Self-Study Guide.
BOOK. DEVELOPING LISTENING SKILLS.
UNIT 10. MEETING.

CLICK and listen to the pronunciation of the following words and phrases.
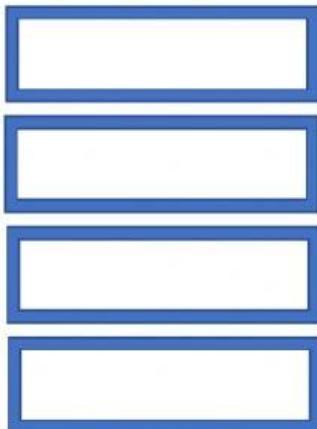
a. multinational

b. (come to a) consensus

c. bullet point

d. flip chart

e. show of hands

f. highlighter

g. interrupt

h. brainstorm

i. multimedia

j. ballot

k. receptionist

l. boardroom

m. reschedule

n. microphone stand

o. personal assistant

p. conference call

Vocabulary: Meetings

Picture Dictionary   Track 74

Write the letter of each word under the correct picture.

1. _____
2. _____
3. _____
4. _____
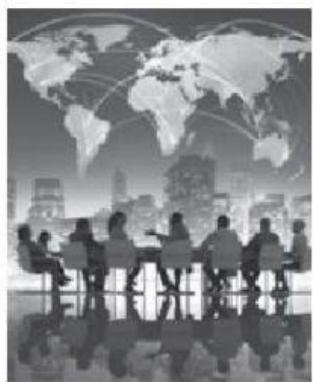
5. _____ 6. _____ 7. _____ 8. _____

9. _____ 10. _____ 11. _____ 12. _____

13. _____ 14. _____ 15. _____ 16. _____

Listening Strategy Practice.

A Listen and choose the best response to each speaker. Track 76

Talk

1. When did the man take minutes?
   (A) During the meeting
   (B) After the meeting

2. How did the man feel about taking minutes?
   (A) Confident because he had experience
   (B) Worried because it was his first time

3. What happened during the meeting?
   (A) Mr. Green had to leave suddenly.
   (B) Mr. Green's phone rang.

4. When did the man speak to Mr. Green?
   (A) Right after the meeting
   (B) Later in the day

Conversation

5. When is the conversation taking place?
   (A) After employees finish work for the day
   (B) Before employees finish work for the day

6. What was the old price of raincoats?
   (A) $25
   (B) $35

7. What free gift will customers get?
   (A) A raincoat
   (B) An umbrella

8. Why didn't the man answer Mary's question?
   (A) He will email her after the meeting.
   (B) He already emailed her before the meeting.

B Listen and circle the correct word or phrase. Track 77

1. The company (will open / opened) three branches.

2. The cut-off date (is coming / has gone).

3. Seats (are already / will be) allocated.

4. The ballot started (at the same time as / before) Tim arrived.

5. He talked to his boss (before / after) he quit.

6. Give me your opinion (while / after) you read the minutes.

p. 145

Unit 10. Mini- test.

A Listening: Photographs

Listen and circle the letter of the statement that best describes the photograph. Track 78

1. (A)   (B)   (C)   (D)

2. (A)   (B)   (C)   (D)

3. (A) (B) (C) (D)

B Listening: Question-Response

Listen to the question or statement and three responses. Circle the letter of the best response. Track 79

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

6. (A) (B) (C)

C Listening: Conversations

Listen and choose the best answer. 🔘 Track 80

1. Where is this conversation taking place?

    (A) After a keynote speech   (B) Before a ballot

    (C) Following a home inspection   (D) During a meeting

2. How does Kevin think Toby could improve the meeting?

    (A) By emailing the agenda beforehand   (B) By using a microphone

    (C) By answering more questions   (D) By a multimedia program

3. What does the woman think Kevin should do?

    (A) Address his complaints to Toby later   (B) Tell Toby his ideas straight away

    (C) Find a microphone for Toby   (D) Check his email more often

D Listening: Talks

Listen and choose the best answer to each question. 🔘 Track 81

Jerry Kim	For: Melanie Jones
	Date: October 3, 2016

Purpose: Car rental – luxury sedan; $95 / day
Status: Car returned with large scratch on left passenger door.
The customer spoke with Tim Steel and April Lee, but it was agreed
that the customer had caused damage.

Deposit NOT returned.

1. What is the purpose of this talk?

    (A) Customer service   (B) Making an appointment

    (C) Employee training   (D) Explaining a complaint

2. What should staff NOT do?

    (A) Write their names on records   (B) Write on records in pencil

    (C) Write the date on records   (D) Write customer names in the left corner

3. Look at the graphic. What is the name of the employee who wrote these records?

    (A) Jerry Kim   (B) Melanie Jones

    (C) Tim Steel   (D) April Lee

	Performance Levels		
Indicators of Learning	***To achieved:*** *(Beginner)* Learner is in process to achieve the task. Learner presents some issues.	***In progress:*** *(Intermediate)* Learner can achieve the task with some difficulty and needs improvement.	***Achieved:*** *(Advanced)* Learner can achieve the task without any difficulty.
The student recognizes specific information from audios related to the context of "Meetings" by solving listening tasks.			

"Self- assessment of my performance"
Al terminar por completo el trabajo, autoevalúo el nivel de desempeño alcanzado.

I type an (X) in the level that best represents my obtained performance in each indicator.