

LESSON 1: SECTION 1 & SECTION 2

SECTION 1

Exercise 1

1. Dictation

SECTION 1

OFFICIAL: Hello?

WOMAN: Oh, hello. I wanted to enquire about [] in the Village Hall, for the evening of September the first.

OFFICIAL: Let me just see ... Yes, we have both rooms available that evening. There's our Main Hall - that's got seating for 200 people. Or there's the Charlton Room ... *Example*

WOMAN: Sorry?

OFFICIAL: The Charlton Room - C-H-A-R-L-T-O-N. That's got seating for [] one *Q1*
hundred.

WOMAN: Well, we're [] to raise money for a charity, and we're hoping for at least 150 people, so I think we'll go for the Main Hall. How much would that cost?

OFFICIAL: Let's see. You wanted it for the evening of September 1st?

WOMAN: Yes, that's a Saturday.

OFFICIAL: So from six pm to midnight that'd be £115 - that's the weekend price, it's £75 on [] *Q2*

WOMAN: That's all right.

OFFICIAL: And I have to tell you there's also [] £250, which is returnable of course as long as there's no damage. But we do insist that this is paid in cash, we don't take cards for that. You can pay the actual rent of the room however you like though - [] *Q3*

WOMAN: Oh, well I suppose that's OK. So does the charge include use of tables and chairs and so on?

OFFICIAL: Oh, yes.

WOMAN: And what about parking?

OFFICIAL: Yeah, that's all included. The only thing that isn't included is ... you said you were organising a dinner? *Q4*

WOMAN: Yeah.

OFFICIAL: Well, you'll have to [] the kitchen if you want to use that. It's £25. It's got very good facilities - good quality cookers and fridges and so on.

WOMAN: OK, well I suppose that's all right. We can [] in our entry charges.

OFFICIAL: Right. So I'll [] of that. Now there are just one or two things you need to think about before the event. For example, you'll have to see about getting a licence if you're planning to have any music during the meal. *Q5*

WOMAN: Oh, really?

OFFICIAL: It's quite straightforward, I'll give you the details later on. And about a week or ten days before your event you'll need to contact the caretaker, that's Mr Evans, to [] *Q6*
[] for entry - he'll sort that out with you.

WOMAN: And do I give him the payment as well?

OFFICIAL: No, you do that directly with me.

WOMAN: Right. Now is there anything I need to know about what happens during the event?

OFFICIAL: Well, as you'll be aware, of course the building is no smoking throughout.

WOMAN: Of course.

2.

- OFFICIAL: Now, are you having a band?
- WOMAN: Yes.
- OFFICIAL: Well, they'll have a lot of equipment, so rather than using the front door they should
Q7
vi round the back and use the stage door there. You can open that
from inside but don't forget to lock it at the end.
- WOMAN: OK.
- OFFICIAL: And talking of bands, I'm sure I don't need to tell you this, but you must that no one fiddles about with the black box by the fire door – that's a system that cuts in when the volume reaches a certain level. It's fr
- WOMAN: Sure. Anyway, we want people to be able to talk to one another so we don't want anything too loud. Oh, that reminds me, we'll be having speeches – are there any microphones available?
- OFFICIAL: Yeah. Just let the caretaker know, he'll get those for you. Right, now when the event is over we do ask that the premises are left in good condition. So there's a locked cupboard and you'll be informed of the code you need to open that. It's got
Q8
all the brushes and detergent and so on.
- WOMAN: Right. So what do we need to do after everyone's gone? Sweep the floors I suppose?
- OFFICIAL: Well, actually they have to be washed, not just swept. Then you'll be provided
Q9
with black plastic bags, so all the rubbish must be and the door.
- WOMAN: Of course. We'll make sure everything's left tidy. Oh, and I forgot to ask, I presume we can have decorations in the room?
- OFFICIAL: Yes, but you must afterwards. Q10
- WOMAN: Sure.
- OFFICIAL: And the chairs and tables should be neatly at the back of the room
- WOMAN: I'll make sure I've got a few people to help me.

Exercise 2

1. Dictation

SECTION 1

CAROLINE: Good Morning. Youth Council. Caroline speaking.

ROGER: Oh, hello, I'm interested in election to the Youth Council, and I was told to .

CAROLINE: That's good. Could I have your name, please?

ROGER: Yes, it's Roger Brown.

Example

CAROLINE: Thank you. I'm Caroline, the Youth Council administrator. So do you know much about what the Council does, Roger?

ROGER: I've talked to Stephanie – I think she's the chair of the Council.

CAROLINE: That's right.

ROGER: And she told me a lot about it. How it's a way for young people to discuss , for example, and make suggestions to the town council. That's what made me interested.

CAROLINE: Fine. Well let me some of your details. First of all, how old are you? You know the Council is for young people aged from 13 to 18?

ROGER: I've just turned 18.

CAROLINE: And where do you live, Roger?

ROGER: Well, that's At the moment I'm looking for a flat to rent here, so I'm in a hostel from Monday to Friday. I go back to my parents' place at the weekend.

Q1

CAROLINE: OK, so where's the best place to send you some information about the Council?

ROGER: Oh, to my parents' address, please. That's 17, Buckleigh Street – B-U-C-K-L-E-I-G-H Street, Stamford, Lincolnshire, though you don't really need the county.

Q2

CAROLINE: Oh, I know Stamford – it's a lovely town. And what's the postcode?

ROGER: PE9 7QT

Q3

CAROLINE: Right, thank you. So are you working here, or are you a student?

ROGER: I started studying at the university ago, and I've got a part-time job for a few hours a week.

CAROLINE: What do you do?

ROGER: Well, I've done several different things. I've just finished a as a courier, and now I'm working as a waiter in one of the big hotels.

Q4

CAROLINE: Uhuh. That can't leave you much time for studying!

ROGER: Oh, it's not too bad. I manage to fit it all in.

CAROLINE: What are you studying?

ROGER: My ambition is to go into parliament eventually, so my major subject is politics. That's partly why I think the Youth Council is important and want to be it.

Q5

CAROLINE: And I suppose you're also taking a minor subject, aren't you? I know a lot of people study economics too.

ROGER: I chose history. To be honest, I'm not finding it as interesting as I expected!

- CAROLINE: OK, so with your studying and your [] do you have time for any other interests or hobbies?
- ROGER: Well, I spend quite a lot of time cycling – both around town to [] university and [] to work, and also long distance, from here to London, for instance. Q6
- CAROLINE: That's pretty impressive! Anything else?
- ROGER: For relaxation I'm also keen on the cinema – I used to go at least once a week, but Q7 I can't manage to go so often now.
- CAROLINE: Right. Are you sure you'll have enough time for the Youth Council?
- ROGER: Yes, I've worked out that I can [] to reduce my hours at work, and that will make the time.
- CAROLINE: So is there any particular aspect of the Youth Council's work that [] to you, Roger?
- ROGER: Well, my sister is blind, so I'm particularly interested in working with disabled young Q8 people, to try and improve the [].
- CAROLINE: That's great. Well, the best way to get involved is to be nominated by some people who you know.
- ROGER: Right. Can you tell me how to [] that?
- CAROLINE: You should talk to Jeffrey, our Elections Officer. I can [] in the council office with him, if you like.
- ROGER: Yes, please.
- CAROLINE: He'll be here next Monday, if that suits you.
- ROGER: That's the 14th, isn't it?
- CAROLINE: Yes.
- ROGER: I can manage late afternoon.
- CAROLINE: Would you like to suggest a time? He generally leaves around 5.30.
- ROGER: Well, would 4.30 be OK? My last class finishes at 4, so I'd have [] to Q9 get to your office.
- CAROLINE: Right, that's fine. Oh, and could I have a phone number we can contact you on?
- ROGER: Yes, my mobile number's 07788 136711. Q10
- CAROLINE: Thank you. Well, we'll look forward to seeing you next week.
- ROGER: Thanks very much. Goodbye.
- CAROLINE: Bye.