Unit 2 Ticking and Table-filling

Exercise 2.01 Ticking (True or False)

Questions 1–9

Listen to a talk given by a professor. Based on the information you hear, decide whether the statements below are true or false and tick (√) the corresponding columns, True (T) or False (F). The recording is played once only.

Example: *The professor's name is William Grain.*

	T	F
		√
1. The professor's contact details are on the noticeboard.		
2. The French Department has 6 teaching staff.		
3. There is a 30-pound deposit if you borrow a DVD from the Language Resource Centre.		
4. Photocopying is cheaper in the library than in the Language Resource Centre.		
5. First-year students can study either French Literature or French Philosophy.		
6. Students must buy the books for the French Literature course from the bookshop.		
7. Students must attend seminars but do not have to attend lectures.		
8. First-year students have a combined total of 14 hours of seminars and lectures every week.		
9. If a student misses more than three lectures or seminars, they may have to speak to the police.		

LIVEWORKSHEETS

Exercise 2.02 Ticking

Questions 1–4

Listen to a conversation. Tick (√) the answers for the following questions. The recording is played once only.

Nat and Karlene have popped into Greenbacks coffee house for a cup of coffee and a light snack.

1–2. Which do Nat and Karlene order to drink?
(For each person, tick the item which they finally order.)

Drinks	Nat	Karlene
Latte	_____	_____
Cappuccino	_____	_____
Iced coffee	_____	_____
Black coffee	_____	_____

3–4. Which food do Nat and Karlene order?
(For each person, tick the item which they finally order.)

Food	Nat	Karlene
Jam doughnut	_____	_____
Chocolate croissant	_____	_____
BLT sandwich	_____	_____
Danish pastry	_____	_____
Chocolate bar	_____	_____

LIVEWORKSHEETS

Exercise 2.03 Ticking & Correcting

Questions 1–7

Listen to a conversation between a customer and the manager of a ski and snowboard shop. Tick (√) the correct information. If the information is incorrect, write corrections. The recording is played once only.

SNOW SHACK SKIING AND SNOWBOARD EQUIPMENT

Charges for Equipment Hire

Examples		
Skis	*$28/day*	*$26.50/day*
Skis, gloves, mask	*$36/day*	√
Snowboard	$30/day	1. _____
Snowboard instruction (individual)	$125/day	2. _____
Snowboard instruction (group)	$67/day	3. _____

Ski-centre Seasons

	From	To	
Closed	1st April	30th September	4. _____
Off-peak (Pre-Christmas)	1st October	30th November	5. _____
Off-peak (Post-Christmas)	1st March	31st March	6. _____
Peak	1st December	28th February	7. _____

LIVEWORKSHEETS

Exercise 2.04 Ticking

Questions 1–6

Listen to a conversation between Tom and Karen about going out to a nightclub.

Tick (√) the "Coming to club" column if the information is correct. If a certain person is not coming to the club, write the reason in the "Not coming, ..." column. Write NO MORE THAN THREE WORDS AND / OR A NUMBER. The recording is played once only.

Question	Name	Coming to club	Not coming, ...
Example	*Mark*		*finishing essay*
1.	Graeme		
2.	Tess		
3.	Nancy		
4.	Richard		
5.	Peter		
6.	Isabel		

Exercise 2.05 Ticking & Correcting

Questions 1–6

Listen to a talk. Tick (√) the correct information and write corrections for incorrect information. The recording is played once only.

Examples ***Answers***

at the Shellaton Hotel *Star Crown Hotel*
live band playing √

1. formal dress _____
2. cost of buying a ticket: $40 _____
3. 100 guests _____
4. ballroom on the 3rd floor _____
5. (official) finish at 1 a.m. _____
6. John Smith, the manager, is leaving. _____

LIVEWORKSHEETS

Exercise 2.06 Table filling

Questions 1–7

Listen to a conversation between a customer and a customer service clerk. Complete the form. Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer. The recording is played once only.

INTERCITY FLOWERS ORDER FORM	
Name	Brian 1. _____
Customer number	2. _____
Address	3. _____ Road, Bragton
Phone number	4. _____
E-mail address	5. _____
If nobody is at home, leave the flowers ...	6. _____
Price	7. £_____

Exercise 2.07 Table filling

Questions 1–7

You are going to hear a phone conversation. Complete the details on the report form with the information you hear. Write NO MORE THAN TWO WORDS AND/OR A NUMBER for each answer. The recording is played once only.

BRITISH RAIL LOST PROPERTY REPORT FORM	
Name	George 1. _____
Address	2. 9 _____ Lane, Chavton
Driver's licence number	3. _____
Licence left in a	4. _____ bag
Train departure station and time	Chigley at 5. _____
Train arrival station and time	Camberwick Green at 6. _____
Where else reported?	7. _____

LIVEWORKSHEETS

Exercise 2.08 Table filling

Questions 1–6

Complete the form below, based on the information in the conversation you hear. Write ONE WORD AND/OR A NUMBER for each answer. The recording is played once only.

ZAPTASTIC DRY CLEANER'S	
Garments	1 pair of trousers, 1. _____, 2 jackets
Name	Jeremy 2. _____
Address	3. _____ Street
Telephone no.	4. _____
Date ready for collection	5. _____
Day of week ready for collection	6. _____

Exercise 2.09 Table filling

Questions 1–6

You will hear a conversation between two colleagues. Based on what they say, complete the message below. Write ONE WORD AND/OR A NUMBER for each answer. The recording is played once only.

MESSAGE	
Name	Danielle 1. _____
Title	2. _____
Address	3. _____ Avenue
E-mail address	4. _____
Telephone number	5. _____
Call any time, except	6. 12:00– _____

LIVEWORKSHEETS