

POKLICNA MATURA

angleščina

Srednja upravno administrativna šola Ljubljana
Šolsko leto 2010-2011

POM -angleščina-pisni del

Shema izpita:

Izpitna pola 1

-bralno razumevanje (izvirna besedila različnih žanrov in zvrsti) Tipi nalog: pravilno-napačno; izbira pravilnega odgovora; tip povezovanja; določitev pravilnega zaporedja; tip dopolnjevanja; tip kratkih odgovorov; tip zapisovanja ključnih informacij)-30 točk

Izpitna pola 2

-krajši pisni sestavek (vodeni pisni sestavek na podlagi (ne) besednih iztočnic -70 besed) -10 točk
-vodeni pisni sestavek na podlagi vizualne ali verbalne iztočnice npr.oglas, telegram, vabilo, ponudba... (najmanj 150 besed) -20 točk

Vrednost vseh nalog v Izpitni poli 1 in 2 znaša 60 točk ali 60% skupne ocene. Čas reševanja vsake pole je 60 min, obeh skupaj pa 120 minut. Dijaki lahko pri pisnem delu uporabljajo slovar.

Zgledi izpitnih nalog pri pisnem delu izpita:

[http://www.ric.si/mma_bin.php/\\$fileI/2009102214151878/\\$fileN/P091-A221-1-1.pdf](http://www.ric.si/mma_bin.php/$fileI/2009102214151878/$fileN/P091-A221-1-1.pdf)

[http://www.ric.si/mma_bin.php/\\$fileI/2009102214154343/\\$fileN/P091-A221-1-2.pdf](http://www.ric.si/mma_bin.php/$fileI/2009102214154343/$fileN/P091-A221-1-2.pdf)

Koristna povezava je:

http://www.ric.si/poklicna_matura/predmeti/angleščina/

kjer so pole preteklih izpitnih rokov in Predmetni izpitni katalog, v katerem med drugim dobite merila za ocenjevanje.

POM –angleščina – ustni del

1. izpitno vprašanje: pogovor, vezan na splošno temo

Na podlagi vizualne iztočnice (- kandidat na začetku opiše sliko na izpitnem lističu) se med kandidatom in izpraševalcem razvije pogovor na določeno temo. Glede na to, v katero smer se pogovor odvija, kandidat odgovori na možna dodatna vprašanja, ki mu jih zastavi izpraševalec. (Vprašanja niso napisana na izpitnem lističu.)

Teme in vprašanja

1. Books or films? Express your opinion

Do you prefer reading a book or watching a film? Explain why. What is your favourite film?

Do you know who directed it? Who is your favourite actor / actress? Do you often go to the cinema or do you prefer watching TV at home?

2. Family life - the relationship between parents and children

Describe your family. Do you spend a lot of time together? What is your relationship like? Who do you get on best with? Why? Do you think you were brought up well? What values have your parents taught you? What are the most common mistakes parents make in the upbringing of their children? How big would you like your own family to be?

3. Sports and sports activities

Enumerate some sports. Which sports are you interested in? Do you do / play any sports? Which ones? Why? Why is it good to play a sport? What do you think is the most popular sport in Slovenia? Can you think of some reasons?

4. Describing a person

Describe a person that you know very well: his / her appearance, character, hobbies and interests etc. Why did you choose to describe this particular person? What things do you have in common? Is there anything you don't like about him / her?

What is the stereotype of our nationality? What are Slovenian people like in general?

5. Travelling, holidays

What are the advantages and the disadvantages of travelling? Do you like it? Which countries have you been to? What means of transport are used for travelling? What do you think about hitchhiking? Do you prefer travelling in a group or on your own? Explain. Where did you spend your last holidays? What plans have you got for this summer?

6. An ideal family

What do you think an ideal family is like? Are you an only child or do you have brothers or sisters? What are the good and the bad points of being an only child / of living in a large family? Explain. What do you think is best for young people? To live with their parents (-stay at home) or to move away and start living on their own. Explain.

7. Age groups

What ages in man's life do you know? What are the joys and problems of each age? What is your favourite age group? Why? Are you satisfied with being a teenager? Do you feel the generation gap

between the old and the young? How do you get on with old people? What about you and your parents? How do you get on?

8. Charities

Do you know any charity organisations? Are they important? Why? Is charity our duty? Have you ever donated anything to charity? If you were rich, how would you help people in need?

9. Health risks: smoking, drinking, taking drugs, unhealthy diets...

What are the actual health risks of our society? Are you glad because smoking is banned from enclosed public places? Explain. Why do you think so many teenagers drink alcohol / take drugs? Do you know anyone who has such a problem? What about you? What are the effects of such unhealthy habits? What should be done to reduce these risks?

10. Living in a city.

What are the pros and cons of urban life? And you? Where do you live? Do you like it there? Explain. Would you like to move one day? Would you like to live in a house or in a flat? Explain.

11. Environmental problems of our planet

What are the crucial problems that our planet faces? What should / shouldn't we do to protect our environment? Do you know any green organisations? How are you trying to 'be green'?

12. Emigrating

For what reasons do people emigrate? Enumerate some advantages / disadvantages of emigrating? Do you know anyone who has gone to live in a foreign country? Do you know anybody who has come to live in Slovenia? What about you? Would you like to live abroad? In which country? What would you miss about Slovenia if you lived abroad?

13. Living in the country

What are the pros and cons of living in the country / in a small town? Where do you live? Do you like it there? Explain. Would you like to move some day? Where to? Would you like to live in a house or in a flat? Give reasons.

14. Shopping

Enumerate different kinds of shops. What kind of shops do you go to most often? Why? What kinds of shops do you never / hardly ever go to? Give reasons. Are you a shopaholic? Do you know anyone who is? What do you spend your money on? What do you consider when you buy a present for someone? What kind of gifts do you like receiving?

15. Smoking

The number of teenagers who smoke is increasing. Can you think of any reasons for that phenomenon? Are you aware of the harmful effects of smoking? What are they? Do you smoke? Why/Why not? How can one give up smoking? Can you give any advice?

16. Watching TV

Does TV have a strong influence on our lives? Give reasons for your opinion. What are the pros and cons of watching TV? How many hours a day do you spend watching TV? What programmes do you / don't you like watching? Why? Your favourite TV channel. Could you live without television? Why? / Why not?

17. Tourism in Slovenia

What are the most popular tourist spots in Slovenia? Why? What activities would you recommend to a foreign tourist in a certain tourist resort? Is tourism good for a country? Why? Are there any disadvantages of mass tourism?

18. Homelessness

Can you see a lot homeless people in the capital city? How do you feel about them? Do you try to help them? How? / If not, why? How can one end up in the street? Who should take care of the homeless?

19. Means of transport

Enumerate different means of transport. What are the good and bad points of each? How do you like to travel on holiday? Which means of transport do you use most often? How do you get to school? Do you like it?

20. Life in the past and now

Compare life in the past (education, work, marriage, family life, technology...) to life today. Do you think people were happier then? What about teenagers? Is their life easier now?

21. Family matters/marriages

Why do so many marriages break down? When should a couple get married? When should a couple get divorced? Give your opinion about the two, marriage and divorce. Advantages and disadvantages of an arranged marriage. How do you get on with your parents, brothers or sisters?

22. Books, films, music, art

Do you often read for pleasure? What kind of books do you like reading? When do you usually read? Who is your favourite author? Are there any books that you would recommend to your friends? How often do you go to the cinema? What kind of films do you like watching? What kind of music do you like listening to? Do you like going to concerts? Why/Why not? Are you interested in art? Who is your favourite painter? Do you ever visit art galleries?

23. Houses and flats

Do you live in a house or in a flat? Describe your home (rooms, furnishings...). Do you have your own room? Describe it. What kind of place would you live in if you had lots of money?

24. Free time, leisure activities

What leisure activities do you know? What leisurely pastimes are getting more popular? How do you think your parents spent their free time when they were your age? And your grandparents? What about you? Do you think you have enough spare time? Why (not)? How do you spend it? What are your hobbies and interests?

25. Education

What is the purpose of education in man's life? Do you think that education is limited only to schooling? Education should be a preparation for life. Do you agree? What is your educational background? What are your plans and ambitions? Describe your schooling at SUSAŠ (the most/least favourite subjects, activities, problems...). Do you think you have gained a lot of knowledge here? Do you think you'll have the chance to use it all? What is your opinion of the Slovenian school system? What is your personal attitude to learning?

26. Friendship

What makes a good friendship? What qualities do you appreciate in a friend? Do you find it easy to make friends? Why (not)? Describe your best friend (length of friendship, character, appearance, things you have in common, differences, things you don't like about him/her...).

How far do you agree with the proverb: LEND YOUR MONEY AND LOSE A FRIEND?

27. Handling money

Are you good with money, or do you often run out of it? How much money do you get a month?

Who from? Do you spend it all? What on? What are your extravagances? Have you ever earned any money yourself? What did you do? How will your financial situation change when you get a regular job? Who deals with financial matters in your family? Can you make ends meet? Do you ever have to tighten your belt? Do you think the difference between the rich and the poor is increasing or decreasing? Explain.

28. Keeping pets

What, in general, are people's attitude to animals? Explain positive and negative sides? Enumerate some kinds of pets/exotic pets. What are some reasons for keeping them? Having a pet involves a lot of responsibility. Explain. Animals are sometimes treated better than people. How far do you agree with this statement? Who would you advise to get a pet? Reasons. How do you think pets should (not) be treated? Have you got a pet? Would you like to get one?

29. Romance, wedding, marriage

How does a relationship between two people usually develop up to the point that they decide to get married? What preparations are necessary for the actual wedding day? Describe a typical wedding ceremony (people, presents, events...). Before getting married some people sign a prenuptial agreement or set some rules? What is your opinion of that? What makes a good marriage? If your own marriage comes to a crisis, what will you do?

30. Driving

How do you get a driving licence in Slovenia? Explain the procedure. Have you got one? Was it difficult for you to get it? Do you agree that young drivers cause most accidents on our roads? Why (not)? What do you think are the main causes of so many accidents on our roads? Strict traffic regulations don't guarantee safety. Do you agree? Some people compare the situation on our roads to a battlefield. Agree? What would you do to improve it? Are men better drivers than women?

31. What does the future hold?

Do you think young generations have got something to look forward to in the future? What about you? What are your wishes, plans and ambitions? How do you think people and the world will change in the future? Can you make any predictions (science, technology, lifestyle, tourism, travel, education, family life, environment...).

32. Animals

What, in general, are people's attitude to animals? Explain positive and negative sides. What are the devastating consequences? What charities fight for animal rights? How do they help animals? How are endangered species protected? How do you feel about animals? How do you treat them? Have you got a pet? Tell something about it.

33. Modern lifestyle

Compare modern lifestyles with the way people lived in the past (50 years ago or more). Include the following: work, travel, technology, family life, free time, diet... In what ways has the quality of life improved/get worse? Time plays an important role in our life. Do you think that we live too fast? Explain. What is your lifestyle like? Would you like to change it?

34. Mobile phones


Have you got a mobile phone? How much time(money do you spend on it? How often do you call your friends instead of visiting them? What are the reasons people use mobile phones? Where do you think mobile phones have proved very useful? Where is the use not advisable? What other important machines / inventions have made our life easier? Give reasons. Can you think of any disadvantages of using them?

35. Backpacking/package/activity/learning holidays

What are the differences? How would you choose to spend your holiday? Which (distant) corners of the world would you like to visit? What places and activities would you recommend to a tourist who has come to Slovenia for a week?

Zgled izpitnega listka

Task I.
Look at the picture below. You will be asked to discuss the following topic with the examiner: **Books, films, music art**



Source: artdetails.com

The illustration is a vibrant collage. In the center, a young woman with a yellow headband is looking intently at an open red book. To her right, a young man in a blue lab coat and safety goggles is holding a flask with red liquid, with a microscope nearby. In the background, two young women are playing basketball. In the foreground, a young girl is drawing at a table with colorful markers, and another young woman is working on a laptop. The background is a mix of a bright, sunlit indoor space and a dark, starry space.

2. izpitno vprašanje: poslovna angleščina

Na podlagi vizualne iztočnice, slogana, kratkega besedila ali navodil se med kandidatom in izpraševalcem razvije pogovor ali igra vlog na določeno temo.

1. Computers

Where are computers most useful? What are the main benefits of computers? What are their main disadvantages? Shopping/Selling goods online – pros and cons.

2. Work, jobs

Positions in a company. Describe the job of a secretary. What are her duties? What qualifications, skills and qualities should she have? Do you like this job? What qualifications, skills and qualities are necessary for a successful businessman/businesswoman?

What things (rewards and benefits) motivate people at work? Is the relationship among members of the staff important? Explain.

3. Companies

Parts of a company (departments) and the purpose of each.

4. Office equipment

Enumerate different office equipment. Modern and old-fashioned.

5. Telephoning

Phrases used in a telephone conversation. Making enquiries/arrangements... by telephone. Taking telephone messages.

6. Advertising, global brands

The importance of advertising. Different ways of advertising. Which factors should be considered when trying to promote a new product? What makes a good advertisement? Would you like to work in advertising? Why/Why not?

Zgled izpitnega listka

The following material will serve as a basis for the discussion with the examiner.



Source: <http://www.getyourlifebackfromme.com/blog/wp-content/uploads/2010/03/secretary.gif>

3. izpitno vprašanje: poslovna pisma

Kandidat prepozna vrste pisma (povpraševanje, odgovor, na povpraševanje oziroma ponudba, prošnja za delo, pritožba in hotelska rezervacija), določi pošiljatelja, prejemnika ter odgovarja na vprašanja, ki so povezana s pismom.

Zgled izpitnega listka

A/ Define the following:

- the sender
- the receiver
- the type of letter

B/ Answer the questions.

1. Would you like to do this job? Why/Why not?
2. Have you ever applied for a job? Tell us about it.

Katarinvagen 7
1001 Stockholm
Sweden

4 May 2010

ZY Cruises
PO Box 500
Southampton S04 5TR
England

Dear Sir or Madam

I have just seen your advertisement for jobs on board of your cruise ships and I would like to apply.

I am a 20-year-old Swede with determination and commitment. I have often thought of spending time at sea and your job seems to be the perfect opportunity.

Although I have no on board experience, I have been working as a waitress in a local restaurant for the last 18 months and I have also had some experience of bar work. My knowledge of English is quite good, as I have been attending classes for the last six years. I would like to add that I have visited many parts of the Mediterranean myself and could talk to guests confidently during the voyage.

As for other personal qualities which might be useful on board a ship, I am an organized and easy-going person, so sharing a cabin with other crew members would not be a problem.

I am sure I would make a success of this job and I hope you will consider my application.

Yours faithfully
Pernilla Axelsson
PERNILLA AXELSSON

Encl.

Obveznosti dijaka v zaključnem letniku , ki namerava opravljati angleščino kot tretji predmet na poklicni maturi

1. Do konca pouka dijak reši in odda profesorici vsaj en izvod prve pole pisnega dela poklicne mature. Izvode starih izpitnih pol dijak dobi pri profesorici ali na spletni strani Republiškega izpitnega centra. Na primer: [http://www.ric.si/mma_bin.php/\\$fileI/2009102214151878/\\$fileN/P091-A221-1-1.pdf](http://www.ric.si/mma_bin.php/$fileI/2009102214151878/$fileN/P091-A221-1-1.pdf) ali v priročniku Poklicna matura-angleščina- Vaja dela mojstra.
2. Do konca pouka dijak napiše vsaj dva kratka pisna sestavka in ju odda profesorici. Navodila in primer vaje: [http://www.ric.si/mma_bin.php/\\$fileI/2009102214154343/\\$fileN/P091-A221-1-2.pdf](http://www.ric.si/mma_bin.php/$fileI/2009102214154343/$fileN/P091-A221-1-2.pdf)
3. Dijak pri pouku predstavi eno temo (glej Ustni del: Teme in vprašanja pri 1. izpitnem vprašanju). Predstavitev je ustna, dijak ne bere temveč uporablja vizualna sredstva (Power Point predstavitev ali plakat).

Podrobnejše informacije dijak dobi pri pouku angleščine.