

Part 3



Questions 14–19

For each question, write the correct answer in the gap. **Write one or two words or a number or a date or a time.**

You will hear a manager called Sandra talking about a company training day.

Company Training Day

Some of the training sessions may take place in a (14) to the one in the programme.

Your training sessions will be confirmed by email on (15)

Please complete the (16) in the materials before you come to the training event.

Please give your completed questionnaire to the (17) after the training day.

The (18) will be closed on the training day.

Remember to check the noticeboard outside room (19) for any last-minute changes.