



MarTEL

Maritime Test of English Language

Phase 2 Standards Study Guidelines Deck Officers

with support from all partners



STUDY GUIDELINES for MarTEL Phase 2 TESTS DECK OFFICERS

INTRODUCTION

The *MarTEL Phase 2 Test for Deck Officers* aims to assess the English language proficiency of deck officers who have recently graduated from a maritime academy or are already serving on board a ship and holding a junior position. It is designed to test English language usage in maritime contexts and professional discourse.

As the test is designed to measure the English language proficiency of sea-going marine deck officers in a realistic and vocation specific context, specific maritime vocabulary directly relating to their field of work, such as SMCP, is tested as well as plain English.

The test consists of five sections:

SMCP Proficiency: One part, 20 questions, 25 minutes, 20% of the total score.

Reading Skill: Two parts, 15 questions, 45 minutes, 20% of the total score.

Listening Skill: Two parts, 10 questions, 20 minutes, 25% of the total score.

Speaking Skill: Two parts, 10 questions, 20 minutes, 25% of the total score.

Writing Skill: One part, 30 minutes, 10% of the total score.

Each part is designed to assess the test taker's English language proficiency in respect of the real world of on board requirements. Therefore the questions are mostly directed at the duties and daily routines of a deck officer who is ready to take responsibility for a multi-nationally crewed vessel on which the working language is English. In this regard, most of the test's content relates to on board communications and activities.

The MarTEL Phase 2 Test for Deck Officers is computer based. It is executed in one sitting and has a total duration of approximately 2 hours. While taking the test, it is possible to go to and fro through the questions of each part of a section but once a part has been completed and submitted, it is not possible to return. The test taker can choose which section to start with, but a section cannot be quitted until all of its parts are submitted. No section may be re-visited. Test takers are advised to be sure of their answers before moving on to another part.

Deck Officers	SMCP	LISTENING	READING	SPEAKING	WRITING
Suggested topics	1. Ships in general 2. Safety on board 3. Navigation 4. Meteorology 5. Cargo			6. Maintenance, malfunctions, docking 7. Surveys and Inspections 8. Maritime trade 9. Communications 10. Training, security, logistics, etc.	
Tasks	1 part - 20 items, 25 min duration, 20 % of total score	2 parts 10 items 20 min. duration, 25 % of total score	2 parts - 15 items, 45 min. duration, 20 % of total score	2 parts – 10 items, 20 min. duration, 25 % of total score	1part – 1 item, 30 min. duration, 10 % of total score
Skills required	<ul style="list-style-type: none"> understanding terms and phrases reproducing standard phrases as precisely as possible using standard phrases effectively applying phrases in compliance with radio regulations 	<ul style="list-style-type: none"> understanding detailed information understanding gist, main ideas understanding inference identifying viewpoints and attitudes 	<ul style="list-style-type: none"> locating and identifying relevant information understanding gist and main ideas scanning for specific information guessing meaning of unfamiliar words and expressions from context understanding cohesive devices within a text understanding inference identifying viewpoint and attitude 	<ul style="list-style-type: none"> providing personal and factual information describing people, places, objects and events comparing, and contrasting people, places, objects and events asking for information explaining how something works giving directions and instructions stating facts giving advice on how to solve a situation or a problem expressing and eliciting opinions, intentions, attitudes 	<ul style="list-style-type: none"> giving and asking for advice, information, or instructions making and responding to requests, orders, etc. describing, comparing and contrasting people, places, objects, events and sequences of events stating facts describing operations and processes narrating a sequence of events (e.g. report) explaining cause and effect processes presenting and analysing argument, evidence, and examples
Task types	Multiple choice questions	Multiple choice questions	Multiple choice questions	Non-interactive speaking – response to a specific question	Writing opinions, views Writing reports
Marking Criteria	Criterion Referencing and a percentage mark <ul style="list-style-type: none"> There is a 60 % minimum pass mark for each skill; hence a minimum overall mark of 60 % is required for a pass grade . However it is at an individual Institution’s discretion to set the standards for each section provided that these are not lower than the minimum standards set by the MarTEL Test Team. Once the tests have been officially launched, to obtain a MarTEL certificate at the Phase 2 and Phase 3 levels (Deck and Engineering), the test-takers are expected to satisfy the criteria for the grade of pass. The grade will be given by a professional seafarer who will judge whether the criteria for a pass have been met. At a later stage a criteria for Pass, Merit and Distinction will be launched. 				
Rubrics	Instructions for the test are written, spoken or both.				

STUDY GUIDELINES for MarTEL PHASE 2 TEST SECTIONS

SMCP PROFICIENCY

As navigational and safety communications from ship to shore and vice versa, from ship to ship, and on board ship must be precise, simple and unambiguous so as to avoid confusion and error, there is a need to standardise the language used. This is of particular importance in the light of the increasing number of international trading vessels with crews speaking many different languages, since problems of communication may cause misunderstandings leading to dangers to the vessel, the people on board and the environment.

(From the foreword in: International Maritime Organization. (2002). *Standard Marine Communication Phrases (SMCP)*. London: IMO.)

International Maritime Organization (IMO) publication 'Standard Marine Communication Phrases' (SMCP) is the only internationally acknowledged standard in Maritime English so far. Under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 1978, as amended in 1995 and 2010), the ability to use and understand the IMO's SMCP is required for the certification of officers in charge of a navigational watch on ships of 500 gross tonnage or more. Therefore MarTEL considers the content of this publication important and devotes a sizable part of its total score (20 %) to the assessment of its proficiency. The Phase 2 test taker is expected to be able to comprehend and use of all the vocabulary and phrases in this book.

Sample Questions

Q1. When information requested from you on the radio telephone is not immediately available, but you can provide it after a short time, you should say:

- a. "I will call you later."
- b. "I cannot provide the information."
- c. "Standby, 10 minutes."
- d. "Say again please."
- e. "Over and out."

Q2. A MAYDAY alert call is to be used to announce:

- a. a routine message
- b. an urgency message
- c. a safety message
- d. a distress message
- e. a general call to all the satellites

Q3. You are approaching your anchorage. You have decided to use the starboard anchor but the weather is heavy, the seas are rough, and the ship is rolling and pitching a lot so you decide to keep the port anchor ready as well. What is the proper order to be given to the anchoring team?

- a. "Walk out the anchor."
- b. "We will let go only the port anchor."
- c. "Put two shackles in the water."
- d. "Slack out the cables."
- e. "Standby both anchors for letting go."

Q4. A calling station can be identified by its:

- a. Hull number
- b. Captain's name
- c. MMSI number
- d. Registration number
- e. Classification number

Q5. Choose the best sentence that completes the following communication.

- What is your ETA at Kavak Lighthouse?
 -
- a. My present ETA is 10 nautical miles to Kavak Lighthouse.
 - b. My ETA at Kavak lighthouse is 20 minutes.
 - c. My ETA to Kavak Lighthouse is 10 knots.
 - d. My ETA at Kavak Lighthouse is 10 hours local time.
 - e. My ETA from Kavak Lighthouse is 10 hours UTC.

Correct answers are underlined.

In the actual MarTEL Phase 2 Test for Deck Officers SMCP Proficiency section, there are 20 multiple choice questions to be answered in 25 minutes.

How to succeed in this section?

The IMO's SMCP is a compilation of phrases designed to assist ship's officers in the safe navigation and conduct of the ship. To succeed, test takers must understand the standardised phrases. In order to do this, test takers must have a good command of basic maritime terminology which is used to describe the locations, safety related systems and actions on board a ship. It is also necessary to command a certain level of scientific terminology to understand the SMCP phrases relating to temperatures, pressures, degrees etc.

As for the standardised orders and reports, the test-taker has no option but to learn these statements.

READING SKILL

This is the ability to read and understand the presented material. The test taker will be given a text on a maritime subject, and then presented with multiple choice questions which will measure the test taker's ability to comprehend the text. The topics and sub-topics of the course curriculum are provided as an annex to these study guidelines (Annex-A), and marked **RC** (Reading Comprehension).

READING PART- I

In this part there are short passages on various subjects, each followed by a single multiple choice question.

Sample Questions

Bill of Lading: A Bill of Lading is a receipt issued by the carrier for cargo brought on board a vessel. It states the condition and terms in which the cargo was delivered to and received by the vessel. It forms the evidence that the carrier (ship owner) has received the goods and has promised to transport the cargo to its destination. Bills of Lading are also known as Documents of Title.

Q1. A Bill of Lading is issued to prove that:

- a. the cargo has been paid for.
- b. the shipper has received the cargo.
- c. the carrier has received the cargo.
- d. cargo is available at port of destination.
- e. evidence has been collected for damaged cargo.

Cargo Manifest: A Cargo Manifest is a document that contains all the important information concerning the cargo that the vessel is carrying to its destination. A manifest is made up by the agent. It contains the name of the ship, port of loading, port of destination, bill of lading number, shipper, consignee and cargo particulars.

Q2. Which one of the following is not included in a cargo manifest?

- a. The name of port which cargo to be discharged
- b. The name of the consignee
- c. Detailed information about cargo
- d. Detailed information about the agent
- e. The name of port that cargo loaded

Shipboard Safety System: Most flag states and shipping companies require each ship to have a designated safety officer, a health and safety supervisor, and a safety committee. The safety supervisor may be an officer, but this is not mandatory in all countries. Administrations of some Scandinavian countries require the health and safety supervisors to be elected by, and be selected from the ratings.

Q3. In some Scandinavian flag states, a safety supervisor is required to be:

- a. an officer elected by the other officers.
- b. an officer elected by the ratings.
- c. a rating elected by officers.
- d. the safety officer at the same time.
- e. a rating and elected by the other ratings.

Charter Party: A Charter Party is a contract between a shipowner and a person (or company) who wishes to charter (hire) a vessel or part of a vessel for a voyage or a stated time. The shipowner continues to control the navigation and management of the vessel, but its carrying capacity is managed by the charterer.

Q4. A Charter Party gives a shipper right to:

- a. navigate the vessel safely.
- b. manage the vessel technically.
- c. use the cargo spaces.
- d. extend the carrying capacity of the ship.
- e. sell the ship to other companies.

Multi-Purpose Vessels: Cargo ships that carry both general cargo, bulk cargo and containerised cargo are called multi-purpose or multi loads vessels. These ships are equipped with a variety of cargo handling gears to load and discharge the different types of cargos. An OBO (oil/bulk/ore) ship has been designed to carry oil, bulk and ore. OBO ships are subdivided in such a way that oil can be carried in the largest compartments, and ore can be carried in the smaller compartments.

Q5. Which one of the following is not a cargo of an OBO ship?

- a. coal
- b. petroleum
- c. scrap metal
- d. cars
- e. grain

Correct answers are underlined.

READING PART II

In this part there is a reading passage followed by 5 multiple choice questions.

Sample Question

BRIDGE PROCEDURES

The officer of the watch (OOW) is the master's representative. At all times, the safety of the ship is his/her responsibility. Passage planning is customarily carried out by the navigating officer (usually the second officer) and approved by the master. The OOW is responsible for ensuring that the planned passage is followed properly during his/her watch. He/she must at all times comply with the International Regulations for Preventing Collisions at Sea, the master's standing orders, and the master's bridge orders.

The OOW continues to be responsible for the safety and navigation of the vessel, despite the presence of the master or any other officer on the bridge, until he/she has been taken over. This must be carried out with a clear statement by the reliever and a clear acknowledgement by the relieved.

The master and the officers of the watch are always responsible for the safe navigation of the ship. In this way, the presence of a pilot with up-to-date knowledge of the area does not relieve them of their duty and obligations.

The OOW should cooperate closely with the pilot, assisting him where possible, and continue to maintain an accurate check on the ship's position and movements. If the OOW becomes unsure of the pilot's actions or intentions, he/she should seek clarification and, if still in doubt, inform the master immediately and take the appropriate action before he/she arrives on the bridge. The OOW should bear in mind that the engine is at his/her disposal.

1. When does the responsibility of the OOW come to an end?

- a. After arrival of the master on the bridge
- b. After arrival of the relieving officer on the bridge
- c. After embarkation of the pilot on board
- d. After the proper hand over procedure is followed
- e. With the presence of other senior officers on the bridge

2. When a pilot with up-to-date knowledge of the area is on the bridge:

- a. the OOW is relieved of his/her duties.
- b. the master should leave the bridge.
- c. he will have full responsibility for safe navigation of the ship.
- d. the International Regulations for Preventing Collisions at Sea are void.
e. the responsibilities of the OOW still stand.

3. What should an OOW do when in doubt of a pilot's actions?

- a. Check the position of the ship
- b. Call the master and wait for him to arrive
- c. Send the pilot away and stop the engines
d. Tell the master, and take the appropriate action- e. Call the chief officer and start manoeuvring

4. Who is responsible for conducting a safe passage according to the passage plan?

- a. The second officer
- b. The navigation officer
- c. The OOW
- d. The pilot on the bridge
- e. The chief officer

5. If ‘the engine is at his/her disposal’, the OOW:

- a. can dispose of the engine
- b. has to know how to operate the engine
- c. can get rid of the engine
- d. can use the engines
- e. has to stop the engines

Correct answers are underlined.

The actual MarTEL Phase 2 Test for Deck Officers Reading Skill section has two parts. In Part I there are 10 short passages, each followed by a single multiple choice question. The time allowed is 30 minutes. In Part II there is a reading passage followed by 5 multiple choice questions. For this the time allowed is 15 minutes.

How to succeed in this section?

As one can observe from the questions, the correct answers are mostly stated with the use of more general English or they are derived from the given information. The answer can be deduced through a close reading of the text. Therefore, the test-taker should read carefully focusing on the technical aspects.

Here, intensive reading is to be used on short texts in order to extract specific information. This requires very close and accurate reading for detail. One can use intensive reading skills to grasp the details of a specific situation. It is important that one understands each word, number or fact. The test reading passages are mostly short, and contain some detailed and sophisticated information. Texts are similar to as they appear in manuals and regulatory texts which are used on board. Test takers need to understand the exact meaning of every statement in order to deduce information from the passage as required by the questions.

LISTENING SKILL

The listening skill is an essential element of spoken communication along with its counterpart, the speaking skill. Listening skill is the ability to comprehend a spoken message. This may be an announcement, broadcast, instruction or order issued via a technical medium or simply by the human voice.

In the listening skill section, the test taker is expected to listen to the recording and select the correct answer. Topics and sub-topics that the listening questions will be drawn from are included in Annex-A, and are marked: **L (Listening)**

LISTENING PART I

In this part there are five short narrated passages, each followed by a multiple choice question. The test taker must choose the correct answer from the choices provided, which are displayed on the screen. The test takers may take notes while listening, which may help them to answer the questions. Test taker will have 2 minutes for each question.

Sample Questions

Helen Derricks

The main advantage of a Helen derrick is that it can be operated by one person. Raising and lowering the load is accomplished by means of a lever and there is a joystick control to allow the functions of topping, slewing and lowering to be undertaken. Thus the operator can perform many functions by adjusting just one control. Should the load be slewed too far to port or starboard, limit switches will cut-in. There is a similar system to prevent overtopping.

Q1.What is main advantage of a Helen derrick?

- a. It can be used to lift heavy cargo
- b. It can be operated easily by two persons
- c. Operators have many controls
- d. It does not allow the derrick to swing
- e. It can be operated by one person

Cargo Ships

A **cargo ship** or **freighter** is any sort of ship or vessel that carries cargo goods, and materials from one port to another. Cargo ships handle the bulk of international trade. The life expectancy of a typical cargo ship is 25 to 30 years, before it is scrapped. Cargo ships are usually specially designed for the task, often being equipped with cranes and other mechanisms to load and unload.

Q2. What can be said about lifespan of a cargo ship?

- a. It depends on the type of task
- b. It depends on the cargo carried
- c. It is about 25 to 30 years
- d. It is less than 20 years
- e. It depends on the number of cranes on board

Roll-on/roll-off or (ro-ro) ships

Roll-on/roll-off ships are vessels designed to carry wheeled cargo such as automobiles, trucks, semi-trailer trucks, trailers or railroad cars that are driven on and off the ship. It is a ship which has one or more decks, either closed or open, not normally subdivided in any way and generally running the entire length of the ship, carrying goods which are normally loaded and unloaded in a horizontal direction. It is designed to accommodate cargos which cannot be stacked. Volume utilisation is generally less efficient than that of a container ship.

Q3. What is the main feature of a Ro-Ro ship?

- a. It has only one deck running entire length to carry containers.
- b. It carries vehicles on their own wheels.
- c. It is subdivided to carry different types of cargo.
- d. It is designed to carry cargo that can be staged.
- e. Its volume utilisation is more efficient than container ship's.

Cold Storage Containers

Cold storage containers are designed for transporting goods which need to be kept at low temperatures. Their basic function is to carry items sensitive to temperature changes. They are part of the 'cold chain', which is a temperature controlled supply chain. They are perfect for transporting food, medicine, and some chemicals, as well as certain other sensitive items.

Q4. What is the main purpose of cold storage containers?

- a. To break the cold chain.
- b. To protect cargo against damage.
- c. To keep the cargo at low temperatures
- d. To carry all types of chemicals.
- e. To keep the cargo locked to avoid pilferage.

Oil Tankers

A tanker is a ship designed to transport liquids in bulk. An oil tanker, also known as a petroleum tanker, is a ship designed for the bulk transport of oil. Oil tankers are often classified by their size as well as their function. Small coastal tankers can carry a few thousand metric tons of deadweight (DWT). VLCCs (very large crude carriers) can carry between 160,000 and 319,999 DWT, but ULCCs (ultra large crude carriers) have a capacity of up to 550,000 DWT.

Q5. What type of oil tanker has the highest carrying capacity?

- a. A coastal tanker.
- b. An ocean tanker.
- c. An open sea tanker
- d. A VLCC
- e. An ULCC

Correct answers are underlined.

LISTENING PART II

In this part, test takers hear a conversation between two or more people. After hearing the conversation, five multiple choice questions appear on the screen. Test takers must choose the correct answers from the choices provided. The test takers may take notes while listening, which may help them to answer the questions. Test takers have 10 minutes to complete this part.

Sample Question

Narrated:

Crew member – “MAN OVERBOARD STARBOARD SIDE!”

Chief officer – “Third mate, drop the lifebuoy on the starboard side and inform the bosun of the appropriate action for recovery!”

Third officer – “Drop the life buoy on the starboard side and inform the bosun!”

Chief officer – “Third mate, plot the ship’s position using the GPS and keep an eye on the life buoy!”

Third officer – “I have already plotted the ship’s position, sir.”

Chief officer - “Good. Now call the master to the bridge.”

Third officer – “He’s already on his way to the bridge, sir.”

Chief officer- “Good. Now transmit a distress call by VHF and wait for a response.”

Third officer – “Yes sir.”

Now answer the questions

Q1. What did the chief officer say immediately after hearing ‘man overboard’?

- a. “Call the master.”
- b. “Drop the life buoy.”
- c. “Inform the chief engineer.”
- d. “Muster the deck crew.”
- e. “Transmit distress call.”

Q2. What did the chief officer ask the third officer to do after informing the bosun?

- a. Transmit the distress call
- b. Call the roll
- c. Organise recovery action
- d. Drop the life buoy
- e. Plot the ship’s position

Q3. What did the chief officer ask the third officer to watch?

- a. The man overboard
- b. Ship’s position
- c. The life buoy
- d. The recovery action
- e. The lookout man

Q4. What was ordered to be transmitted on the VHF?

- a. An urgency call
- b. The man overboard message
- c. The ship’s position
- d. A distress call
- e. The ship’s course and speed

Q5. Who was called to the bridge?

- a. A crew member
- b. The bosun
- c. The lookout man
- d. The captain
- e. The chief engineer

Correct answers are underlined.

The actual MarTEL Phase 2 Test for Deck Officers Listening Skill section has two parts. In Part I there are five short narrated passages, each followed by a single narrated multiple choice question. The time allowed for each question is two minutes. In Part II there is a recorded conversation followed by five multiple choice questions. The duration for this part is 10 minutes.

SPEAKING SKILL

Deck officers use their speaking skills to order, report, command a process, or relay information during or after a process is carried out. Such speaking situations mostly cover the daily routines of on board duties and sometimes in the case of an emergency. In both cases a clear and coherent verbalisation of a statement with an understandable pronunciation are needed for the message to be relayed correctly to the listeners.

The MarTEL Phase 2 Deck Officers Test assigns 25% of its total score to the assessment of speaking skills. In this section, the test taker is expected to respond to each question by giving the correct message, announcement, instruction, or order. Use of correct grammar and maritime terminology, covering the subject, and fluency in speaking will be the main points for evaluation and assessment.

Topics and sub-topics that the speaking questions will be drawn from are included in Annex-A, and are marked: **S (Speaking)**

SPEAKING PART- I: Integrated Listening and Speaking

In this part, test takers will hear five questions one at a time. Test takers will have 90 seconds to respond orally to each question. After the 90 seconds is up, the next question will be heard.

Test takers' spoken answers will be recorded.

Sample Questions

(Possible answers are written in italic font)

Q1. You are about to enter a fairway and you want to relay your intention to the VTS. Using a standard message marker and a phrase, what should you say?

Intension, I will enter the fairway.

Q2. While at anchor, as the officer of the watch, how would you monitor your ship's condition?

I would maintain a check on the ship's position to ensure that it does not drag anchor and move too close to any other anchored ship. I could use the electronic aids on the bridge as well as landmarks and transits to do the checks.

Q3. Under what circumstances would you give the wheel order 'hard-a starboard'?

As the officer of the watch on the bridge, because of an emergency, when I decide to turn the ship to starboard as quickly as the ship can, using the widest possible rudder angle, I would give the wheel order 'Hard-a-starboard'.

Q4. You are the captain. Because of a collision and an explosion, you decide that the personnel must abandon ship. When you transmit this decision to other related stations on the radio (other than your own ship) using standard phrases, what should you say?

I must abandon vessel after collision and explosion.

Q5. If you were to send a distress message on your VHF, what information would your message include?

My message would include: Distress message indicator 'Mayday', name of the ship, call sign and MMSI, position of the ship, nature of distress, type of assistance required

SPEAKING PART II: Integrated Reading and Speaking

In this part, test takers will read a passage/dialogue on a given subject.. After reading the passage/dialogue , five questions will be displayed one at a time.. Test takers have 90 seconds to respond orally to each question. After the 90 seconds is up, the next question will be displayed.

The test taker's spoken answers will be recorded.

Sample Question

Third Engineer: We are going to have to stop the engine. We're having some problems with one of the main engine cylinders.

Third Officer: Ok, stop the engine.

(Engine stops)

The Master: Third mate, why did you stop engine?

Third Officer: The engineers are having some problems with the main engine cylinder, Sir.

Master: Are we very close to shallow water? What is the sounding?

Third Officer: It is 15 metres, Sir.

Master : Inform the chief officer and the bosun, and prepare for anchoring.
Oh yes, don't forget to exhibit 'not under command' shapes.

Third Officer: Shall I broadcast an 'urgency' signal, Sir?

Master : No not yet. Just keep plotting the position of the ship every 5 minutes, as we may be drifting towards the shore. How far are we from the nearest land mark?

Third Officer: Yes Sir, We are 15 nautical miles from the nearest land mark now.

Now answer the questions.

(Possible answers are written in italic font)

Q1. What information did the third engineer give to the third officer?

The third engineer said that they were going stop the engine as they were having some problems with one of the main engine cylinders.

Q2. What were the orders from the master to the third officer?

To take the sounding, inform the chief officer and boson and prepare for anchoring, also exhibit not under command signal.

Q3. What did the third officer ask the master?

The third officer asked the master if he was to broadcast an ‘urgency’ signal.

Q4. What did the master say to the third officer about sending an ‘urgency’ signal?

The master said, not yet. He ordered to keep plotting the position of the ship every 5 minutes because they might be drifting towards the shore.

Q5. What was the last thing the third officer said to the master?

He said that they were 15 miles from the nearest land mark.

The actual MarTEL Phase 2 Test for Deck Officers Speaking Skill section has two parts which follow the above format. The total time allowed for this section is 15 minutes.

How to succeed in this section?

There are three kinds of speaking situations:

- Interactive,
- Partially interactive
- Non-interactive.

The MarTEL Phase 2 Deck Test Speaking Skill section requires **non-interactive speaking** for the assessment of the test-taker’s speaking skill. The test taker records his/her speech in a situation where no audience and counter-part are available to listen to or respond. This seems a little beside the real world requirements of on board activities but MarTEL is a computer-based test and there is no other way of doing it. Here are some tips for the test taker to improve his/her speaking skill.

- Pronounce the distinctive sounds of a language clearly enough so that people can distinguish them. This includes making tonal distinctions.
- Use the correct forms of words. This may mean, for example, changes in the tense, case, or gender.
- Put words together in the correct word order.
- Use vocabulary appropriately.
- Speak to your friends in English or with a native speaker as much as possible.
- Listen to radio, TV and films in English.

WRITING SKILL

This is the ability to write a text on a subject, sometimes in accordance with the general rules of a comprehensive written text and sometimes using a specific format. In either case, it will be measured, evaluated and assessed by giving you a scenario in written form and you are expected to write a response using correct English with reference to the context. Topics and sub-topics that the writing questions will be drawn from are included in Annex-A, and are marked: **W (Writing)**

Integrated Reading and Writing

In this part test takers will read a passage on a specific subject. After reading the passage, they will be asked to write their opinions on one of the aspects of the subject. Test takers will have 30 minutes to complete this part.

Sample Question

Safety Culture in Shipping Organisation

An organisation with a ‘safety culture’ is one that gives appropriate priority to safety and realises that safety has to be managed like other areas of the business. For the shipping industry, it is in the professionalism of seafarers that the safety culture must take root.

That culture is more than merely avoiding accidents or even reducing the number of accidents, although these are likely to be the most apparent measures of success. In terms of shipboard operations, it is to do the right thing at the right time in response to normal and emergency situations. The quality and effectiveness of that training will play a significant part in determining the attitude and performance (the professionalism) the seafarer will subsequently demonstrate in his or her work. The attitude adopted will, in turn, be shaped to a large degree by the ‘culture’ of the shipping company.

Therefore the key to achieving that safety culture is in recognising that accidents are prevented through adopting correct procedures of safety management and establishing best practices and seeking continuous improvement in maintaining safety culture.

Question : Write a paragraph (no less than 100 words) discussing in what ways occupational safety drills can contribute to safety culture on board a ship?

The test taker draws the outlines of subject from the reading passage for preparing the answer. Test-taker is expected to write his/her opinions in coherent and grammatically correct sentences that contain appropriate maritime English phrases. The opinions of the test taker are not judged.

In the actual MARTEL Phase 2 Test for Deck Officers Writing section there is one writing question. The question may be one two different types. One is an opinion-based, integrated writing exercise which aims to supply the test taker with certain information and then requires his/her opinions. The other one is an independent type written exercise on a given subject. Test takers may also be asked to write their observations on a given scenario using a specific format. The time allowed for this section is 30 minutes.

How to succeed in this section:

Writing often seems to be the hardest of the four language skills since it involves the development and presentation of thoughts in a structured way. When this skill is considered in the view of real life requirements on board, it is not that difficult, as most of the duties and involvements on board require a specific format to describe, record, and report events or incidents. A deck officer will always benefit from having good writing skills. Here are some tips to improve your writing skills:

- Use the correct forms of words. This may mean using forms that express the right tense, case or gender.
- Put words together in the correct word order.
- Use vocabulary meaningfully.
- Make the main sentence components, such as subject, verb, and object, clear to the reader.
- Make the main ideas distinct from supporting ideas or information.
- Make the text coherent, so that other people can follow the development of the ideas.
- Be careful with spelling and punctuation.
- Use Maritime English terminology and phrases meaningfully.
- If you are asked to present an argument make sure it is clear and coherent.

END OF STUDY GUIDELINES FOR MARTEL PHASE 2 TEST FOR DECK OFFICERS

ANNEX-A

DEFINITION OF A VESSEL/SHIP:

- Types of ships.....Terms, specific vocabulary, **(RC) (L)**
- Sections of a ship.....Terms, specific vocabulary, **(RC)**
- Measurements of a ship.....Terms, specific vocabulary, **(RC)**
- Cargo gear.....Terms, specific vocabulary, **(RC) (L)**
- Holds and hatches.....Terms, specific vocabulary, **(RC)**
- Piping and tanks.....Terms, specific vocabulary, **(RC)**
- Windlass, anchor and equipment, lines, cables.....Terms, specific vocabulary, **(RC)**
-

SHIP ORGANISATION AND LIVING ON BOARD:

- Crew and work organisation....Terms, specific vocabulary, **(RC) (L) (W)**
- Bridge, accommodation spaces, engine room....Terms, specific vocabulary, **(RC)**
- Names of different parts of a ship.....Terms, specific vocabulary, **(RC)**

ENGLISH FOR NAVIGATION:

- Geographical definitions and essential navigational terms....Terms, specific vocabulary, **(RC) (S)**
- Terms used in navigational publications....Terms, specific vocabulary, **(RC)**
- Terms used in navigational charts....Terms, specific vocabulary, **(RC)**
- Mooring and anchoring.....Terms, specific vocabulary, SMCP, **(RC) (L) (S)**

SAFETY ON BOARD:

- Safety equipment.....Terms, specific vocabulary, SMCP, **(RC) (L) (S) (W)**
- Fire-fighting.....Terms, specific vocabulary, SMCP, **(RC) (L) (S)**

METEOROLOGY, METEOROLOGICAL RECORDS ON SHIP'S LOGBOOK

- Terms, weather reports and notices....Terms, specific vocabulary, **(RC) (L) (W)**
- Recording sea state and weather in the ship's logbook. Terms, specific vocabulary, **(RC)(W)**

WRITTEN COMMUNICATION, DOCUMENTS AND CERTIFICATES

- Port documents and certificates.....Terms, specific vocabulary, **(RC)(W) (L)**
- Logbook and other records.....Terms, specific vocabulary, **(RC)(W)**
- English for written communication.....Terms, specific vocabulary, rules and formats for specific maritime written communication, **(W)**
- Sea protest, various letters.....Terms, specific vocabulary, specific rules and formats, **(W)**

CARGO:

- Operations.....Terms, specific vocabulary, **(RC) (L)**
- Cargo documents and certificates.....Terms, specific vocabulary, **(RC)(W) (L)**

MAINTENANCE MALFUNCTIONS, DOCKING:

- Maintenance.....Terms, specific vocabulary, **(RC) (L)**
 - Damage assessment and repair, related correspondence.....Terms, specific vocabulary, **(RC)(W)(L)(S)**
 - Preparing the ship for docking operations, docking plans....Terms, specific vocabulary, encoding technical drawings, **(RC)(L)(S)**
-

INSPECTIONS AND SURVEYS:

- Surveys and class inspections, check lists....Terms, specific vocabulary, **(RC)(L)(S)**
- Port State and Flag State controls.....Terms. specific vocabulary, specific publications and check lists, **(RC)(L)(S) (W)**

INTERNAL AND EXTERNAL COMMUNICATIONS

- International Signals and Code Book.....Terms, specific vocabulary, **(RC)**
- General information for using the SMCP, samples of applications....Terms, specific vocabulary, **(RC)**
- Onboard Communications (SMCP)..... **(L)(S)**
- Emergency and safety communications (SMCP)..... **(L)(S)**
- Ship to ship and ship to shore communications (SMCP).....**(L)(S)**

MEDICAL INFORMATION AND MEDICAL COMMUNICATION

- Human body....Terms, specific vocabulary, **(RC)**
 - Illnesses and medication.....Terms, specific vocabulary, **(RC)**
 - International Medical Guidebook and other maritime medical publications....Terms, specific vocabulary, **(RC)**
 - Medical Emergency Communications.....Terms. specific vocabulary, **(L)(S)**
-

MARITIME TRADE:

- Chartering and transport clauses, definitions....Terms, specific vocabulary, **(RC) (L)**
- Insurance, statement of facts, time sheet.....Terms, specific vocabulary, **(RC) (L)**

CLASSIFICATION/CLASSING THE SHIPS

- Class Societies, classing the new tonnage and existing ships. Terms, specific vocabulary, **(RC) (L)**

DOCUMENTS, TRAINING, SECURITY AND LOGISTICS

- Revised list of certificates and documents required to be carried on board.....Terms, specific vocabulary, **(RC) (L)**
- Master's handover documents....Terms, specific vocabulary, **(RC)**
- Sea transportation for management level at sea..Terms, specific vocabulary, **(RC) (L)**
- Cargo export/import cycle, security, supply chain.....Terms, specific vocabulary, **(RC) (L)**
- Technical management....Terms, specific vocabulary, **(RC)**

**COLLISION, SALVAGE, ASSISTING, GENERAL AND PARTICULAR AVERAGE
SHIP INSPECTIONS AND CERTIFICATION, NATIONAL AND INTERNATIONAL
ORGANISATIONS AND LEGISLATION, TECHNICAL AND PERSONNEL
MANAGEMENT....Terms, specific vocabulary. **(RC) (L) (W)****
