



Exam information: Form completion (2): Addresses

As you saw in Unit 1, in the IELTS Listening exam, you may have to complete a form. Sometimes the missing information is an address or part of an address.

In English speaking countries addresses are written like this:

24 Farm Road (first line: the house number and the street name)

Addington (second line: the town or city)

Surrey (third line: [optional] the state, country, province or region)

CR0 5XD (last line: the code for the town or city)

When you hear an address, there will be pauses between the parts. If the address is on one line, put commas between each section: 24 Farm Road, Addington, Surrey, CR0 5XD

There are a variety of synonyms for 'street' and 'road', which you should know how to spell: Street, Road, Avenue, Crescent, Drive, Lane, Hill, Gardens.



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Listen for the pauses in the addresses 1–3. The pauses show where the information is separated. Mark the pauses with commas on the addresses below.

- 1 78A High Trees Street Sydney 2316
- 2 354 Castle Avenue Edinburgh E5 7HU
- 3 86 The Drive New York 45008



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You are going to hear a conversation between a student who is enrolling at university and a university administrator. Listen and complete the form below. Write **NO MORE THAN THREE WORDS AND/OR A NUMBER**.

Enrolment form

Name: Peter **1** _____

Course: BSc Economics

Faculty: **2** _____

University address: Room 112, **3** _____ Residence, Duke Street, Newcastle

Home address: 56, Grove Street, Manchester, **4** _____



Exam information: Note completion (2)

As you saw in Unit 3, in the IELTS Listening exam, you may have to complete notes. Notes are different from full sentences. In a sentence there is a subject and a verb, which is often followed by an object. In notes one or more of the parts of a sentence are not always needed.

You will hear the words you need in the recording; you will not need to paraphrase the words to complete the notes.

8 Complete the notes with the information in the sentences a–d. Write **NO MORE THAN TWO WORDS AND/OR A NUMBER**.

- a Students may borrow up to eight books from the library at any one time.
- b The lecture on molecular biology has moved from room 102 to room 105.
- c There are a limited number of university tours taking place this week so make sure you book your place as soon as possible to avoid disappointment. You can book in person through the Students' Union office or by telephoning Student Services.
- d Feedback on your essay will be given by your personal tutor during the tutorial times. If you cannot attend the tutorial time, please speak to the administrator in the faculty office to arrange a more convenient time.

- Library book limit: **1** _____
- Room change for **2** _____ : Lecture room 105
- University tour booking procedures: Call Students' Services or book at Students' Union office **3** _____
- Essay feedback from: **4** _____



9 You are going to hear a student asking questions about the Students' Union services. Listen and complete the notes. Write **NO MORE THAN TWO WORDS AND/OR A NUMBER**.

Students' Union services

3 main areas:

- Give advice and information
- Organise **1** _____ events
- Campaign for students' rights

6 advisors: specialists in **2** _____ and travel

Location of 24-hour helpline number: **3** _____