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IELTS Trainer

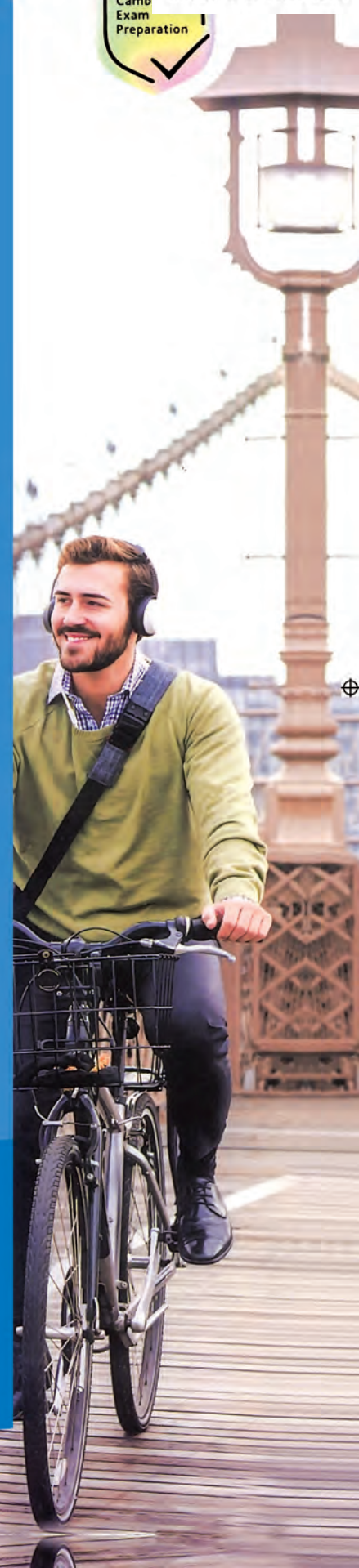
General Training

Six Practice Tests



WITH RESOURCES
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2



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Introduction

What is IELTS?

The International English Language Testing System (IELTS) is widely recognised as a test of the language ability of candidates who need to study or work where English is the language of communication.

There are two types of IELTS test: the Academic Module (taken for entry to undergraduate or postgraduate studies or for professional reasons) and the General Training Module (taken for entry to vocational or training programmes not at degree level and for immigration purposes). Both modules are made up of four tests – Listening, Reading, Writing and Speaking. The Listening and Speaking tests are the same for both Academic and General Training but the Reading and Writing tests are different.

Who is *IELTS Trainer General Training* for?

This book is suitable for anyone who is preparing to take the IELTS General Training Module. *IELTS Trainer* can be used in class with a teacher, or by students working on their own at home. It is aimed at candidates who would like to achieve a Band Score of 6 or higher. (See section on Scoring on page 6.)

What is *IELTS Trainer General Training*?

This book contains six practice tests for IELTS, each covering the Listening, Reading, Writing and Speaking papers. The practice tests in Guided Tests 1 and 2 are also accompanied by training and advice. All six tests are at the level of the exam.

In Test 1 each part of each paper consists of a training section and an exam practice section:

- The training sections have information and exercises to help you prepare for each part of the paper. In the Listening, Writing and Speaking papers, Test 1 presents and practises grammar, vocabulary and functional language relevant to those papers. This is supported by work on correcting common errors

made by IELTS candidates in the exam, as shown by the **Cambridge Learner Corpus** (see page 6). In Writing, there are extracts from the scripts of IELTS candidates as well as sample answers.

- The exam practice sections consist of the test itself accompanied by step-by-step guidance for each task with tips on strategy and advice linked to the questions. There is a wide range of tasks in the IELTS Listening and Reading papers and the same task may not always appear in the same part of the exam every time. The practice tests reflect this variety and training is given in Tests 1 and 2 in all the major task types which you will come across.

Test 2 contains training for the exam focusing on the task types not covered in Test 1, in addition to a review of the information in Test 1. The training sections are shorter in Test 2 than in Test 1. Test 2 also contains an exam practice section with tips and advice on how to deal with the practice test itself.

Tests 3–6 are complete practice tests without advice or training. They contain variations of the task types in Tests 1 and 2 and cover a wide range of topics and text types. They give you the opportunity to practise the strategies and skills you have acquired while working through Tests 1 and 2.

There is an **Explanatory answer key** (see page 5) for each test available to download from esource.cambridge.org.

How to use *IELTS Trainer* *General Training*

Test 1 Training

- For each part of the paper (e.g. Listening Part 1, page 10), first read the overview **What is ...?**, describing the type(s) of task which that part may contain. For some parts there is also a section called **What does it test?** which describes, for example, the kind of skills that part of the exam tests (e.g. identifying key facts, understanding speakers' opinions).
- Read through the **Task information**, which describes in detail the particular task type that follows.
- Look at the information marked **Tip**, which gives general advice on exam strategy and language.
- Work through **Useful language** exercises in the Listening, Writing and Speaking sections before tackling the exam tasks on the practice pages. These training exercises help to develop the necessary skills and offer practice directly relevant to the exam tasks in Test 1. Answers to the exercises are in the **Explanatory answer key** (available to download from esource.cambridge.org). Many exercises involve focusing on and correcting common language mistakes made by actual IELTS candidates, as shown by the **Cambridge Learner Corpus** (see page 6).
- Check the boxes marked **Advice**. These give practical help with individual questions.
- In **Listening**, use the audio files available to download with the audioscripts from esource.cambridge.org.
- In Test 1 **Writing**, many exercises are based on language used in IELTS essays in the **Cambridge Learner Corpus** and sample answers written by actual IELTS candidates. There are also sample answers which show what is expected of the best candidates. The **Explanatory answer key** contains answers to the exercises. These training exercises build up to an exam task at the end which is similar to, but not the same as, those in the training exercises.
- In **Speaking**, there are exercises which build into a bank of personalised, useful language for the first part of the test and other exercises which practise the language necessary for the prepared talk and discussion which follow in Parts 2 and 3. These can be used with a partner, or when working alone, for timed practice.

Test 1 Exam practice

- Read the **Action plan** for each task in the Listening, Reading and Writing papers immediately before working through the exam practice task. There are many different task types and the Action plans show how to approach each type in the best way to achieve good marks and avoid wasting time.
- Work through the task, carefully following the steps of the Action plan and making use of the help in the **Tip** information and **Advice** boxes.
- Answers to all items are in the **Explanatory answer key**, which explains why the correct answers are right and others are wrong.

Test 2 Training

- Answer the questions in the **Review** section to remind yourself about each part of the test. If you need to, look back at Test 1 to check your answers.
- Work through the exercises in the Writing and Speaking sections. The Speaking section extends the strategies and skills introduced in Test 1 and adds to the topics which you might be asked about. The Writing section revises the strategies covered in Test 1 and offers further targeted language training exercises. Many of the exercises are based on IELTS candidates' answers from the **Cambridge Learner Corpus**.

Test 2 Exam practice

- Answer the questions in each **Action plan reminder**. These ask you about strategies which were introduced in Test 1. Use the cross-reference to refer back to Test 1 if you need to.
- Read through the **Action plans** for the new task types which weren't in Test 1. Use the **Tip** information and **Advice** boxes to help you do the tasks and the **Explanatory answer key** to check your answers.

Tests 3–6 Exam practice

- Try to do the exam tasks under exam conditions where possible, applying the skills and language learnt in Training Tests 1 and 2.


- For the Speaking paper, it is better to work with a partner so that you can ask each other the questions. If that is not possible, follow the instructions and do all three parts alone. Use a watch and keep to the correct time. Recording the test and listening to it can help you identify language areas which need more practice.

You can do Tests 3–6 in any order, but you should always try to keep to the time recommended for each paper.


The Cambridge Learner Corpus

The Cambridge Learner Corpus (CLC) is a large collection of exam scripts written by students taking Cambridge Assessment English exams around the world. It currently contains over 55 million words and is growing all the time. It forms part of the Cambridge English Corpus and it has been built up by Cambridge University Press and Cambridge Assessment English. The CLC currently contains scripts from over:

- over 220,000 students
- 173 different first languages
- 200 different countries

Exercises and extracts from candidates' answers from Writing in *IELTS Trainer General Training* which are based on the CLC are indicated by this icon: 

Other components of *IELTS Trainer General Training*

- The **Explanatory answer key** gives the correct answers, and explains them where necessary (especially in Tests 1 and 2). In some cases, such as multiple-choice questions, it also explains why the other possible answers are wrong.
- The full **Transcripts** for the Listening papers are available to download from esource.cambridge.org.
- **Answer sheets** for the Reading and Listening papers are at the back of the book. Before you take the exam, you should study these so that you know how to mark or write your answers correctly. In Writing, the question paper has plenty of lined space for you to write your answers.
- **Audio** recordings for the Listening papers are available to download from esource.cambridge.org. The listening material is indicated by an icon in *IELTS Trainer General Training*: 

International English Language System (IELTS)

Level of IELTS

You do not pass or fail IELTS. You get a Band Score between 1 and 9. Candidates scoring 9 have fluent, accurate English, with wide-ranging vocabulary. They make very few errors and will be capable of performing in English in professional and academic contexts. Candidates scoring 7 can understand and communicate effectively in English, using some complex language, and although there may be errors, these do not impede communication. A score of 5 or lower means that the candidate has a limited range of language and that errors in grammar, pronunciation, etc. lead to misunderstandings.

Different organisations and institutions publish the Band Score they require for entry.

Scoring

The Listening test contains 40 items and each correct item is given one mark.

The Reading test contains 40 items and each correct item is given one mark. The Academic and General Training Reading Tests are graded to the same level. However, because the texts in the Academic Reading Test are more challenging overall than those in the General Training Test, more questions need to be answered correctly on a General Training Test to receive the same grade.

The Writing test (both Academic and General Training) is marked on the following areas: Task Achievement (for Task 1), Task Response (for Task 2), Coherence and Cohesion, Lexical Resource, Grammatical Range and Accuracy. Examiners give a Band Score for each of these criteria, which are equally weighted.

For the Speaking test, a Band Score is given for each of the following, which are equally weighted: Fluency and Coherence, Lexical Resource, Grammatical Range and Pronunciation.

Candidates receive scores on a Band Scale from 1 to 9 for each skill tested (Listening, Reading, Writing and Speaking). They are of equal importance. These four scores are then averaged and rounded to produce an Overall Band Score. Each candidate receives a Test Report Form setting out their Overall Band Score and

their scores for each test. The scores are reported in whole bands or half bands according to the nine-band score given below.

If you do the practice tests in *IELTS Trainer General Training* under exam conditions, you need to score approximately 20 marks on both the Reading and Listening tests for a Band Score of around 5.5. To achieve a Band Score of 7, you need approximately 30 marks in both Reading and Listening.

IELTS Band Scores

9 Expert user – Has fully operational command of the language: appropriate, accurate and fluent with complete understanding.

8 Very good user – Has fully operational command of the language with only occasional unsystematic inaccuracies and inappropriacies. Misunderstandings may occur in unfamiliar situations. Handles complex, detailed argumentation well.

7 Good user – Has operational command of the language, though with occasional inaccuracies, inappropriacies and misunderstandings in some situations. Generally handles complex language well and understands detailed reasoning.

6 Competent user – Has generally effective command of the language despite some inaccuracies, inappropriacies and misunderstandings. Can use and understand fairly complex language, particularly in familiar situations.

5 Modest user – Has partial command of the language, coping with overall meaning in most situations, though is likely to make many mistakes. Should be able to handle basic communication in own field.

4 Limited user – Basic competence is limited to familiar situations. Has frequent problems in understanding and expression. Is not able to use complex language.

3 Extremely limited user – Conveys and understands only general meaning in very familiar situations. Frequent breakdowns in communication occur.

2 Intermittent user – No real communication is possible except for the most basic information using isolated words or short formulae in familiar situations and to meet immediate needs. Has great difficulty understanding spoken and written English.

1 Non-user – Essentially has no ability to use the language beyond possibly a few isolated words

0 Did not attempt the test – No assessable information provided.

For more information on grading and results, go to the Cambridge Assessment English website (see page 9).

Content of IELTS

IELTS has four papers, each consisting of two, three or four parts. For details on each paper, see below.

Paper 1 Listening about 30 minutes, with 10 minutes at the end to transfer answers to the answer sheet

- This paper is common to both the Academic and General Training Modules.
- The topics in Parts 1 and 2 are based around social situations but the topics in Parts 3 and 4 are all in an educational or training context.
- The **level of difficulty** increases from Part 1 to Part 4.
- Each part is heard **once only**.
- The **instructions** for each task are on the question paper.
- There is a short **pause** before each part which can be used to look at the task and questions. Where there is more than one task in a part, there is also a short pause before the part of the recording which relates to the next task.
- A brief introductory explanation of the **context** is heard before each part, but is **not** printed on the question paper.
- Correct **spelling** is essential on the answer sheet.

Paper 1 Listening about 30 minutes, with 10 minutes at the end to transfer answers to the answer sheet

Part	No. of questions	Text type	Task types <i>Each part has one or more of these task types</i>	Task information
1	10	a conversation or interview between two speakers, giving and exchanging information about an everyday topic	table, note and form completion plan / map labelling	page 10 pages 14
2	10	a monologue (sometimes introduced by another speaker) giving information on an everyday topic, e.g. a radio programme or talk from a guide	multiple-choice flow-chart completion sentence completion	pages 14, 17 page 17 page 20
3	10	a conversation between two, three or four speakers in an educational or training context	matching tasks	page 67
4	10	a monologue in an academic setting, e.g. a lecture or presentation		

Paper 2 General Training Reading 1 hour

- This paper is only taken in the General Training Module. There is a different paper for candidates taking the Academic Module (see Cambridge Assessment English website). Both papers follow the same format but the kinds of texts on the two modules differ in terms of topic, genre, complexity of language and style.
- There are approximately 2,750 words in total in the three passages.

Passage	No. of questions	Text types	Task types <i>Each passage has one or more of these task types</i>	Task information and practice
1	13 (two or three tasks)	Texts may be from 'social survival' sources such as notices, advertisements, timetables, or 'workplace survival' sources such as job descriptions, work development and training or 'general reading' such as newspapers, magazines and fictional and non-fictional book extracts.	true / false / not given locating information	page 23 page 23
2	13 (three tasks)		note completion sentence completion	page 29 page 29
3	14 (three tasks)		multiple-choice matching headings summary completion flow-chart completion matching places	page 36 page 36 page 36 page 84 page 88

Paper 3 General Training Writing 1 hour

This paper is only taken in the General Training Module. There is a different paper for candidates taking the Academic Module (see Cambridge Assessment English website).

Task	Suggested time and marks	Task text type and no. of words	Task information
1	20 minutes one-third of the marks for the paper	a presentation of a situation which requires the writing of a letter or email requesting information or giving an explanation. The letter may be personal, semi-formal or formal in style. 150 words minimum	pages 43-50
2	40 minutes two-thirds of the marks for the paper	an essay in response to a point of view, argument or problem. The essay can be fairly personal in style. 250 words minimum	pages 51-57

Paper 4 Speaking 11-14 minutes

This paper is common to both the Academic and General Training Modules.

It is a face-to-face interview with an examiner and it is recorded.

Part	Time	Task type	Task information
1	4-5 minutes	giving personal information and discussing everyday subjects	pages 58-59
2	1 minute preparation 2 minutes talk	giving a prepared talk on a subject given by the examiner and answering one or two follow-up questions	pages 60-61
3	4-5 minutes	a discussion with the examiner arising from the topic of Part 2, offering the opportunity to discuss more abstract issues and ideas	page 62

Further information

The information about IELTS contained in *IELTS Trainer General Training* is designed to be an overview of the exam. For a full description of IELTS, including information about task types, testing focus and preparation for the exam, please see the *IELTS Handbook*, which can be obtained from Cambridge Assessment English at the address below or from the website at:

www.cambridgeenglish.org.

Cambridge Assessment English

The Triangle Building

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Cambridge CB2 8EA

United Kingdom

Training Test 1 Listening Part 1

What is Listening Part 1?

- a conversation between two people, either face to face or on the phone
- one or two tasks (e.g. table completion)
- an example and 10 questions

The purpose of the conversation is to communicate and share information that will be useful in some way (e.g. for making a holiday booking, for working out the best transport options).

What does it test?

- understanding specific information e.g. dates, prices, everyday objects, locations
- spelling of people and place names

Useful language: spelling

In Part 1, a speaker will sometimes spell out the name of a person, street or company.

You need to be very familiar with the English names for the letters of the alphabet, as the word will only be spelt out once.



1 Listen and choose the first letter in each pair that you hear.

- | | | | | |
|----|-------|--------|--------|--------|
| 01 | 1 A/E | 2 A/I | 3 E/I | 4 A/R |
| | 5 Y/E | 6 O/U | 7 B/P | 8 G/J |
| | 9 S/F | 10 M/N | 11 H/X | 12 D/T |



2 Listen to some words being spelt out and write down what you hear.

- 02
- 1 Manager: Sarah
- 2 Email:@gmail.com
- 3 Meeting point: School sports field
- 4 Hotel name:
- 5 Address: 112 Terrace
- 6 Company: Movers

Useful language: numbers



1 Listen and write the numbers you hear.

- 03
- 1 Customer cell phone:
- 2 Distance of race: miles
- 3 A one-way ticket is:
- 4 Home address: Bayside Road.
- 5 Width of window frame: inches
- 6 Booking reference:

Task information: Table, Note and Form completion

This task requires you to fill in the spaces in the table. The spaces are numbered in the same order as the information you hear.

You have to:

- listen to a conversation, which you hear once only.
- write one to three words, a number, or a date in each space in the table.
- write the exact words you hear.
- spell everything correctly.

Advice

Not all place names are spelt out. For example, the underlined words are very common in English, so you should learn how to spell words like these.

Mountain View Hotel
Ocean Road
Bridge Street

Advice

When we say a phone number, we can pronounce 0 as **oh**, or say **zero**.

When we talk about money we say, for example, **seven pounds / dollars / euros fifty**. (£7.50, \$7.50, €7.50).

TIP

The answer can be written in numerals or in letters, e.g. 650, or six hundred and fifty. But it's much easier and faster to write numerals!

TIP

For similar sounding numbers, listen out for the stressed syllable e.g. fifteen, fifty, sixteen, sixty.

Useful language: times and dates

Advice

We say dates like 1752 or **seventeen fifty-two** and **ninety-seven**. For years we can say, for example, **two thousand eighteen**, or **two thousand and /ən/ eighteen**, or **twenty eighteen**.

TIP

You can write a date in different ways to get a mark (e.g. 3rd March, March 3 or 3 March). This fits the **one word and / or a number** in the instruction.



1 Listen and write the times or dates you hear.

- 1 Arrival date:
- 2 Class schedule: to 6:30 p.m.
- 3 Date of last inspection:, 2018
- 4 Best time to visit:
- 5 The courses finishes on:
- 6 Delivery date:

Useful language: recognising when the answer is coming

In Part 1, you might see a question like 'Height: about **1**cm'. You might not hear the word 'height' in the recording. Instead, the speaker might ask a question, or say something that relates to a person's height. This will tell you when the answer is coming.

1 Match an answer 1–6 with a question A–F the speaker might ask.

Height: around 1 <i>6</i> feet	A 'So can you tell me how long the curtains are?'
Width: 2 <i>15</i> centimetres	B 'How tall are the trees at the moment – approximately?'
Distance: 3 <i>26</i> kilometres	C 'And what would the charge for that be?'
Length: 4 <i>330</i> inches	D 'How heavy is the box you want us to move?'
Weight: about 5 <i>63</i> kg	E 'Do you know how wide the screen is?'
Cost: 6 \$ <i>560</i>	F 'How far is it from the hotel to the airport?'



Don't add words like **euros** or **inches** or **kilometres** to the answer sheet if they are provided on the question paper.

Useful strategy: deciding what to write in the spaces

1 Look at the sample exam task below and complete this table.

Which space needs ...		What tells you this?
a date?	8	the verb 'starts' and 'Wednesday'.
a price?		
a phone number?		
a person's name		
a period of time?		
a place?		
a piece of equipment or clothing – singular noun?		
a piece of equipment or clothing – plural noun?		
a verb / action?		
a part of the body?		

TIP

Predicting what word will go into a space helps you be ready to hear it during the recording.

Advice

Speakers sometimes mention a time, date or number, which might fit a space, but is not the real answer. This is called a **distraction**. Listen carefully in case the speaker changes their mind, or another speaker corrects them with the real time, date or number.

Westwood Community Centre Activities

<p>Classes: when / where Yoga basics Example: Mondays 7 p.m. – 8:30 p.m. Taking place in the hall</p>	<p>Things to bring a 1 is necessary for every session</p>	<p>Other information Discounted rate for students: 2 \$ Simple techniques that will help you 3 pain in your 4</p>
<p>Classes: when / where Westwood Walkers 7:00 a.m. every morning The walk starts from outside the 5 in the village</p>	<p>Things to bring A good pair of 6 will help</p>	<p>Other information Free for everyone The organiser is 7 Lindsay</p>
<p>Classes: when / where Cycle Group Training starts again on Wednesday, 8</p> <p>The rides take about 9 on average</p>	<p>Things to bring helmet and bike lights are essential</p>	<p>Other information No charge Nicky's contact details: 10</p>

Action plan for Table completion

- 1 Look at the instructions to find out how many words you can write.
- 2 Look at the heading and the subheadings. There is time to do this before you listen.
- 3 Look at the spaces and think about what kinds of word or number are needed (e.g. a date, a distance, an address, a plural noun).
- 4 Listen to the introduction, which tells you what the conversation is about.
- 5 Listen carefully to the conversation and focus on each question in turn. As soon as you've written the answer to one question, listen for the answer to the next.
- 6 Move on to the next row each time the speaker talks about something new – in this case, a new class.

TIP

Write an answer in each space even if you aren't sure about it. A guess might turn out to be right and get a mark, but an empty space won't be given a mark.

TIP

The question numbers run horizontally across each row.

TIP

If one of your answers is more than one word and a number, it is wrong, and won't get a mark.

TIP

Remember you only hear the recording once.



Questions 1–10

05 Complete the table below.

Write **ONE WORD AND / OR A NUMBER** for each answer.

Art classes at Bramley Community Centre

Class	Things to bring	Fees / Timetable	Tutor
Example 'Movement and <u>light</u> ': painting in the style of French Impressionists	a set of 1 is essential	The cost is 2 \$ for two terms Monday evenings 6–8 p.m., Room 15	A local artist called Steve 3
'Clay basics': using the pottery wheel to make several 4	an old 5 would be a good idea	The cost is \$180 per term Every 6 6:30–8:30 p.m., Room 3	Theresa Clark – her work is displayed in the community centre
'Sketching Architecture': drawing old buildings, starting with the 7	people usually take a fold-up chair and a 8	The cost is \$160 per term Fridays 11–1 p.m. meet at the corner of Victoria Street and 9 Road	Annie Li Annie's cell phone number: 10

Advice

- 1 Should the noun you write be plural or singular?
- 2 Make sure the answer you choose is for two terms, not one.
- 4 Use your general knowledge to predict the kind of things people might make in a pottery class. And note the word **several**.
- 5 Listen for the word **old**, a similar adjective, or a paraphrase in the recording. This may signal that the answer is coming soon. Note that the occurrence of the same adjective (*old*) in both the recording and the question is unusual.
- 6 What does the word **every** tell you about the kind of noun that is needed?
- 7 The answer must be a kind of building. Listen carefully – because one or more buildings might be mentioned as distraction.

Training Test 1 Listening Part 2

What is Listening Part 2?

- a talk / speech / announcement / recorded message / radio excerpt given by one person, sometimes with an introduction by another person
- usually two tasks (e.g. multiple-choice, matching, flow-chart completion, plan / map labelling)
- 10 questions; there is a brief pause in the recording before the start of the next task

Task information: Plan / map labelling

Plan / map labelling requires you to transfer the information you hear to a simple plan / map. You need to follow language expressing where things are located.

You have to:

- listen to part of the talk, which you hear once only.
- match a list of places to their locations (labelled A, B, C etc.) on the plan / map.
- write A, B, C etc. next to the corresponding place in the list.

Useful language: plan / map labelling tasks

For Part 2, you will need to recognise language for directions.

- 1 Look at the places marked on the plan. Complete the sentences with phrases from the box. (Usually there are not so many labelled buildings on the map, or complete sentences.)

at the top directly below in between in the centre just above nearest to
right-hand corner smaller of square-shaped surrounded by the south to the right

PLAN OF UNIVERSITY CAMPUS

- 1 As you can see, Student Services is at the bottom of your plan. of Student Services is a row of three lecture halls. The Albert Lecture Hall is the one
- 2 The Arts Block is the Science Block, and the Student Services building.
- 3 See the two L-shaped buildings at the top of the plan, in the? The Main Library is the those two buildings.
- 4 The Sports Complex is easy to find. See the circular running track of the map? On the left of that are two long, rectangular buildings. The Sports Complex is the one the running track.
- 5 The café is well situated on the campus. the science block and the car park – there's a building complex where many seminars take place. And in the centre of that building complex, you can find the café.
- 6 The nursery is in a nice spot. It's that building to of the car park. The one that's trees.

The speaker's purpose is to provide information that will be useful in some way (e.g. to inform staff about new health and safety requirements, to give directions to a group of volunteers, to tell people about a local event they could attend).

What does it test?

- identifying specific factual information and detail
- understanding stated opinion

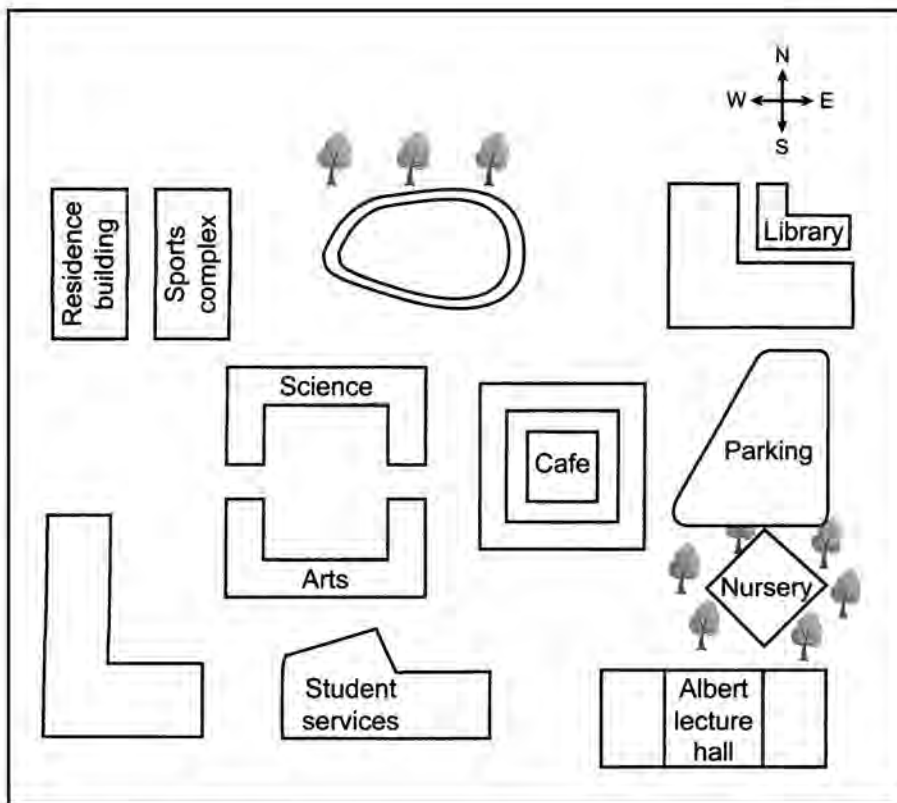
Task information: 5-option multiple-choice

Multiple-choice questions usually focus on the details. The questions follow the order of the recording, although the options A–E do not.

You have to:

- listen to the recording, which you'll hear only once.
- choose two options from a list of five, i.e. A–E.

There is another kind of multiple-choice task – see Test 1 Part 3.



2 Listen and check your answers.

06

Useful strategy: paraphrasing in 5-option multiple-choice tasks

In many IELTS tasks, you have to choose a correct answer from a number of options. The options may use different language to express ideas mentioned in the recording. This is known as 'paraphrasing'.

1 Match options A–E with extracts 1–5.

Underline the parts of the extracts that match the underlined phrases in the options.

- A dealing with unhappy clients on the phone
- B improving written communication skills
- C giving presentations to colleagues
- D filing documents correctly
- E being a mentor to junior members of staff

- 1 So one thing the session will cover is how to deal with the huge amount of paperwork we receive. In other words, how we organise and store it all, in the right way, I mean.
- 2 I've been impressed by the way you've all managed to stand up and deliver a talk to the other people on your team. I don't think we need any more training in that area for now.
- 3 When a dissatisfied customer rings you up to complain, you need to know how to handle the situation effectively. We dealt with this in the previous session.
- 4 As you know, we have a number of trainees starting work next week. We don't have time to talk about this in the training session, but I'd like you to support and guide them during their first few months in the company.
- 5 From time to time you need to produce formal reports and the aim of this training session is to show you how to express your ideas more effectively and clearly.

Action plan for 5-option multiple-choice

- 1 Read the questions so you know what kind of information you need to listen for.
- 2 Underline key words and ideas in the options and remember these may be paraphrased in the recording.
- 3 Listen to the introduction. It tells you who is speaking and describes the situation.
- 4 Transfer your answers to the answer sheet at the end of the test.

TIP

You can write the two options in any order on the answer sheet (e.g. A / B or B / A)

Questions 11-12

07 Choose **TWO** letters, **A-E**.

Which **TWO** things will employees need to do during their first week in their new office space?

- A find out about safety procedures
- B collect a new form of identification
- C move boxes containing documents
- D make a note of any problem that occurs
- E learn about new company technology

Advice

11-12 Listen out for ideas which might be paraphrased in the options. Make sure the options you choose match exactly what the speaker says.

13-14 The options may not be in the same order as in the recording. Cross them off when you think they have been paraphrased.

Questions 13-14

Choose **TWO** letters, **A-E**.

Which **TWO** steps have the company taken to improve the physical environment of employees' offices?

- A provided comfortable seating
- B installed a new heating system
- C used attractive materials
- D enlarged people's working space
- E replaced the old type of lights

TIP

The speaker will use the same place names you see in the list. These won't be paraphrased in any way.

TIP

The letters on the plan are not in the same order as the places you hear mentioned, but the places in the numbered questions are.

Action plan for Plan / map labelling

- 1 Read the instructions and the list of places you have to locate.
- 2 Quickly scan the plan for places, buildings or objects already labelled.
- 3 Identify any useful features that might be mentioned in the talk, e.g. a bridge, and look for arrows for north, south, etc.
- 4 As you listen, write the letters (A, B, C, etc.) next to the list of places.
- 5 Transfer your answers to the answer sheet at the end of the Listening test.

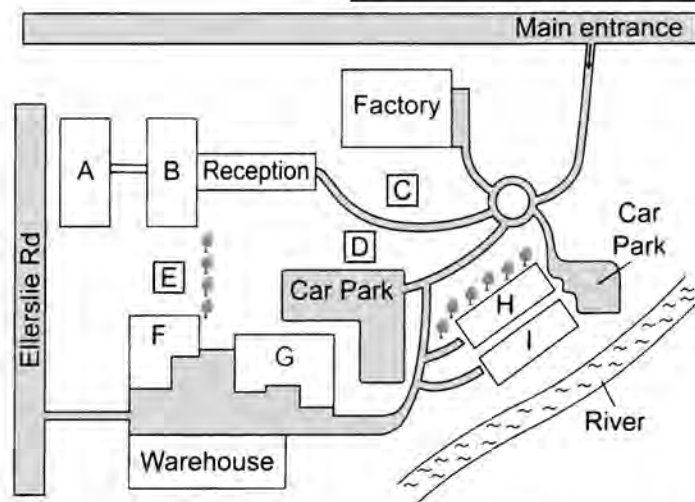
Questions 15-20

07 Label the plan below.

Write the correct letter, **A-I**, next to **Questions 15-20**.

Plan of the renovated factory complex

- 15 Conference centre
- 16 New office space
- 17 Stores
- 18 Finance
- 19 Café
- 20 IT department



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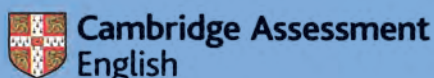
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What's inside?

- Six full practice tests: the first two with easy-to-follow, expert guidance.
- The two guided tests include:
 - 101 *Tips*
 - 33 *Advice* boxes
 - Training activities
 - Exam practice.
- Exam orientation and frequently asked questions.
- Resources download includes audio, audioscripts and answer keys.

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- Develop exam technique with the final four tests, applying the lessons, techniques and hints acquired in Tests 1 and 2.



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