Respond to a Situation

PTE Academic - selected task types

Name: _____ Date: _____

Plan before you begin

Check the audience, purpose and required length. Organise your ideas, write or speak, then check meaning and accuracy.
Example: A clear paragraph has one main idea with useful supporting detail.
For each scenario, take 10 seconds to prepare, then speak for up to 40 seconds. Address the situation, audience and purpose. Use natural, relevant language.
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Try it yourself

1. You have booked a library study room for a group project. One member now needs step-free access, but you do not know whether the room has it. Speak to the library receptionist. Explain the need and ask about an accessible alternative if necessary.

2. A classmate has sent you an online statistic to use in a presentation, but the source is missing. Speak to your classmate. Explain your concern and suggest a practical next step.

3. Self-check: Did you explain the purpose, make a suitable request and keep a polite tone?

Connect the idea before speaking

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Understand the idea

Think about your listener and purpose. Use clear words, meaningful pauses and a relevant example.
Example: Make a polite request: Could you help me, please?
Read the short original text silently, then practise a concise one-sentence summary. For the spoken activity, prepare key points instead of memorising a long script. Keep the factual information and the requested purpose clear.
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A community centre introduced a weekly language exchange where learners could practise familiar topics in pairs. Attendance increased, but several participants asked for clearer turn-taking instructions. Organisers added a short demonstration at the beginning of each session. Learners could then choose an easier or more demanding prompt. The organisers plan to collect feedback before deciding whether the revised arrangement is useful.
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Try it yourself

1. Write one sentence of 5-75 words summarising the main idea. Include the initial activity, the improvement and the planned review.

2. Improve this summary: The exchange was a complete success because everyone became fluent.

3. Speak to a new partner who seems unsure how to begin. Explain the turn-taking plan, offer a suitable prompt and check that your partner understands.