COMPANY TRAINING DAY LISTENING

You will hear a manager called Sandra talking about a company training day. For each question, write the correct answer in the gap. Write one or two words or a number of date or a time.

Some of the training sessions may take place in a (1)_____ to the one in the program.

Your training sessions will be confirmed by email on (2)_____

Please complete the (3)_____ in the materials before you come to the training event.

Please give your completed questionnaire to the (4)_____ after the training day.

The (5)_____ will be closed on the training day.

Remember to check the noticeboard outside room (6)_____ for any last-minute changes.

LIVEWORKSHEETS