

## MINI TEST 1

### LISTENING: COMPLETION

Questions 1 - 10 (File 1): Complete the notes below

Write **NO MORE THAN THREE WORDS AND/ORE A NUMBER** for each answer

MINTONS CAR MART	
Customer Enquiry	
Example	Answer
Make:	Lida
Engine size:	1. ....
Model:	Max
Type of gears:	2. ....
Preferred colour:	3. ....
<b>FINANCE</b>	
Customer wishes to arrange	4. ....
Part exchange?	
<b>PERSONAL DETAILS</b>	
Name:	Wendy 5. ....
Title:	6. ....
Address:	20, Green Banks
	7. ...., Hampshire
Postcode:	GU8 9EW
Contact number:	8. (for ..... only) 0798 257643
<b>CURRENT CAR</b>	
Make:	Conti
Model:	Name: 9. ....
Mileage:	Maximum 70.000

Colour:	Metallic grey
Condition:	10. ....

**Question 11 - 20 (File 2): Complete the notes below**

*Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer*

#### FEEDBACK FORM

Course: *Communication in Business*

Course code: *CB162*

Dates: *From 11. .... to 12. ....*

Please give your comments on the following aspects of the course:

	Good Points	Suggestions for Improvement
<i>Course organization</i>	<ul style="list-style-type: none"> <li>• 13. ....</li> <li>• useful to have 14. .... at beginning of course</li> </ul>	<ul style="list-style-type: none"> <li>• too much work in 15. .... of the course - could be more evenly balanced</li> </ul>
<i>Course delivery</i>	<ul style="list-style-type: none"> <li>• good 16. ....</li> </ul>	<ul style="list-style-type: none"> <li>• some 17. .... sessions went on too long</li> </ul>
<i>Materials and equipment</i>	<ul style="list-style-type: none"> <li>• good 18. ....</li> </ul>	<ul style="list-style-type: none"> <li>• not enough copies of key texts available</li> <li>• need more computers</li> </ul>
<i>Testing and evaluation</i>	<ul style="list-style-type: none"> <li>• quick feedback from oral presentations</li> <li>• marking criteria for oral presentations known in advance</li> </ul>	<ul style="list-style-type: none"> <li>• too much 19. ....</li> <li>• can we know criteria for marking final exams?</li> </ul>
<i>Other comments</i>	<ul style="list-style-type: none"> <li>• excellent 20. ....</li> </ul>	