

Exercise 8 Controlling concentration 91.MP3

Allen is a counsellor in the university. Susan is a first-year student. Listen to their conversation and fill in the missing information in the notes below.

You can improve your 1. by identifying and eliminating internal and external distractions. Internal distractions are 2. that you can take control of since they originate within you. External distractions may be 3. your control, but you can learn to control 4. to them. To minimise internal and external distractions, take care of your 5. before beginning a task, maintain a positive attitude towards studying, and work to 6. that you know cause your worry and stress. You can improve your concentration by having a 7. to study. Choose a quiet location with adequate 8. Select comfortable 9. suited to your needs. Keep your books and supplies readily 10. so you don't have to interrupt your studying to find them. How you study can also 11. your concentration. Use your 12. efficiently. Break large tasks into 13. ones. Study similar subjects at 14. times. Take frequent 15. Reward yourself for work accomplished. Use your own 16.

EXERCISE 92.MP3**Questions 1-3**

Listen to the conversation and circle the right letters.

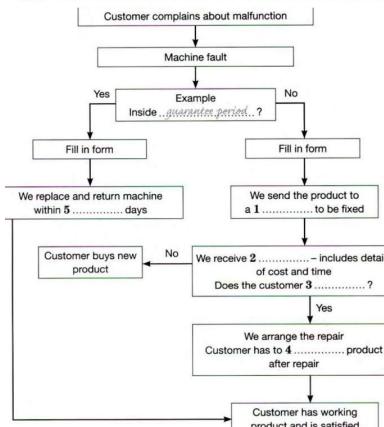
1. Which lab can students drop in any time when they are open?
A. Room 113, Building 315 B. Room 114, Building 315
C. Room 110, Building 355 D. Room 112, Building 356
2. How many computers are there in each lab dedicated to students' access?
A. 20 B. 27 C. 30 D. 54
3. How many general-purpose labs are for class use?
A. 2 B. 4 C. 6 D. 11

Questions 4-8

Listen to the conversation and complete the notes below.

4. Labs and computer equipment are for students' use.
5. You should limit your session on the computer to at a time when the computers are busy.
6. When you leave the lab for a break, you should your work and make the computer for others to use.
7. No or in the labs.
8. Please limit printing to of a document and please do not start printing less than before the lab closes.

1.18 Listen to the first part of the recording and complete the gaps in the flow chart. Write NO MORE THAN TWO WORDS OR A NUMBER for each answer.



6 1.19 The form below is taken from a form completion task. It follows on from the flow chart in exercise 5. Listen to the recording and complete the form. Write ONE WORD OR A NUMBER for each answer.

Harvey's Homewares	
Faulty Product Replacement Instruction	
Product Make: Gleeware	
Model: Breadmaker 3	
Model No: 6	
Shop where bought: Bluewater	
Date of purchase: 2.12.13	
Customer surname: 7	
Initials: J.H	
House number: 8 Road name: 9 Gardens	
Postcode: AD22 4SC	
Day of delivery: 10	

6 1.1.1 Listen to the recording, complete the gaps in the table

	Price now	Main advantage	Second advantage	Length of guarantee	Main disadvantage
Analogue radio	Example: £29.99	Cheap	Excellent 3 with expensive systems	4	Service will finish soon
Digital radio	1 £ 2 Lots of	Little or no interference	2 years	5 is short	

8 1.1.2 Listen to the recording and complete the gaps in the table. Write NO MORE THAN ONE WORD AND/OR A NUMBER for each answer.

	old ValueCard	new SuperValue Card
Points	Standard number	Double points
Free credit period	One month	6 months
Interest rate	18.5%	7 %
Cardholder shopping evenings	8 per month	Two per month
Benefits	Free delivery within 9 miles	Free delivery within 50 miles
Fee	Nil	10 £