Unit 7: Exercise 5

Read the information. Then listen and choose six answers from the list to complete the flow-chart. Write the correct letter, A–I, for each question.

For flow-chart completion questions, you may have to choose answers from a list of options. The options may be mentioned in any order and not all of them will be required.

Look at the flow-chart before you listen and guess which words might fit both grammatically and contextually. As you listen, focus on each question in turn, as these will be mentioned in order. Finally, remember to listen for signposting language to help you follow the talk.

Headline
Keep short, simple and concise. Must get the **1** ..... of whoever reads it. Apart from the first word, write in lower case. Use ideas from the release and think of it as an **2** ..... .

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First paragraph
Do not use complicated words and avoid **3** ..... . Keep grammar straightforward. The aim is to provide a simple and interesting **4** ..... .

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Following paragraphs
Write paragraphs in order of importance and keep them **5** ..... , with no long and complicated sentences.

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Company information
Provide your website address and attach details of any extra **6** ..... that help prove the facts behind your release.

A complexity

B compact

C interest

D attention

E materials

LIVEWORKSHEETS

F summary

G announcement

H articles

I repetition



1 ___

2 ___

3 ___

4 ___

5 ___

6 ___

LIVEWORKSHEETS