

Business Listening

HOMEWORK 1 – EXTRA EXERCISES

Task 1 - Listen to the programme. Decide if these sentences are true or false.

- | | |
|--|--------------|
| 1. The caller has recently had a job interview. | TRUE / FALSE |
| 2. He doesn't know how to make contacts in his industry. | TRUE / FALSE |
| 3. The host doesn't recommend using professional networking sites. | TRUE / FALSE |
| 4. The caller wants advice about how to improve his online profile. | TRUE / FALSE |
| 5. The host asks the caller for specific examples that show his qualities. | TRUE / FALSE |
| 6. The caller has experience in web design. | TRUE / FALSE |
| 7. He has experience as an outdoor skills instructor. | TRUE / FALSE |
| 8. He liked the host's advice. | TRUE / FALSE |

Task 2 - Listen to a young man asking Maria Staten, an expert in graduate recruitment, for some advice. Choose the correct option, a, b or c.

- How many interviews did the man get?**
 - 2
 - 3
 - 5
- What kind of jobs has he applied for?**
 - Assistant Manager
 - Manager
 - Trainee Manager
- What job did he do in the restaurant?**
 - Waiter
 - Chef
 - Bar Manager
- What does Maria say about skills and experience?**
 - Your CV must include volunteer work.
 - Volunteer work is rarely useful.
 - Many skills are transferable.
- Maria says employers like new recruits who**
 - are good at time management.
 - like learning new skills.
 - don't waste time.
- Maria advises the man to apply for jobs which**
 - need specific experience.
 - offer good career potential.
 - require less experience.
- Maria says that Luke's CV**
 - has some errors on it.
 - includes too many personal details.
 - doesn't match the job requirements.

Task 3 - You will hear eight short recordings. For questions 1–8 choose the correct answer.

1 What does Gordon think he's good at?

- a groupwork b communication with people c solving problems

2 Which job is the company advertising?



a



b



c

3 What did John forget to put on his CV?

- a his problem-solving skills
b his internship experience
c his experience working in a team

4 Where did the man find the documents?



a



b



c

5 Where did the woman find out about the job?

- a an online job site b a colleague c a library noticeboard

6 How much will they pay for each office chair?

- a €100 b €130 c €150

7 Why didn't Suzanna get the job?

- a She wasn't enthusiastic enough.
b She didn't have enough experience.
c She had the wrong skillset.

8 Why didn't the man accept the job offer?

- a The salary wasn't good enough.
b The work didn't seem very interesting.
c He didn't have the right skills.