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| **Task** | **Critical skills focus** | **Interaction**  **focus** | **Interaction pattern** | **Critical skill**  **reference** |

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| **Tasks 1-3** | communicate effectively in voice-only & face-to-face situations | n/a | voice-only  face-to-face | ***ICAO Holistic Descriptor 1*** |

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| **Task 1**  *5-6 minutes* | communicate effectively on common, concrete & operations related topics | inform, explain, describe & discuss | face-to-face | ***ICAO Holistic Descriptor 2*** |

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| **Task 2**  *5-6 minutes* | communicate effectively in exchanging messages; recognising & resolving misunderstandings | monitor, check, clarify, confirm & report | voice-only | ***ICAO Holistic Descriptor 3*** |

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| **Task 3**  *7-8 minutes* | communicate effectively in managing complications, unusual circumstances & emergency situations | inform, explain, describe & discuss | face-to-face | ***ICAO Holistic Descriptor 4*** |

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| **Tasks 1-3** | using an accent or dialect intelligible to the  aviation community | n/a | voice-only  face-to-face | ***ICAO Holistic Descriptor 5*** |

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| **Task** | **Critical skills focus** | **Interaction**  **focus** | **Interaction pattern** | **Critical skill**  **reference** |
| **Task 1**  *5-6 minutes* | communicate effectively on common, concrete & operations related topics | inform, explain, describe & discuss | face-to-face | ***ICAO Holistic Descriptor 2*** |

The examiner will introduce a common, concrete and operations-related topic discussion for discussion.

You should take part in the discussion by speaking about your area of aviation operations and by explaining and describing the various aspects of the topic under discussion in the context of your operations. Aspects of the discussion might include the following:

* **Your area of aviation operations**

*operations and operational systems and conditions: e.g. airports aircraft, air traffic, airway systems, airspace design communication systems, surveillance systems, navigational aids, meteorological conditions, etc.*

***Ex.:*** *1) Please, describe your aircraft (describe its technical features)/ Please describe the systems you are dealing with to monitor the aircraft.*

*2) What weather conditions would be considered the most dangerous for this tome of the year? Why? How would these weather conditions affect your operations?*

* **Conditions, sequences and processes common in your area of aviation operations**

*conditions (operational, geographical, meteorological, etc.) sequences and processes (communications and activities) relating to operations and operational systems; e.g. pre-flight sequences and processes, final approach sequences and processes, etc.*

***Ex.:*** *1) Please, describe the sequence (operations)of your preflight operations./Please describe, what is the procedure of starting your shift?*

*2) At what point do you first contact ATC/pilot? What do you say?*

*3) What is the standard procedure of final approach? (for pilot. For ATC)*

* **Abbreviations, acronyms & initialisms common in your area of aviation operations**

*the meaning of an abbreviation, acronym and/or initialism and describe what it is; e.g. VFR, IFR, VMC, IMC, QFE, QNH, TMA, ILS, PAPI, ATIS, VOLMETS, SID, STAR, ECAM, VOR, NDB, GPWS, TDZ, TCAS, NOTAM, APU, etc.*

* **Types of equipment & component parts, etc. common in your area of aviation operations**

*equipment and parts of equipment and systems; e.g. you might describe what a particular piece of equipment or component part of a system is and what it does; e.g. aerodrome equipment and component parts, aircraft equipment and component parts, etc.*

***Ex.:*** *1)What is the function of rudder; aileron, flaps etc.?*

*2) What is primary/secondary radar? What information does it provide to you?*

*3) What instruments are used to maintain the stable condition of flight?*

This task gives you the opportunity to show the extent of your proficiency in English in communicating on common, concrete and operations-related topics with accuracy and clarity.

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| **Task** | **Critical skills focus** | **Interaction**  **focus** | **Interaction pattern** | **Critical skill**  **reference** |
| **Task 2**  *5-6 minutes* | communicate effectively in exchanging messages; recognising & resolving misunderstandings | monitor, check, clarify, confirm & report | voice-only | ***ICAO Holistic Descriptor 3*** |

You will listen to a recording of an aeronautical communication. You can, and should, take notes as you listen.

The following is an example of the type of communication you will hear.

*ACFT: Ground. Moonfleet* *1-6-Golf.*

*ATC: Moonfleet 1-6-Golf. Pass your message.*

*ACFT: Moonfleet 1-6-Golf. We have a problem with one of the cabin doors. Can we hold short while an engineer*

*comes out to see us?*

*Pause*

*ATC: Moonfleet 1-6-Golf. Take the next right at intersection India 1-3. Hold short of India 1-4.*

*ACFT; Moonfleet 1-6-Golf. Right at India 1-3, hold short of India 1-4. Roger.*

*Pause*

*ACFT : Ground. Moonfleet 1-6-Golf. Our engineer estimates 1-0 minutes to clear the fault. We won’t make our slot*

*time. What is the next slot available?*

*ATC: Moonfleet 1-6-Golf. Stand by.*

*Pause*

*ATC: Moonfleet 1-6-Golf. Ground. Your next available slot is 1-1-2-5 (wun-wun-two-fife)*

The examiner will pause the communication at each of the places indicated. When the examiner pauses the communication, you must discuss and cross-check your understanding of what has been said firstly with your fellow candidate and secondly with the examiner.

This task gives you the opportunity to show the extent of your proficiency in English in monitoring messages, in recognising and resolving actual or potential misunderstandings by using strategies of checking, clarifying and confirming, and in reporting what you have understood.

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| **Task** | **Critical skills focus** | **Interaction**  **focus** | **Interaction pattern** | **Critical skill**  **reference** |
| **Task 2**  *5-6 minutes* | communicate effectively in exchanging messages; recognising & resolving misunderstandings | monitor, check, clarify, confirm & report | voice-only | ***ICAO Holistic Descriptor 3*** |

You should discuss and cross-check with your partner (for paired candidates) or report and cross-check with the examiner (for single candidates) what you have heard and understood. You should cross-check your understanding of the information contained in the communication until you are sure that your understanding is correct and complete and that you are able to report it if asked. The following are examples of ways you can cross-check your understanding.

*I heard the call-sign Moonfleet 1-6-Golf. Can you confirm?/ Do you agree? I understood they have to holdshort. Can you confirm? Did you hear why?*

*I don’t understand the problem. Can you clarify the problem? Can you say again the problem?*

*Did you catch, what kind of instruction the controller gave? Did you hear any other information?*

Ask your partner or the examiner about anything you do not understand. If you and or your partner would like any part of the communication to be repeated, you can ask the examiner. But you must be exact about what it is you want to hear again. The examiner will repeat exactly any part of the communication that you ask to be repeated. The following are examples of ways you can do this.

*Say again the runway / wind direction and speed. Say again problem / pilot intention / controller instruction.*

*Say again first /second / third controller transmission. Say again first / second / third pilot transmission.*

*Say again words before (all before…) … Say again words after (all after…) …. Say again words between (all between) … and …*

When you have listened to and discussed the communication in full, the examiner may ask you to give a brief summary report of what you have understood. You should include as many details as possible. It is best if you can report the details in the order they occur during the communication.

This task is not like a typical listening test; it is not about answering questions after listening to the communication once. This task is about what you understand from the communication after you have had the chance to check, clarify and confirm all the details with your partner and/or the examiner.

In this task **a)** you show your ability to monitor messages and to exchange and cross-check information;

**b)** you show your ability to recognise and resolve actual or potential misunderstandings;

**c)** you show your ability to check, clarify and confirm information and to correct errors when necessary;

**e)** you show your ability to report a communication.

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| **Task** | **Critical skills focus** | **Interaction**  **focus** | **Interaction pattern** | **Critical skill**  **reference** |
| **Task 3**  *7-8 minutes* | communicate effectively in managing complications, unusual circumstances & emergency situations | inform, explain, describe & discuss | face-to-face | ***ICAO Holistic Descriptor 4*** |

The examiner will give you a scenario of an unusual circumstance or emergency situation. The following are examples of typical scenarios.

***For an ATC candidate:*** *A Boeing-737 on your frequency and on approach to your airfield reports of severe icing of his the aircraft.*

***For a pilot candidat****e: Your aircraft is in the cruise at FL 390 and encounters a rapid depressurisation.*

You must understand clearly the scenario given to you by the examiner, and you must prepare to give a two-minute briefing on it.

Before you speak, you have one minute to think about your scenario and to prepare your briefing.

In your briefing, you should typically explain:

**1)** The nature of the scenario (including the possible consequences)

**2)** Typical pilot communications, information requirements and actions

**3)** Typical controller communications, information requirements and actions

**4)** Any further communications and actions that may be required:

*E.g. co-ordination with other aircraft on station co-ordination with other aircraft in vicinity*

*co-ordination with adjacent sectors co-ordination with the aircraft company*

*requests for the assistance of other agencies*

In the paired test format, the examiner will decide who will give their briefing first and who will give their briefing second. Whether you are first or second, you must listen to the briefing of your partner candidate and, when your partner finishes, ask a question or comment specifically on something said.

This task gives you the opportunity to show the extent of the English language resource you can call upon for managing a complication or unexpected turn of events that may occur within your operational context.