

Part 3



Questions 14–19

For each question, write the correct answer in the gap. Write one or two words or a number or a date or a time.

You will hear a manager called Sandra talking about a company training day.

Company Training Day

Some of the training sessions may take place in a **(14)** to the one in the programme.

Your training sessions will be confirmed by email on **(15)**

Please complete the **(16)** in the materials before you come to the training event.

Please give your completed questionnaire to the **(17)** after the training day.

The **(18)** will be closed on the training day.

Remember to check the noticeboard outside room **(19)** for any last-minute changes.