

Name:

Class:

Date:

MINI TEST 1

LISTENING: COMPLETION

Questions 1 - 10 (File 1): Complete the notes below

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

MINTONS CAR MART	
Customer Enquiry	
Example	Answer
Make:	Lida
Engine size:	1.
Model:	Max
Type of gears:	2.
Preferred colour:	3.
FINANCE	
Customer wishes to arrange	4.
Part exchange?	
PERSONAL DETAILS	
Name:	Wendy 5.
Title:	6.
Address:	20, Green Banks
	7., Hampshire
Postcode:	GU8 9EW
Contact number:	8. (for only) 0798
	257643
CURRENT CAR	
Make:	Conti
Model:	Name: 9.
Mileage:	Maximum 70.000

Colour:	Metallic grey
Condition:	10.

Question 11 - 20 (File 2): Complete the notes below

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

FEEDBACK FORM

Course: *Communication in Business*

Course code: *CB162*

Dates: From **11.** to **12.**

Please give your comments on the following aspects of the course:

	Good Points	Suggestions for Improvement
<i>Course organization</i>	• 13. • useful to have 14. at beginning of course	• too much work in 15...... of the course - could be more evenly balanced
<i>Course delivery</i>	• good 16.	• some 17. sessions went on too long
<i>Materials and equipment</i>	• good 18.	• not enough copies of key texts available • need more computers
<i>Testing and evaluation</i>	• quick feedback from oral presentations • marking criteria for oral presentations known in advance	• too much 19. • can we know criteria for marking final exams?
<i>Other comments</i>	• excellent 20.	