

## 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.