

UNIT 4: FINANCE AND BUSINESS

LISTENING

Exercise 1: In this unit, you will practise the skills you need to answer short-answer, five-option multiple-choice and diagram labelling questions in the IELTS Listening test.

Read the information. Then listen to three short recordings about a bank and answer the questions. Write **NO MORE THAN TWO WORDS** for each answer. (Track 4.1)

In short-answer questions, you answer questions, often in note form, using words from the recording. It is important that you understand what the questions are asking. Look for *wh*-question words to help you predict the answer, and read the whole question fully.

- 1 Where was the bank previously located? _____
- 2 What is the newest available product mentioned? _____
- 3 What is only available to existing customers? _____

Exercise 2: Read the information. Then listen to the bank manager. Which products do the questions describe? Write the correct letter, A–E, for each question. (Track 4.2)

You may be asked to choose correct answers from a box. You will hear the questions in the correct order, but not the answers. Read the questions before you listen and the answers while you listen.

- | | |
|--------------------------|------------------------------------|
| A student account | 1 can only be arranged online ____ |
| B retirement account | 2 must provide identification ____ |
| C mobile phone insurance | 3 cannot be bought on its own ____ |
| D travel insurance | |
| E pet insurance | |

Exercise 3: Read the information. Then listen to a description of a process and put the instructions in the correct order. (Track 4.3)

When you are listening to a description of a process, sequencing language helps you know when the correct answer is coming. Examples of sequencing language include *first, once, after, next, finally*, etc.

- put your card and money away
- enter your PIN
- insert your card into the machine
- follow the on-screen instructions
- cover the keypad

Exercise 4: Read the information. Then listen to the description of the process again. Complete the sentences from the description with the words in the box. (Track 4.4)

In the IELTS Listening test, use your knowledge of sequencing language to help you know when the correct answer is coming.



after

as soon as

before

finally

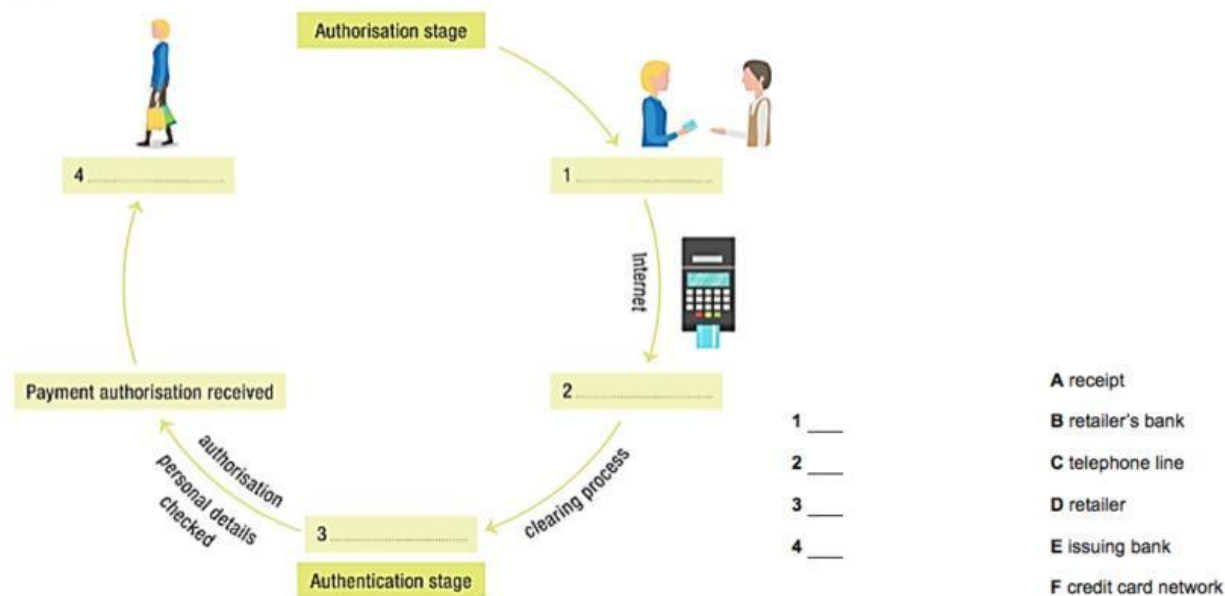
next

once

when

- 1 , insert your card into the machine.
- 2 the card has been inserted correctly, follow the on-screen instructions.
- 3 Be sure to cover the keypad asked to enter your PIN.
- 4 your identity is confirmed, you may proceed with the transaction.
- 5 the transaction is complete, you should be informed of any fees.
- 6 Make sure you do this you're asked.
- 7 , before you move away from the machine, put your card and your money away.

Exercise 5: Listen and complete the diagram. Write the correct letters, A–F, for answers 1–4. (Track 4.5)



Exercise 6: Listen and answer questions 5–7. Write NO MORE THAN TWO WORDS for each answer. (Track 4.6)

- 5 How should you behave if you receive an unexpected phone call? _____
- 6 What should you do if you are not sure about a caller? _____
- 7 What can you use to protect your electronic devices? _____

Exercise 7: Listen and complete sentences 8–10. Write NO MORE THAN TWO WORDS for each answer. (Track 4.7)

- 8 Always remove _____ from social media sites.
- 9 Don't accept friend requests from _____.
- 10 Only share information about your life, work and interests with people you _____.

