MINI TEST 1

LISTENING: COMPLETION

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

Write **NO MORE THAN THREE WORDS AND/ORE 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

LIVEWORKSHEETS

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