

LISTENING MODULE

READING MODULE

WRITING MODULE

SPEAKING MODULE

SECTION 1

SECTION 2

SECTION 3

SECTION 4

▶ Questions 1–10

Questions 1–4

Complete the notes below.

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

**Easylet Accommodation Agency**

Cheapest properties: £ 1 ..... per week

Minimum period of contract: 2 .....

Office open Saturdays until 3 .....

List of properties available on 4 .....

## Notes completion

### Task guide

- ▶ This task requires you to write answers that are pieces of information given in the recording you hear.
- ▶ Read the instructions carefully. These will tell you the maximum number of words you can use to answer the questions – this may be as many as three, but may be only two or one. They may also tell you that numbers are required.
- ▶ The words or numbers you need are on the recording. Do not rephrase or change the form of the words on the recording.
- ▶ The questions follow the order of the recording.

### Step-by-step guide

▶ **Step 1 – Think first**

Look at the notes. What sort of information is required in each gap? Decide if each gap 1–4 will require: **A** word(s), **B** a number or **C** word(s) and a number.

▶ **Step 2 – Now listen and do the task**

▶ **Step 3 – Check what you heard**

Three things are important: (a) you must be ready for the information, (b) you must write the correct information, and (c) you must be careful not to write the wrong information.

Look at the audio script for *Question 1*. For (a), the words which lead you to the answer are underlined. For (b), the number you must write for the answer is circled. For (c), words which you might wrongly think could be the answer are in *italics*.

**Audio script**

**Man:** Easylet. Good morning. How can I help you?

**Woman:** Hello. I saw your advertisement in the paper and I'm calling to ask about renting a flat.

**Man:** Certainly. What kind of flat had you in mind?

**Woman:** Well, er, I don't know exactly ... I mean, it depends on price, to some extent.

**Man:** OK, now we have properties across the whole range. *The average is probably £120 a week.*

**Woman:** Oh, I was hoping for something a little cheaper.

**Man:** They start at £90, that's the lowest we have usually. And *they go up to £200.*

**Woman:** I could manage the lowest figure.

Now look at the audio script for *Question 2*. Underline the words that lead you to the answer and circle the correct answer.

**Audio script**

**Man:** An important question is how long you're thinking of staying in the property. We don't do short lets.

**Woman:** I'd want a flat for nine months, perhaps longer.

**Man:** That would be fine. Our contracts are for a standard six months, and that can be extended.

**Woman:** Fine. I'd need to come in and see you?

## Questions 5–7

Choose **THREE** letters A–G.

Which **THREE** things are included for free with every property for rent from Easylet?

- 5 .....  
6 .....  
7 .....

- A heating bills  
B kitchen equipment  
C plates and glasses  
D sheets and towels  
E telephone  
F television  
G water bill

## Multiple-choice with multiple answers (1)

### Task guide

- ▶ This task requires you to choose correct answers from a list of possible answers.
- ▶ You get one mark for each correct answer.
- ▶ It's very important to read the instructions carefully. They will tell you what to listen for. You will probably hear something connected with all the options. The instructions will tell you the reason for choosing some of the options on the list.
- ▶ The options are usually listed in alphabetical order.
- ▶ The order of the options in the list will probably differ from the order of the recording.
- ▶ You may hear exactly the same words as appear in the options, or you may hear alternative phrases that have the same meaning.
- ▶ You can write the correct answers in any order.
- ▶ See also pages 10 and 16 for other types of multiple-choice tasks.

### Step-by-step guide

#### ▶ Step 1 – Think first

Look at the instructions. You are listening for things that are 'included for free' in 'every property for rent'.

Think about ways of giving this information.

#### ▶ Step 2 – Check what you will hear

Look at this part of the audio script, which relates to options B and C.

#### Audio script

**Man:** That depends on the flat, to a certain extent, although some

things are standard in all flats. For example, **every flat has kitchen equipment provided for your use.**

**Woman:** Good. Does that also mean tableware, cups, glasses, plates?

**Man:** In some flats, but not all.

B is a correct answer. C is not a correct answer, although it is clearly mentioned. Plates and glasses are 'included for free', but not in 'every flat'.

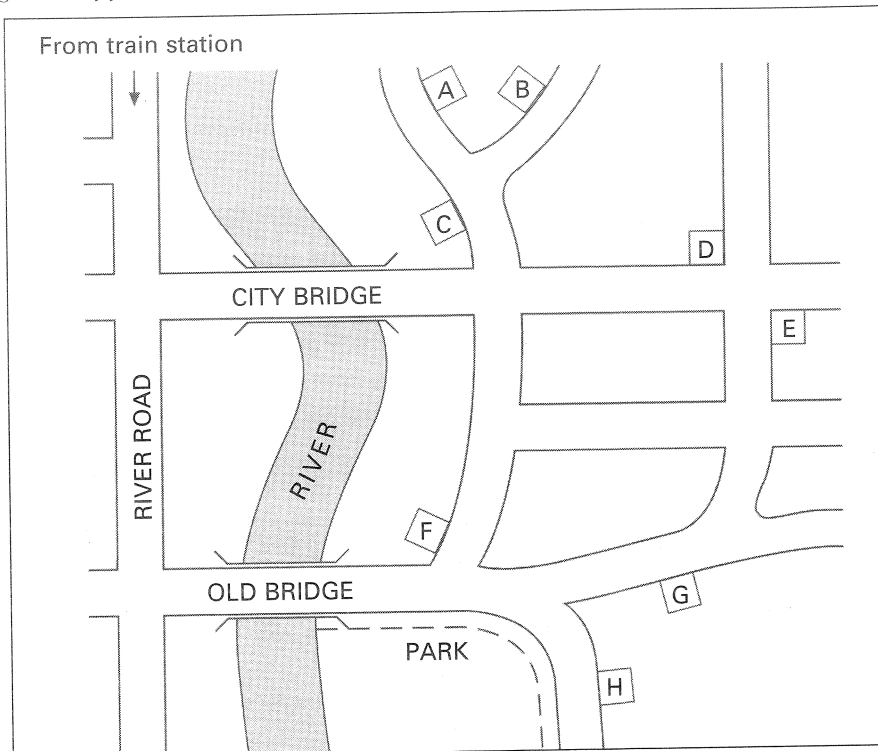
#### ▶ Step 3 – Listen and do the task

**Questions 8–10**

Label the map below.

Write the correct letter **A–H** next to questions 8–10.

Where are the following blocks of flats situated?



8 Eastern Towers .....

9 Granby Mansions .....

10 Busby Garden .....

## Labelling a map/plan/diagram (1)

### Task guide

- ▶ This task requires you to label a map with the correct places or points using the information you hear in the recording. Similar tasks may require you to label a plan or a diagram.
- ▶ The questions follow the order of the recording. If you realise you have missed one question, make sure you focus carefully for the next one.
- ▶ The map and the recording will give you a starting point. Listen carefully because finding the answers greatly depends on locating the starting point in the map.
- ▶ There are several more possible places than you need marked on the map. Follow the speaker's directions carefully before you decide which is the correct place.
- ▶ The information about the starting point is repeated for each question. Do not worry too much if you miss one question, or feel you have got one question wrong.
- ▶ See also pages 14 and 64 for other types of labelling tasks.

## LISTENING MODULE

## READING MODULE

## WRITING MODULE

## SPEAKING MODULE

SECTION 1

SECTION 2

SECTION 3

SECTION 4

## ▶ Questions 11–20

## Questions 11 and 12

For each question, choose **TWO** letters A–E.

- 11 Which **TWO** activities for school groups need to be booked one week in advance?
- A drama workshops
  - B garden sculpture experience
  - C painting demonstrations
  - D tours for the blind
  - E video making
- 12 Which **TWO** facilities are closed in winter?
- A adventure playground
  - B artists' studio
  - C café
  - D mini zoo
  - E shop

**Multiple-choice with multiple answers (2)****Task guide**

- ▶ This task requires you to answer each question by choosing two correct options.
- ▶ In order to receive one mark for these questions, you need to choose both correct options. There is no half mark for choosing only one correctly.
- ▶ The length of the recording that you hear in this type of task will be less than when there is one mark for each correct answer (see page 7).
- ▶ You will probably hear some reference to each of the options on the list. It is, therefore, important that you are clear what you are listening for. Only two of the options will be the correct answers to the question.
- ▶ The options are usually listed alphabetically. The options don't follow the order in which you will hear the information on the recording.
- ▶ Make sure you read the list of possible answers very carefully; they are often quite similar.
- ▶ See also pages 7 and 16 for other types of multiple-choice tasks.



- SECTION 1
- SECTION 2
- SECTION 3
- SECTION 4

Questions 13–17

Complete the table below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

HOLLYLANDS MUSEUM & EDUCATION CENTRE		
EXHIBITION	STARTING DATE	POINTS TO REMEMBER
History in Pictures	13 .....	opportunity to go on an old bus
14 .....	19 <sup>th</sup> September	visitors can use 15 ..... service
16 .....	11 <sup>th</sup> November	competition – prize: 17 ..... for two people

## Table completion

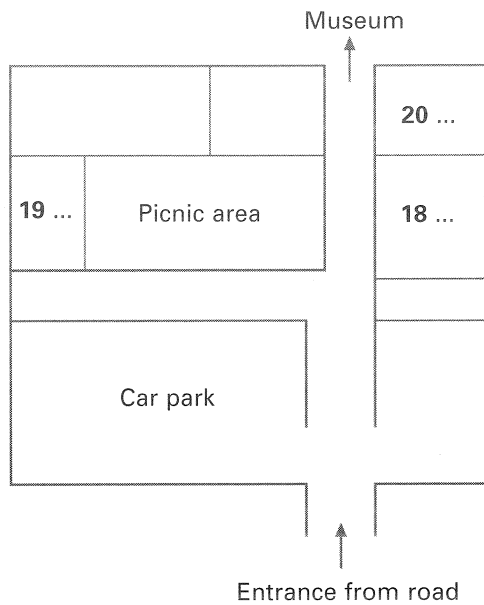
### Task guide

- ▶ This task requires you to listen and fill in a table with the correct information.
- ▶ It is important to write in exactly what is required, so you should look carefully at the whole table to see how the information is organised.
- ▶ If there are words or numbers before and/or after the numbered gaps, these are likely not to be the actual words that you hear on the recording, but similar words that have the same meaning.
- ▶ You must fill in the numbered gaps with the exact words and numbers that you hear on the recording.
- ▶ Read the instructions carefully. Notice how many words you can use to fill in each gap. The number of words may vary; you may be asked to write a maximum of one, two or three words in each gap. The instructions will also tell you if you need to use a number for your answer.
- ▶ You need to listen carefully, as the recording may contain other information which may seem correct, but which will in fact be wrong for the purposes of completing the table.
- ▶ See also page 54 for another type of table completion task.

Questions 18–20

Label the plan below.

Choose **THREE** answers from the box and write the letters A–F next to questions 18–20.



- |   |                  |
|---|------------------|
| A | bicycle parking  |
| B | drinks machine   |
| C | first aid room   |
| D | manager's office |
| E | telephones       |
| F | ticket office    |
| G | toilets          |

- 18 .....
- 19 .....
- 20 .....

**Labelling a map/plan/diagram (2) (with choices)**

**Task guide**

- ▶ This task requires you to label a plan (or map or diagram) correctly.
- ▶ You must use the information you hear on the recording to decide which of the possible answers are correct for the places marked on the plan.
- ▶ You may have to find two or more places from a list of several possible answers.
- ▶ It is important that you look carefully at the plan, so that you are ready to find your way around it while listening to the recording.
- ▶ The options will probably be listed alphabetically, but the order in which you hear them will probably be different.
- ▶ If you miss one answer, don't worry too much – move on to the next one. You should be able to find each answer independently of the other(s).
- ▶ See also pages 8 and 64 for other types of labelling tasks.

SECTION 1

SECTION 2

SECTION 3

SECTION 4

## ▶ Questions 21–30

## Questions 21–25

Choose the correct letter, A, B or C.

- 21 Before giving her presentation, Kate was worried about  
A being asked difficult questions.  
B using the projection equipment.  
C explaining statistical results.
- 22 During many presentations by students, Martin feels that  
A the discussion of research methods is not detailed enough.  
B lecturers do not show enough interest in their students' work.  
C the student does not make enough eye contact with the audience.
- 23 What is Kate's opinion of the tutorials she attends?  
A They involve too much preparation.  
B They should be held more frequently.  
C They do not have a clear focus.
- 24 What does Martin intend to do next semester?  
A Make better use of the internet.  
B Improve his note-taking skills.  
C Prioritise reading lists effectively.
- 25 What problem do Kate and Martin both have when using the library?  
A The opening hours are too short.  
B There are too few desks to work at.  
C The catalogue is difficult to use.

## Multiple-choice with single answer

### Task guide

- ▶ This task requires you to choose the correct answer to each question from three possible answers.
- ▶ There may be between one and ten questions.
- ▶ The questions follow the order of the recording.
- ▶ Within each question, you may hear reference to the three options in any order.
- ▶ If you realise you have missed a question, don't try to remember it, but move on, and make sure you do not miss the next question(s).
- ▶ Multiple-choice questions vary considerably in terms of complexity. In Section 1, they ask you to listen for relatively straightforward facts, but in Section 3 and Section 4, the questions will test your understanding of opinions, feelings, evidence, argument, and so on.
- ▶ Do not immediately choose an option simply because you hear the same word or words on the recording. It is your understanding of the meaning of the whole question that is tested here.
- ▶ See also pages 7 and 10 for other types of multiple-choice tasks.

- SECTION 1
- SECTION 2
- SECTION 3**
- SECTION 4

**Questions 26–30**

Who will do the following tasks?

- A Martin
- B Kate
- C both Martin and Kate

Write the correct letter, **A, B** or **C** next to questions 26–30.

- 26 compose questionnaire .....
- 27 select people to interview .....
- 28 conduct interviews .....
- 29 analyse statistics .....
- 30 prepare visuals for presentation .....

## Classification

### Task guide

- ▶ This task requires you to answer a series of questions with the same choice of answers in each case.
- ▶ Although the possible answers are the same for each question, the questions do not depend on each other. You can get one question wrong, but the next one right.
- ▶ Do not try to 'break the code': it is not possible to predict how many answers will be the same, or to find a pattern of any kind.
- ▶ In some cases, option C may be the combination of options A and B. In other cases, the possible answers may consist of three distinct possibilities – three different people, places, periods of time, and so on.
- ▶ The questions follow the order of the recording.
- ▶ If you miss one question, leave it and go on to the next one.



- SECTION 1
- SECTION 2
- SECTION 3
- SECTION 4**

► **Questions 31–40**

*Questions 31–34*

Answer the questions below.

Write **NO MORE THAN ONE WORD AND/OR A NUMBER** for each answer.

31 Where was a Stone Age rubbish dump found?

.....

32 In Medieval times, what type of waste was most common?

.....

33 What did science link with waste?

.....

34 Which invention is the biggest problem for the environment?

.....

## Short-answer questions (1)

### Task guide

- This task requires you to write answers to separate questions by using information you hear on the recording.
- The questions follow the order of the recording.
- Read the instructions carefully. Notice how many words you can use to answer each question. If you use more words than you are told, your answer will be wrong.
- You must write the exact words that you hear on the recording. Do not try to use other words or to change the form of words.
- Remember that the wording used in the questions is not likely to be exactly the same as the wording you hear on the recording. It is likely to be paraphrased or to use synonyms.
- Sometimes you may think you know the answer to a question from your general knowledge. But remember that these questions are about what the speaker says. You must answer the question according to what information the speaker gives on the recording.
- See also page 22 for another type of short-answer task.

- SECTION 1
- SECTION 2
- SECTION 3
- SECTION 4

Questions 35–37

List **THREE** factors which led to the increase in waste.

Write **NO MORE THAN TWO WORDS** for each answer.

35 .....

36 .....

37 .....

Short-answer questions (2)

Task guide

- ▶ This task requires you to answer the same question with a list of two or more things.
- ▶ The instructions tell you the maximum number of words you can use. Do not use more words than this.
- ▶ You can write your answers in any order.
- ▶ It is important that what you write in the list answers the question.
- ▶ See also page 20 for another type of short-answer task.

Step-by-step guide

▶ Step 1 – Think first

The question asks you to list 'factors which led to the increase in waste'.

- Think of words which mean the same as 'factor'.
- Think of words which mean the same as 'lead to'.
- Think of words which mean the same as 'increase'.
- Think of words which mean the same as 'waste'.

▶ Step 2 – Select what to write

Look at the audio script for *Question 35*. The correct answer is 'mass manufacturing'.

Audio script

As many countries became industrialised, we saw the advent of **mass manufacturing**. This has been enormously damaging as it has greatly increased the amount of things on the planet's surface which don't go away by themselves.

Why are these answers not correct?

1 industrialised

.....

2 the advent of manufacturing

.....

3 damaging

.....

4 amount of things

.....

▶ Step 3 – Listen and do the task

## Questions 38–40

Which country uses the highest proportion of each method of waste disposal?

Choose your answers from the box and write the letters A–F next to questions 38–40.

- |   |             |
|---|-------------|
| A | Denmark     |
| B | Germany     |
| C | Japan       |
| D | Switzerland |
| E | UK          |
| F | USA         |

38 incineration: .....

39 landfill: .....

40 recycling: .....

## Matching

### Task guide

- ▶ This task requires you choose an answer for each question from the same list of possible answers.
- ▶ The options are usually listed alphabetically or similarly. For example, if the options are dates, they will be listed with the earliest first.
- ▶ The questions follow the order of the recording.
- ▶ You must read the question very carefully, as the possible answers will be mentioned several times in different ways.

### Step-by-step guide

#### ▶ Step 1 – Read the question

The question asks you to listen for the country 'which uses the highest proportion of each method of waste disposal'.

It is very likely that all the six countries listed will use all three waste disposal methods.

It is possible that a large country such as the US could incinerate 'a low proportion' of its waste, but this waste could be 'a higher quantity' of waste than that incinerated by another smaller country that incinerates 'a high proportion' of its waste.

Such questions will not depend on mathematics.

You need to read the question very carefully.

#### ▶ Step 2 – Check what you will hear

Look at the audio script for *Question 38*.

#### Audio script

One of the main ways of dealing with MSW is incineration – burning it. This is adopted variously around the world. The UK burns relatively little waste, as does the US, while Denmark burns about half of all waste, and Japan uses this method for as much as three quarters.

You hear four countries, the UK, the US, Denmark and Japan, mentioned very closely together. The possible answers, A, C, E and F, are all heard, and you must be able to distinguish C as the only correct one.

#### ▶ Step 3 – Listen and do the task