The Versant Professional English Test (VPET) assesses the ability to communicate in everyday workplace English. It measures an individual’s Speaking, Listening, Reading, and Writing skills. Businesses, universities, and training organizations can use the test for benchmarking and evaluation as part of business English courses, or for development and advancement purposes.

VPET has 2 levels, covering lower and higher degrees of English proficiency:
Level 1: A1 to B1+, or GSE 10 to 58
Level 2: B1 to C2, or GSE 51 to 90

This guide will help test takers prepare for the both levels, as the item types are the same while the difficulty level of the items will vary. The guide provides examples of questions drawn from both levels, as well as tips for answering. You can use it to develop useful strategies for the test day.

Both levels have ten sections based on the item types shown in the table. Each part starts with instructions and a sample item so that you will know what to expect. Each question is timed, and the total length of the test is approximately 60 minutes.

As well as reading this guide, we recommend that you request a free unscored sample test. You can also purchase a practice test that will give you a score within minutes, so that you can see how you might do on the real test.

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Skills tested

The following table describes the skills assessed and scored by the test. An example score report is provided at the end of the guide.

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<th>Skill</th>
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<td>Overall Ability</td>
<td>The Overall score reflects a candidate's ability to understand spoken and written English in the international workplace. To get a high score, candidates need to be able to respond appropriately in various spoken and written tasks. Speaking at a conversational pace and in intelligible English are also important. Overall scores are based on an equally weighted combination of Speaking, Listening, Writing, and Reading scores.</td>
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<td>Speaking</td>
<td>Speaking measures the ability to communicate in a range of everyday and workplace situations. The score is based on the ability to produce fluent, intelligible speech by using appropriate stress, rhythm, and intonation as well as accurate or appropriate grammar.</td>
</tr>
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<td>Listening</td>
<td>Listening assesses the ability to understand main ideas and specific details from a range of everyday and workplace speech. The score is based on the ability to comprehend the meaning of English spoken at a normal conversational speed.</td>
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<td>Writing</td>
<td>Writing tests the ability to produce a variety of texts on everyday and workplace topics. The score is based on the ability of the candidate to express him/herself with clear, effective structure as well as appropriate tone and style according to the purpose and audience of the text.</td>
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<tr>
<td>Reading</td>
<td>The Reading score reflects the ability to understand written English texts on everyday and workplace topics. The score is based on the ability to operate at a functional speed to extract details and main ideas, infer the message, and construct meaning.</td>
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The Versant Professional English Test is taken online and autoscored using Pearson's highly reliable, state-of-the-art technology. Results are available in minutes. To take the test you will need:

- Test instructions and a Test Identification Number (TIN) from your test administrator.
- Access to a computer.
- A good internet connection.
- An up-to-date web browser or the Versant Computer Delivered Testing (CDT) software (for Windows).
- Headset with a microphone connected to your computer.
- A quiet room where you can take the 60-minute test without interruptions.

Your test administrator may also ask you to take the test using a remote monitoring system. You will be notified in advance if this is the case.
Navigating the test

• To start the test, you will be asked to enter your Test Identification Number (TIN).
• You will then be asked to go through some system checks to ensure that your audio and microphone are working.
• Once the actual test begins, an examiner's voice will guide you and explain how to answer the different types of questions.
• Each new section starts with an instruction screen and a sample item, so that you can see what to do on each section.
• Each question is timed. In some cases, the system detects when you have finished responding and presents the next item.
• If you do not complete an answer in the allowed time, your work will be saved automatically, and whatever you put in as your answer will be submitted.
• If you finish a question early, it's a good idea to check your answer. If you think it's good, click Next to move on to the next question.
• You can only move forward – it is not possible to go back to a previous question or re-record an answer.
General tips

• Some questions require spoken responses, and some written answers.
• Answers to speaking questions are recorded, so make sure that you are in a quiet room with no background noise (even loud fans and air conditioning can cause interference). People speaking around you will cause their voices to be recorded along with yours, making it hard for the system to score you correctly.
• When answering speaking questions:
  • Ensure your headset is properly connected (to avoid static or technical issues).
  • Speak clearly at a normal volume (don't shout or whisper).
  • Speak at a normal speed (do not rush or speak extra slowly).
  • Consider which words need to be stressed.
  • Pay attention to punctuation (e.g., commas, and periods) as these will give you clues for pauses in your speech.
• Use the timer to keep track especially for longer written answers.
• When answering in writing, consider spelling, capitalization, grammar, and punctuation.

A video with tips for test takers is also available online.
Part A: Sentence Completion

**Instructions**

Please type one word that best fits the meaning of the sentence. Type only one word. You will have 25 seconds for each sentence. Click "Next" when you are finished.

**Example question**

Complete the sentence.

He always kept a flashlight in his car in case of an [ ]

**What will you have to do?**

- You will see a sentence that has a missing word.
- You must enter one word that best fits the meaning of the sentence.
- You will have 25 seconds to answer.

**What skills are being tested?**

- This question assesses your vocabulary knowledge as well as your understanding of a given English sentence.
Sentence Completion tips

• Consider the overall meaning of the sentence.
• Look at the words either side of the gap and use your knowledge of grammar and vocabulary to choose the missing word.
• Pay attention to spelling and capitalization.
• Only type one word.

You can practice by completing the sentence below. Remember you will have 25 seconds to answer.

He always kept a flashlight in his car in case of an   .
Part B: Passage Reconstruction

What skills are being tested?
- This question tests Writing skills, especially your ability to reproduce key points and details in your own words in everyday and workplace English.

What will you have to do?
- You will read a passage on the screen. The passage will disappear after 30 seconds.
- After the passage disappears, you need to rewrite the meaning of it in your own words.
- You have 90 seconds to rewrite the passage.
Passage Reconstruction tips

• Read the passage for understanding. Don’t worry about memorizing specific phrases.
• When writing, use your memory and try to re-create the meaning of the passage. You don’t need to use the same words, but it is important to have the same meaning.
• Do not write a quick summary – include all the details you can. The more, the better.
• Pay attention to spelling, punctuation, and capitalization.
• Write in complete sentences.

You can practice by rewriting the passage below. In the real test the passage will disappear after 30 seconds and you will have 90 seconds to enter your answer.

Thank you so much for being so understanding about our delay of shipment. It has been quite difficult to get materials from our suppliers due to the recent weather conditions. It is an unusual circumstance. In any case, we should be able to ship the products to you tomorrow. In the meantime, if you have any questions, please feel free to contact me.
Part C: Reading Comprehension

What will you have to do?
• You will see information about a situation. It may include a passage, graphs or charts. Any figures shown will be very basic and need only a limited understanding of graphs.
• You will be asked to answer two multiple-choice questions based on the information displayed.
• You will have 3 minutes to read the passage and answer the questions.

What skills are being tested?
This question tests Reading including the ability to:
• Understand main themes of the passage.
• Identify details in the text.
• Infer the message based on the given information.
• Evaluate coherence of the text.
Reading Comprehension tips

- Read the text carefully and consider what it is communicating.
- Read the question and look at the passage to see if you can find or figure out the answer.
- Answer both questions.

Practice by looking at the passage provided and answering the questions. You will have three minutes in the test.
Part D: E-mail Writing

**What will you have to do?**
- You will see a short description of a workplace situation.
- Write an email about it to the specific person in the description.
- Write it using your own words.
- You have 9 minutes to read the situation and respond.
- You must write at least 100 words.

**What skills are being tested?**
This question assesses your writing skills including the ability to:
- Produce grammatical sentences.
- Use appropriate vocabulary given the topic and situation.
- Organize ideas in a logical manner.
- Use a suitable tone to reflect the contents of the message as well as the relationship with the recipient of the email.
You recently purchased computers for your company. You bought the computers from an overseas company, even though a local company would have been cheaper. Your supervisor, Mr. Watson, wants to know why you chose to purchase them from the more expensive, overseas company and not from the cheaper, local company. Write an email to him giving three reasons that support your decision.

Your reasons must come from the following themes:

• customer service
• warranty
• variety

You should include all three themes. Provide supporting ideas for each of your reasons.
Part E: Dictation

Instructions

What will you have to do?
- You will hear a sentence spoken aloud.
- You will need to type the sentence word-for-word.
- You will hear the sentence only once.
- You have 25 seconds to type your answer.
- After this time, your answer will be saved.

What skills are being tested?
- This question assesses how well you understood a spoken sentence.
- It also tests how well you write a sentence you heard using appropriate grammar, spelling, punctuation, and capitalization.
Dictation tips

- Listen to the sentence before you start typing.
- Focus on the meaning of the sentence to help you remember it.
- Pay attention to spelling, capitalization and punctuation.

You can practice with the example given below. Try to type your answer in 25 seconds.
Part F: Response Selection

What will you have to do?
• You will listen to a sentence.
• You will see three possible answers.
• You must choose the most appropriate answer.

What skills are being tested?
• This question assesses listening comprehension – the ability to recognize words, understand the meaning of a spoken sentence, and identify the best response based on the context.
Response Selection *tips*

- Listen carefully and consider the overall meaning of the sentence.
- Listen to all the responses.
- Select only one answer.

Practice using the question below.
Part G: Passage Comprehension

Instructions

You will hear a story, followed by three questions. When you hear a beep, say your answer quickly and smoothly. Your answer should be a few words or a very short sentence.

What will you have to do?

• You will hear a passage about an everyday or workplace situation.
• There will be three questions about the passage.
• You answer the questions by speaking out loud.

What skills are being tested?

This question tests your ability to:
• Understand the main points and details of the story.
• Demonstrate your understanding of the story using short spoken responses.
Passage Comprehension tips

• Listen carefully to make sure you understand the story.
• Answer using a short phrase or a very short sentence.

You can practice with the question below.

1. Click to hear the story.

2. Click to hear question 1.

3. Click to hear question 2.

4. Click to hear question 3.
What will you have to do?
• You will hear one sentence at a time.
• You will be asked to repeat each one.
• You should repeat it exactly as you heard it.
• You have 15 seconds to answer.

What skills are being tested?
• This question tests Speaking skills.
• It measures how well you understand and reproduce a given sentence using accurate sentence structure as well as good pronunciation and fluency.
Repeat tips

- Listen to the prompt.
- Consider the meaning of the sentence.
- Repeat what you heard using the same rhythm, pauses, and intonation that you heard in the recording.
- Start speaking within 6 seconds, or the test will move on to the next question.

You can practice by listening to the prompt below.
Part I: Speaking Situations

What will you have to do?

• You will hear and see a description of a situation.
• You will then be asked to respond to it.
• You respond by speaking out loud.
• You have 10 seconds to think about your answer.
• After the beep you have 60 seconds to respond.

What skills are being tested?

This question tests your ability to:

• Understand a given situation.
• Speak in a socially appropriate manner in the given context.
• Speak with good pronunciation and fluency.

Instructions

You will hear and read a description of a situation. You will have 10 seconds to think about your answer. Then you will hear a beep. You will have 60 seconds to answer the question. Please answer as completely as you can.

Example question

You borrowed a jacket from your friend, Mark. However, you spilled coffee on it, and it left a large stain. Mark calls and says he needs his jacket. What would you say to him?
Speaking Situations tips

- Listen carefully to the story (situation).
- Consider what is happening and who is involved, for instance, is it a formal or informal situation.
- Decide how you will respond. Are you apologizing, asking for something, or refusing to help? What social conventions do you need to observe?
- Make sure your words and intonation are suitable for the situation.
- Answer as fully as you can.
- Answer within 15 seconds or the test will move on.

You can practice using the example below. During the test you will have 10 seconds to think about your answer and 60 seconds to respond.

Click to hear the prompt

You borrowed a jacket from your friend, Mark. However, you spilled coffee on it, and it left a large stain. Mark calls and says he needs his jacket. What would you say to him?
Part J: Story Retellings

What will you have to do?
- You will hear a short story. It will be spoken once.
- After a beep you should retell the story in your own words.
- You have 30 seconds to tell the story.
- After 30 seconds you will hear another beep and your answer will be saved.

What skills are being tested?
This item measures your ability to:
- Understand the main idea and details of a short story.
- Retell the story in your own words using proper vocabulary and grammar.
- Speak with good pronunciation and fluency.
Story Retellings *tips*

- Listen carefully to the story.
- Focus and try to remember names, places and what happened.
- Try to include details as well as the key information in the story.
- Use your own words – do not repeat exactly what you heard.
- Speak clearly using complete sentences and correct grammar.

You can practice by trying the question below. You have 30 seconds to retell the story.

*Click to hear the story*
A score report may be given to you by the test administrator. It will provide a score on internationally recognised scales (Global Scale of English and CEFR), and will describe your overall ability as well your performance in specific skills. The report also offers tips to help you improve your skills.
Need more help?

Try an unscored sample test on the Versant website.

Request a demo

Purchase a practice test online to assess your own abilities and discover how you can improve your skills.

Buy a practice test