Name: ..... Class: ..... Date: .....

Questions 14-20

You will hear a telephone message about a Business Studies course.

For each question, fill the missing information in the numbered space with no more than five words.

Business Studies Course

Hello, this is Greenhill College. I'm leaving this message in answer to your enquiry about the Business Studies course. Firstly, you asked when the course starts. It begins on **(14)**_____, and finishes four weeks later on the 7th of July. According to your letter, you're free at this time, so I hope those dates will be all right.

At the beginning of the course, there are no lectures because we spend **(15)**_____. So you won't need to bring anything for the class, as everything is provided. Don't forget, however, that although you can bring your own laptop if you wish, **(16)**_____ in the classroom. I'm afraid these can disturb the classes, so they've now been banned.

You said you're coming by car. Well, as it's only a short course, you can use the visitor's car park which is just beside the main entrance. We're only **(17)**_____. Just turn right after the science and technology centre, cross the staff car park, and you'll see the door to the Business Studies Department in front of you.

Finally, you also wanted to know if it's possible to attend **(18)**_____ while you are here. Well, the answer is yes, but we only have room on our Italians classes. On, no actually ... there's one place on the Spanish course too. We usually offer French and Japanese as well, but there aren't **(19)**_____ for those classes this summer.

So, I think that's all. But if you need to **(20)**_____, please call Sonia Ashleigh – that's spelt A-S-H-L-E-I-G-H. She's the secretary in the Business Studies department, and she'll be happy to help. Thank you for your enquiry.

LIVEWORKSHEETS