

Listening Part 1

In Part 1 of the test you:

- **listen** to three conversations
- **write** one or two words or a number in the numbered spaces on notes or forms

Vocabulary

1 Write the words in the correct column in the table.

dispatch	damaged	coordinate	trade fair	construction	award ceremony
ambitious	workshop	conference centre	flexible	university	enthusiastic
concert hall	manufacturing	advertising	incomplete	punctual	supervise
faulty	hotel	seminar	authorise	delayed	journalism

Business events	Business event venues	Business verbs	Reasons for complaints	Business sectors	Personal qualities

2 Complete the sentences with a word from Exercise 1.

- The sector includes making buildings, bridges and roads.
- We must the goods as soon as possible after the customer orders them.
- He's very – in fact, I don't think he's ever been late.
- The customer said their order was and several items were missing.
- The had an excellent restaurant and could accommodate over a hundred delegates.
- At the marketing, we produced plans and designs for new advertising material.

Focus Business nouns

3 Listen and choose the correct option.

- The woman would like to speak to the *Managing Director / Accounts Manager*.
- The company is launching a new *printer / laptop* later this year.
- The woman attended a business seminar about *R & D / improving efficiency*.
- The business conference is being held at the *Queen's / Station* Hotel.
- The *T-shirts / shorts* were missing from the most recent order when it arrived.
- The company is now planning to focus their growth in *Asia / Africa*.

4 A

Look at these sentences and think about what kind of information could go in each gap. Try to guess two or three possible answers for each question.

- The successful applicant must have experience of
- A complaint has been received about the at the transport depot.
- Staff have discussed the proposed policy on and have accepted it.
- The Finance Manager needs to contact the bank to discuss the of a loan.
- The topic the man is giving a lecture about is

B

 **Listen and write down the correct information.**

Focus Talking about numbers

5 A

Look at these sentences and think about what kind of information could go in each gap. Try to guess two or three possible answers for each question.

- 1 The level of absenteeism has recently to
- 2 Average salaries across the country by last year.
- 3 Fines that factories can receive for polluting local environments have to an average of
- 4 The meeting has been until

B


 **Listen and complete the sentences.**

Listening Part 2

Part 2 of the test has 2 sections. In each section you:

- **listen** to five speakers
- **choose** from a list of eight options what each speaker says

Dealing with distracting information

- 1**  **Listen to the recording for Speaker 1 talking about a recent problem she had at work. Decide which problem she is talking about. Write the correct letter in the box.**

- A** having a disagreement with a colleague
- B** failing to meet a deadline
- C** being unable to concentrate
- D** forgetting something important
- E** missing an appointment
- F** having an accident
- G** making an inappropriate comment
- H** arriving late at a meeting

Speaker 1

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2 A

-  Listen again and study the recording script for Speaker 1. Which option (A – H) does each underlined section relate to?


F: I'd been late for my previous appointment with the Sales Director. She'd been very professional about it, although she could have given me an official warning if she'd wanted. Even so, I didn't want to make the same mistake twice, so I made sure I was early on this occasion. When she asked to see the latest figures from my department, though, I looked through the pile of papers I'd brought but then panicked as I couldn't find them. I'd been working on them the night before at home and realised I must have left them there. She was fine about it when I explained but I'm not sure she believed me.

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B

Look again at the answers you chose above. Which one is correct? Why are the others wrong?

3

-  Now listen to the recording for Speaker 2. Which problem (A – H) is he talking about? Write the correct letter in the box.

Speaker 2

☐

4 A

-  Listen to the recording again and check your answer.

B


Identify the section(s) of the recording script that give you the answer.

M: I worked late last night, until about 10 p.m. actually. I've got an important meeting today and had to finish writing a report for it. I really thought I wouldn't be able to get it done in time. I don't know why, but I just kept thinking about all the things I needed to do at home instead of focussing on the report. Anyway, it meant it took much longer than it should have, but I managed to complete it in the end.

C

Identify the section(s) of the recording script which could lead you to choose a wrong answer. Underline these parts of the text as shown in exercise 2.

5

-  Listen to the recording for Speaker 3. Use the strategies you have practised to find the correct answer for Speaker 3. Which problem (A – H) is he talking about? Write the correct letter in the box.

Speaker 3

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Listening Part 3

In part 3 of the test you:

- **listen** to an interview with a business person, or a monologue on a business topic
- **choose** the correct answer to eight questions, each with three possible options

Identifying correct information

1 Study this multiple-choice question and the extract from the recording script. It is from an interview with a woman called Sophie Holloway, who has started her own organic food company.

1 Why did Sophie decide to start her own food company?

- A She was fed up with working for other people.
- B She wanted to work in a different field.
- C She had enough money to set it up.

Interviewer: Starting up your own food company was a big step for you to take. What led to you making that decision?

Sophie: It was something I'd wanted to do for years. I'd been in the food industry since I left school, and had no intention of switching to something new. Then I inherited quite a bit from one of my grandparents so was finally in a position financially to achieve my aim. I was actually quite sad to leave the company I'd been working for as they'd treated me pretty well.

Cue – listen for a re-wording of the question, which warns you to listen carefully for the answer coming up

B

C

A

A Which is the correct answer, A, B or C? Why?

B Why are the other two options wrong?

2  Look at the next question then listen to the recording from the same interview.

2 What advice on becoming self-employed did Sophie find most useful?

- A have a clear idea of where you want to be in five years' time
- B do some training on book-keeping and accounts
- C be extremely careful when deciding who you employ

A Which is the correct answer, A, B or C? Why?

B Listen again. What is the cue for this question?

C Listen again. Why are the other two answers wrong?

- 3  Listen to the next part of the recording and decide if these sentences are TRUE or FALSE.

Question 3

- | | |
|---|---------------------|
| A The market for organic food is growing. | TRUE / FALSE |
| B Organic food has generally risen in price. | TRUE / FALSE |
| C Consumers worry more about where food is grown than how. | TRUE / FALSE |

Question 4

- | | |
|--|---------------------|
| D Social media has been the most successful means of advertising. | TRUE / FALSE |
| E Sponsoring local sporting events has generated lots of sales. | TRUE / FALSE |
| F All TV advertising is incredibly expensive. | TRUE / FALSE |