

C. LISTENING

Exercise 1: Listen and complete the notes. Write **ONE WORD ONLY** for each answer.
( **Track 7.1**)

Background

- The speaker became a journalist after she 1 _____ to write a successful novel.
- The speaker became involved in a 2 _____ factual television programme.

Advantages

- Travelling 3 _____ can be very gratifying.
- giving viewers something new and thought-provoking

Disadvantages

- not suitable for anyone who cannot manage rigid 4 _____
- possible deterioration of interpersonal 5 _____

Exercise 2: Read the information. Then listen and choose **six** answers from the list to complete the flow-chart. Write the correct letter, A–I, for each question. ( **Track 7.2**)

For flow-chart completion questions, you may have to choose answers from a list of options. The options may be mentioned in any order and not all of them will be required.

Look at the flow-chart before you listen and guess which words might fit both grammatically and contextually. As you listen, focus on each question in turn, as these will be mentioned in order. Finally, remember to listen for signposting language to help you follow the talk.

Headline

Keep short, simple and concise. Must get the 1 of whoever reads it. Apart from the first word, write in lower case. Use ideas from the release and think of it as an 2



First paragraph

Do not use complicated words and avoid 3 Keep grammar straightforward. The aim is to provide a simple and interesting 4

- A** complexity
- B** compact
- C** interest
- D** attention
- E** materials
- F** summary
- G** announcement
- H** articles
- I** repetition



Following paragraphs

Write paragraphs in order of importance and keep them 5, with no long and complicated sentences.



Company information

Provide your website address and attach details of any extra 6 that help prove the facts behind your release.

Exercise 3: Scan the four extracts from the recording script. Choose the correct answers to complete the sentences.

1 OK, so let's start with the headline. Not only should this be brief, clear and to the point, but it also needs to grab the reader's attention. Whilst the first word in the press release could be, and often is, capitalised, the rest of the text should be in lower case.

2 Right, so moving on to the first main paragraph in the body of the article. First and foremost, avoid fancy language. Overlong vocabulary will simply confuse the reader. And you must be careful of repetition – you don't have the time or the space for this. In addition, I would suggest you do not use complicated grammatical structures.

3 Clearly, you need to describe what you do and such like, and this should be done in a few lines. At this stage, link to your web page and other useful information that you'd like to have quoted in the release.

4 Finally, you should tie everything together by providing links to any additional supporting materials, and, of course, details of how you can be reached for further comment.

Headline

Keep short, simple and concise. Must get the **1** of whoever reads it. Apart from the first word, write in lower case. Use ideas from the release and think of it as an **2**



First paragraph

Do not use complicated words and avoid **3** Keep grammar straightforward. The aim is to provide a simple and interesting **4**



Following paragraphs

Write paragraphs in order of importance and keep them **5**, with no long and complicated sentences.



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1 In the flow-chart, 'get' in question 1 is a synonym for

A consider.
B grab.
C treat.

2 In the recording, 'fancy language' and 'overlong vocabulary' are paraphrases of
A complicated words.
B lower case.
C straightforward grammar.

3 In the flow-chart, 'that help prove the facts' in question 6 is a paraphrase of
A additional.
B further.
C supporting.

Exercise 4: Listen and complete the notes. Write NO MORE THAN TWO WORDS for each answer. (Q Track 7.3)

Relationships

- You won't be liked and people may lose 1 _____ in you.
- People you don't know well may stop talking when you 2 _____ your job.
- friends no longer willing to tell you their secrets

Sacrifices

- can be low-paid with long hours and 3 _____ work
- Unless you become well known, you may feel that you aren't valued.

Many rivals

- You need to get noticed.
- if inexperienced, build your 4 _____ using the internet

Exercise 5: Listen and choose six answers from the list to complete the flow-chart. Write the correct letter, A–I, for each question. (Q Track 7.4)

