PART 3

And finally, news of an interesting club that started recently and meets here every week. The Speakers' Club is aimed at anyone who needs to develop their (1)_____. Perhaps you have to give talks to colleagues at work or need to practice a presentation you have prepared for a (2)_____.

The Speakers' Club offers a (3)_____ in the main hall, where members can learn from each other as well as through talks given by highly experienced speakers from the world of business or entertainment. We look at everything from (4)_____ and eye contact to storytelling and delivery.

A typical (5)_____ starts at 7.00 with tea, coffee and biscuits before we listen to the speaker and start looking at a (6)_____. Members are then given the chance to change a (7)_____ they've prepared before the session so that it includes the ideas presented by the speaker. We also invite you to enter one of our (8)_____ each year.

We understand that clubs like ours might not (9)_____ everyone and we like to give you the chance to see for yourself how we operate before you join. So, we invite anyone to attend their first session (10)_____. However, in order for us to manage the numbers of people attending, please make sure you reserve a place first or you may not be able to (11)_____.

If you do decide to join us, (12)_____ is £170 per year. Arrangements can be made to pay the membership fee once a month. Membership allows you to attend all sessions during the year and gives you access to private areas of the website and the chance to take part in our social events.

PART 4

Interviewer: I'm really pleased to have Penelope Leigh with us today to talk about the best ways to revise in (1)_____ for an exam. What's your number one piece of advice, Penelope?

Penelope: Well, some students might not like to hear this but there's no easy (2)_____. The best way to learn something is to understand it. This will put the information into your (3)_____ and you're less likely to forget it.

LIVEWORKSHEETS

Interviewer: So how do we do that? It sounds quite challenging.

Penelope: Some people choose to read things again and again, hoping this will help them remember. But most of the time, this doesn't work. You should underline or make a note of (4)_____, and a great tip is to try explaining these points to a friend or relative. If you can explain it clearly, you probably understand it.

Interviewer: What do you think about trying to revise a few days before an exam?

Penelope: This isn't always a good idea. It's OK if you just want to (5)_____ things you've learnt in previous weeks or months but not to (6)_____ this method on its own. Organise your revision over weeks, or even months, going over your notes occasionally to remind yourself of key points.

Interviewer: Are some subjects easier to revise than others?

Penelope: I'm not sure the subject matter is important. I think it's more about being interested in what you are learning. If the subject is boring it's more difficult to understand and learn the (7)_____. Unfortunately, some of us have to learn subjects like these, so try to make them interesting by revising with someone who loves the subject. They may be able to help make it more interesting.

Interviewer: What about music? Can that help us (8)_____?

Penelope: It's difficult to say. I know some people love listening to their favourite tunes when they revise. I personally find it difficult to concentrate if a song comes on that I love. And actually, research has been carried out that showed listening to music (9)_____ our ability to revise, so it's not something I would do.

Interviewer: OK, so any more (10)_____for students who are listening?

Penelope: OK, let's imagine you've successfully understood key points and just want to remember them for the exam. Try making a word out of the first letters of each key point. Then all you need to do is remember the word. Or make a (11)_____using the key points. These are better ways of learning than trying to remember lists on their own.

LIVEWORKSHEETS