in a well-organized and logical way. I have used a variety of linking words and phrases successfully throughout the text I've written.

4

My ideas and arguments are clearly presented nearly throughout my text. I have used connectors correctly so that the reader follows the meaning of what I've tried to express. There is language flow in the text I've produced.

3

My ideas and arguments are presented in a clear and reasonable way. The connectors I've used are sometimes used correctly and appropriately but not always naturally (mechanical use of linking words or phrases).

2

There are some connectors in the text I've produced but my ideas are not always logically connected. There is some misunderstanding due to confusing connection of ideas in my text.

1

There is no organization of ideas in my text. I haven't connected my ideas. I have made attempts to connect my ideas but the connectors I've used are inappropriate and cause confusion.



LINGUISTIC RANGE AND CONTROL

5

I have included many different grammatical structures throughout my text and I've done it quite accurately. I have used a variety of words appropriately. I've made few mistakes in both grammar and vocabulary but these errors do not impede meaning.

4

I have included several grammatical structures in my text and I've done it quite accurately. I have used a good range of words appropriately. I've made a few mistakes in both grammar and vocabulary but these errors do not impede meaning.

3

I have included sufficient grammatical structures in my text and I've done it quite accurately. I have used an adequate range of words in my text. I've made mistakes in both grammar and vocabulary but these errors do not impede meaning.

2

I have not included enough grammatical structures in my text to express my ideas. I have used a limited range of words in my text. I've made mistakes in both grammar and vocabulary and these errors impede meaning at times.

1

There are a lot of mistakes in both grammar and vocabulary in the text I have produced. The reader cannot understand my ideas due to these errors.

COMMUNICATIVE EFFECT

5

I have clearly thought about the intended writing purpose of the text. I am aware of my audience (the reader of my text) and have used the appropriate register throughout. There is a positive effect on the reader in all parts of the text.

4

My text shows that I have clearly expressed the writing purpose of the given task. I am aware of the audience (reader) and have used appropriate register in nearly all parts of my text. The reader is able to understand the ideas and arguments presented. The text has a positive effect on the reader.

3

My text shows that I have understood the writing purpose of the given task. I am aware of the audience (reader) and have used appropriate register in most parts of my text. The reader is able to understand the ideas and arguments presented in most parts of the text. The text has a positive effect on the reader in general.

2

I haven't clearly expressed the intended writing purpose in my text. I am not fully aware of my audience (reader) and the register used is inconsistent. The reader does not always understand the ideas I'm trying to express.

1

The writing purpose in my text is unclear (or missing). I'm not aware of my audience (reader) and that's why the register used is not appropriate. The reader is not able to understand ideas and arguments due to lack of focus.



ECCE Speaking Tips



Tips for the ECCE Speaking Test

General

- ✓ Keep eye contact with the examiner
- ✓ Try to speak naturally as in normal, everyday conversation

Stage 1

- ✓ Be prepared to speak about your class (university or work), your favorite subjects at school, personal interests and future plans
- ✓ Avoid single word responses such as 'yes', 'no', 'maybe' etc.
- ✓ Give brief but complete answers to the examiner's questions

Stage 2

- ✓ Ask the examiner the three questions in bullets that appear on the prompt
- ✓ You don't have to change the questions in any way or ask any extra questions
- ✓ Ask the questions and pay close attention to the information the examiner will give you in response

Stage 3

- ✓ Select one of the two options provided
- ✓ Use the information given by the examiner in Stage 2 to justify your choice
- ✓ Do not forget to say why you did not select the other option

Stage 4

- ✓ Listen carefully to the elaboration questions asked by the examiner
- ✓ If you don't understand the meaning of word or the meaning of the question asked, ask the examiner to clarify or repeat the question
- ✓ Give complete responses using details and examples



ECCE SPEAKING SAMPLE

Test taker's sheet

Sample Prompt B	HELP SOLVE A PROBLEM
<p>Situation I am the mayor of your town and I have a problem. Find out what my problem is and offer me some good advice.</p> <p>First You should look at the pictures below and ask:</p> <ul style="list-style-type: none"> • What is the problem? • What are the options? • What are the disadvantages of each option? <p>Then When you have all the information you need, explain which option you think is best and why. Be ready to explain why you didn't choose the other option. Remember to use information you learn from asking questions to explain your final choice.</p> <p>Finally After you have shared your decision, you will be asked more questions about the topic.</p>	

Option 1



Option 2



Sample Prompt B **HELP SOLVE A PROBLEM**

EXAMINEE INFORMATION

Situation

I am the mayor of your town and I have a problem. Find out what my problem is and offer me some good advice.

First

You should look at the pictures below and ask:

- What is the problem?
- What are the options?
- What are the disadvantages of each option?

Then

When you have all the information you need, explain which option you think is best and why. Be ready to explain why you didn't choose the other option. Remember to use information you learn from asking questions to explain your final choice.

Finally

After you have shared your decision, you will be asked more questions about the topic.

Option 1



Option 2



EXAMINER INFORMATION

What is the problem?	Our town's 100th anniversary is this year and we want to do something special to celebrate. We have two possible options and can't decide which to choose.	
	Option 1 (fountain)	Option 2 (fireworks)
What are the options?	We could build a fountain in the town center to remember the anniversary.	We could plan a weekend festival with music and fireworks to celebrate the event.
What are the disadvantages of each option?	It will take time to plan and build the fountain and it will not be finished until next year.	After the festival is over there will be no permanent reminder of the event.

ELABORATION QUESTIONS

1. What is an important event that you remember? Why?	2. What are some ways people can remember special occasions in their community?
3. Some people believe that public money should not be used for occasions like town anniversaries because such events do not directly benefit anyone. To what extent do you think this is true?	

Sample Prompt B

Help solve a problem

Situation

I am the manager of a music company and I would like to offer a contract to a singer for a new CD. I'm asking people to help me decide on the best singer or band for this contract.

First

You should look at the pictures below and ask:

- What are the options?
- What are the advantages of each option?
- What are the disadvantages of each option?

Then

When you have all the information you need, explain which option you think is best and why. Be ready to explain why you didn't choose the other option. Remember to use information you learn from asking questions to explain your final choice.

Finally

After you have shared your decision, you will be asked more questions about the topic.

Option 1



Option 2



Sample Prompt B

Help solve a problem

Situation

I am the manager of a music company and I would like to offer a contract to a singer for a new CD. I'm asking people to help me decide on the best singer or band for this contract.

First

You should look at the pictures below and ask:

- What are the options?
- What are the advantages of each option?
- What are the disadvantages of each option?

Option 1



Option 2



Then

When you have all the information you need, explain which option you think is best and why. Be ready to explain why you didn't choose the other option. Remember to use information you learn from asking questions to explain your final choice.

Finally

After you have shared your decision, you will be asked more questions about the topic.

Situation	I am the manager of a music company and I would like to offer a contract to a singer for a new CD. I'm asking people to help me decide on the best singer or band for this contract.	
What are the options?	Option 1 (band) We could offer the contract to a rock band.	Option 2 (solo artist) We could offer the contract to a solo artist who sings pop.
What are the advantages of each option?	We are going to attract a lot of people who are over the age of 30 because rock music is very popular among these people.	He is a very popular singer among teenagers and his last CD was very successful.
What are the disadvantages of each option?	They frequently have fights and I'm not sure whether they'll be together for a long time.	He is not well-behaved during his concerts.

Elaboration questions

- 1. Do you like music? What is your favorite kind of music? Why?**
- 2. What are the advantages and disadvantages of being famous?**
- 3. Some people believe that a good voice is not enough for someone to become a successful singer. To what extent do you think this is true?**



**TOP
TIPS**

**ECCE Tips for the Written test:
Writing, Listening, Reading (GVR)**



Global tips for the written ECCE test

- ✓ Listen to the examiner's instructions carefully
- ✓ Read instructions for all sections carefully and if you have a question raise your hand and ask
- ✓ Manage your time effectively – observe the clock in the testing room or the chart where the examiner marks the time for each section
- ✓ Read all questions asked and all answers provided carefully before choosing the correct answer
- ✓ Record answers immediately on the answer sheet while progressing through the test
- ✓ Base your answers on information found in the text
- ✓ When you finish a section before the time is up go through the questions and your answers again

Tips for the ECCE Writing Test

General

- ✓ Listen carefully to the examiner's instructions
- ✓ If you have any questions about the procedure of the writing test ask the examiner

Before you start writing

- ✓ Read both tasks (email and essay) carefully and decide which one to write about
- ✓ Read again the task you have chosen and underline key words
- ✓ Make a brief plan / outline of your email or essay

During writing

- ✓ Write your introduction first making sure it includes:
 - A clear connection to the topic (using your own words)
 - A thesis statement with your opinion and the main points you will use
- ✓ Develop each body paragraph making sure they include:
 - A topic sentence with the point you will develop in the paragraph
 - A detailed explanation of that point
 - Examples to illustrate the point you developed
- ✓ Write a conclusion making sure it includes:
 - A restatement of your opinion
 - Restatement of the main points you developed (without mentioning new information)

After having finished writing

- ✓ Read your email or essay quickly (proofreading)
- ✓ Try to spot and correct mistakes in grammar, vocabulary, spelling, etc.



Tips for the ECCE Listening Section

General

- ✓ Keep calm and focus on the recording and the instructions heard from the CD
- ✓ Ask the examiner any questions you may have when the recording is paused after you hear: *"Do you have any questions?"*

Part 1

- ✓ Look at the pictures and try to predict the words you are going to hear
- ✓ Spot similarities and differences in the pictures
- ✓ Then listen to the conversation and focus on the question at the end
- ✓ Remember to take the time between questions to look at the next set of pictures and try to predict the conversation that follows

Part 2

- ✓ Remember you have 25 seconds to look through the questions of each text
- ✓ Read carefully the orientation statement before each text (the sentence in bold letters above the questions)
- ✓ Read carefully **all** questions and **all** answer choices
- ✓ Try to predict what the monologue that follows is about
- ✓ Take notes in the special area provided if it helps you
- ✓ When the recording starts listen carefully and read along each question
- ✓ Choose the right option while listening to the recording
- ✓ Remember that the information you hear and the printed questions follow the same order
- ✓ Mark a tentative answer before you listen to the talk for the second time
- ✓ Finalize your answer on the answer sheet during the second listening time

Tips for the ECCE Grammar, Vocabulary, Reading (GVR) Section

General

- ✓ Manage your time (75 minutes) effectively not spending too much time on any one question
- ✓ Don't leave any questions unanswered – answer even difficult questions by guessing

Grammar / Vocabulary

- ✓ Read the **whole** question and try to guess the missing word(s) before you see the answer choices
- ✓ Read **all** answer choices for each of the questions
- ✓ If you do not recognize the correct answer immediately, eliminate as many answer choices as possible
- ✓ Select the option you think is the correct one and go on to the next question

Reading Task 1

- ✓ Read carefully the orientation statement before each passage (the sentence in bold letters above the text)
- ✓ Read the **whole** passage before looking at the questions
- ✓ Focus on the main idea of the passage
- ✓ Then look at the questions and answer them in order
- ✓ Look for signals in the questions that connect them to the right paragraph in the text



- ✓ Find the meaning of words by checking their context 2-3 lines before and after their place in the paragraphs of the passage

Reading Task 2

- ✓ Read the set of texts quickly to get the main idea
- ✓ Read the marked questions and find the answers in the corresponding text
- ✓ Remember that the information you need to answer the questions may be located in the pictures in the texts



Hellenic American Union Center for Examinations and Certifications Social media



www.facebook.com/HAU.CEC/

Athens: Massalias 22, 10680 Athens
T: (+30) 210 3680000, F: (+30) 210 3634200

Thessaloniki: Fragon 14, 54626 Thessaloniki
T: (+30) 2310 557600, F: (+30) 2310 553925

E-mail: exams@hau.gr

Url: www.hau.gr/exams



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