84.MP3

Listen to the talk about the university's calendar. Write down the missing days and dates in the correct places.

Activity	Day	Date
Orientation (new students)	*Thursday*	*August 31st*
Labour Day holiday (no school)		
First day of class		
Thanksgiving Day		
Last day of class		
Exam		

Fill in the missing information in the notes.

Regular attendance at this school is 1. ..... in all classes and lectures. We expect at least 2. ..... attendance. Attendance is taken by each 3. ..... teacher. You cannot 4. ..... in school if attendance is irregular. Absences of 5. ..... or more will result in students being placed on probation for 6. ..... . Continued absences may result in the students being required to 7. ..... from the school.

It's our expectation you will all 8. ..... to realise your full potential and 9. ..... your talents to this year's activities.

Exercise 2 About the course

85.MP3

Listen to the talk and write down the missing information in the notes below.

The emphasis in the course is on

1. observing how ..... use English,
2. ..... how the language is used,
3. discussing ..... ,
4. ..... the language as it is really used.

Circle the correct letters.

5. What's the emphasis on in the second part of each unit?
   A. Being able to use language yourself
   B. Knowing the language

LIVEWORKSHEETS

C. Understanding other languages

D. Describing the language

6. Who is the course designed for?

A. People who want to know English

B. People who want to understand written English

C. People who want to use English

D. People who want to study English

7. What assumptions are made in the course?

A. To study the spoken English

B. To study English grammar rules

C. To study reading

D. To learn to use effectively the words you know already

E. To use authentic materials

8. The speaker's aim is to .....

A. introduce students to course design

B. introduce students to university expectation

C. introduce students to university life

D. warn students about the difficulties of studying

Exercise 3 Being involved in campus life

86. MP3

Questions 1-3

Listen to the talk and circle the correct letters.

According to the first speaker:

1. The focus of the lecture series is on .....

A. coping well with campus life

B. being a confident student

C. setting in at university

D. eating well at university

2. The lecture will be given by .....

A. the president of the Students Union

B. the coordinator of the Students Union

C. the course director

D. the tutor

LIVEWORKSHEETS

According to the second speaker:

3. Today's lecture is on .
   A. studying well
   B. eating well
   C. being involved in campus life
   D. meeting the tutor

Questions 4-6

Fill in the missing information in the notes.

People who can help: your instructors, 4. , counsellors, department heads, resident advisors, 5. , and club 6. .

Questions 7-10

Complete the table below. Write the appropriate letters A-H against questions.

College Services	Main Role
The Registrar's Office	*Example: A*
The Career Centre	7.
The Guidance Office	8.
Learning Labs and Libraries	9.
The Financial Aid Office	10.

Main Roles
A. To answer all questions about records and grades
B. To help assess your interests and skills
C. To teach how to play tennis
D. To offer help with course selection and scheduling
E. To offer personal counselling
F. To provide equipment and learning resources
G. To handle questions about fee payment
H. To provide information about jobs available on campus

LIVEWORKSHEETS

87.MP3

Two students are talking in the students' canteen. Listen to the conversation and fill in the missing information in the notes below.

The first-year students' life can be exciting but 1. ..... for the first week. Many students will feel very 2. ..... since it is their first time 3. ..... from home. The first-year students will live in a 4. ..... on campus. It soon helps them to make some 5. ..... friends. They may move out into a 6. ..... room in their second or third year, or share a house with friends.

During the first week, all the clubs and societies will hold 7. ..... during which they try to 8. ..... new students to join their society. Marti wants to join some 9. ..... clubs so he can have something to do in 10. ..... time. The first week students may be taken to 11. ..... the campus. You can see groups of students 12. ..... the huge campus and finding their way around in the first week of university. And at weekends, the university may 13. ..... some trips to places nearby.

Exercise 5 Be a successful student

88.MP3

Listen to the talk and complete the statements.

To be a successful student:

1. First, you should ..... who you are and what you want to be.
2. You need to ..... for your goals.
3. Write down your short-term goals and break them into ..... so you know exactly what you need to do each week.
4. Break down your projects or goals into small, ... steps and work towards them ..... at a time.
5. You can ..... yourself with a treat, for example some healthy snack or game, for making progress on a project.
6. You can work with ..... and encourage each other.
7. You can design your ..... schedule and stick to it.
8. Be in control. Don't interrupt your study time for ..... or TV shows.

LIVEWORKSHEETS

Exercise 6 89.MP3

Listen to the conversation and write down the missing information in the notes below.

The Homestay Programme is designed to promote 1. ..... and language learning and to provide the opportunity for 2. ..... exchange between Canadians and international students who attend the university. Local people 3. ..... their homes to students so that they may experience an exchange of friendship across cultures. Many friendships that last a 4. ..... have developed from these stays.

All kinds of families participate in this Homestay Programme. All hosts will speak English fluently, but some may have 5. ..... . Each family understands the responsibilities of the host. Most of the hosts are kind and friendly and 6. ..... meeting students from other countries. They also 7. ..... that the programme is not designed for their financial gain.

Students must be willing to 8. ..... with their hosts to establish 9. ..... relationship with their hosts. This communication will require 10. ..... , patience and effort because cultural and language differences sometimes create misunderstandings and confusion. The hosts will be 11. ..... about the students and will want to help. They will 12. ..... the students to discuss their thoughts and feelings 13. ..... with the host family. If a problem arises that you cannot resolve in this way, the homestay coordinator is always 14. ..... to help you.

Exercise 7 Oxford 90.MP3

Questions 1-11

Listen to the talk and fill in the missing words or figures in the notes below.

Oxford became a town before 1. ..... . Oxford University began to establish itself in the middle of the 2. ..... century and by 1300 there were 3. ..... students. At this time Oxford was a 4. ..... town, but by the middle of the 5. ..... , it was poorer because of 6. ..... in trade and the terrible plague. Relations between the students and the townspeople were very 7. ..... and there was often 8. ..... in the streets. On 10th February 1355, a 9. ..... began, which lasted two days. Sixty-two 10. ..... were killed. One of the punishments was that the University was given 11. ..... of the town for nearly 600 years.

LIVEWORKSHEETS

Questions 12-15

Circle the appropriate letters.

12. How many students are there in Oxford?

A. 12,000 B. 20,000 C. 2,000 D. 120,000

13. Oxford English Dictionary contains ..... entries.

A. 5,000 B. 50,000 C. 500,000 D. 5,000,000

14. "Bulldog" in Oxford is the name given to ..... .

A. sportsmen B. fast runners

C. university policemen D. university teachers

15. In Oxford and Cambridge, the word "punt" refers to ..... .

A. a fast runner B. a policeman

C. a flat-bottomed boat D. a long pole

Exercise 8 Controlling concentration 91.MP3

Allen is a counsellor in the university. Susan is a first-year student. Listen to their conversation and fill in the missing information in the notes below.

You can improve your 1. ..... by identifying and eliminating internal and external distractions. Internal distractions are 2. ..... that you can take control of since they originate within you. External distractions may be 3. ..... your control, but you can learn to control 4. ..... to them. To minimise internal and external distractions, take care of your 5. ..... before beginning a task, maintain a positive attitude towards studying, and work to 6. ..... that you know cause your worry and stress. You can improve your concentration by having a 7. ..... to study. Choose a quiet location with adequate 8. ..... Select comfortable 9. ..... suited to your needs. Keep your books and supplies readily 10. ..... so you don't have to interrupt your studying to find them. How you study can also 11. ..... your concentration. Use your 12. ..... efficiently. Break large tasks into 13. ..... ones. Study similar subjects at 14. ..... times. Take frequent 15. ..... . Reward yourself for work accomplished. Use your own 16. ..... .

LIVEWORKSHEETS

92.MP3

Questions 1-3

Listen to the conversation and circle the right letters.

1. Which lab can students drop in any time when they are open?

   A. Room 113, Building 315 B. Room 114, Building 315

   C. Room 110, Building 355 D. Room 112, Building 356

2. How many computers are there in each lab dedicated to students' access?

   A. 20 B. 27 C. 30 D. 54

3. How many general-purpose labs are for class use?

   A. 2 B. 4 C. 6 D. 11

Questions 4-8

Listen to the conversation and complete the notes below.

4. Labs and computer equipment are for ..... students' use.
5. You should limit your session on the computer to ..... at a time when the computers are busy.
6. When you leave the lab for a break, you should ..... your work and make the computer ..... for others to use.
7. No ..... or ..... in the labs.
8. Please limit printing to ..... of a document and please do not start printing less than ..... before the lab closes.

Exercise 10 English letter writing

93.MP3

Listen to the conversation and fill in the missing information in the notes below.

1. Before you write a letter, you should write your address in the top ..... corner and write ..... below your address. Don't write ..... before your address.
2. In formal letters, you should write the ..... on the left-hand side of the page.
3. If you don't know the person's name, use ..... to begin a letter.
4. It's a custom to write the ..... when you know the person and don't begin with ..... in a letter.

LIVEWORKSHEETS

5. You should write a short final sentence on a _____ line, and write one of the following sentences: I'm looking forward to _____ from you soon, or I hope _____ from you soon.

6. In formal letters, you should end with _____ if you began with Dear Sir.

7. And you normally end with _____ if you begin with Dear Mr. X.

8. In informal letters, you can end with _____, _____ or _____.

Exercise 11 How to become a confident student

94. MP3

Listen to the talk and write down the missing information in the notes below.

Strategies for becoming a confident and successful student include making use of the four keys to success in college.

1. To assess your _____ and weaknesses.
2. To _____ and use your learning style.
3. To sharpen your _____.
4. To _____ others' styles.
5. To be realistic about what you are _____ will help you _____ in which you can succeed.
6. Use your _____ senses to help you take in _____ accurately and remember what you learn.
7. Critical thinking and study skills needed to develop are: _____, solving problems, using creativity, _____, and reasoning logically.
8. You should improve study skills such as _____, listen effectively, read with greater comprehension, and _____ and take tests.
9. You should _____ your instructors' teaching styles in order to make efficient use of _____ and develop _____ with your instructors.

LIVEWORKSHEETS

Exercise 12 95.MP3

Listen to the conversation and fill in the missing words in the notes below.

Why is it easy for the young children to learn a language? Part of the answer is that children have many 1. ..... . They need to be helped by 2. ..... . They have to make their needs known and they are always watching the 3. ..... of what they say and trying 4. ..... of getting what they want. Children are learning 5. ..... all the time. Another part of the answer is that children are 6. ..... in their ways of living. When they are taken from one country to another, they 7. ..... easily from one language to another. Older people are 8. ..... in their ways. They have been hearing and talking one language for 9. ..... time. Their ways of hearing and making sounds and of putting words together are like the 10. ..... a train goes on. They have been up and down their lines of talk and thought 11. ..... times to change them easily.

Most people learn their mother language without being able to 12. ..... at all of how it works. They learn to talk as they learn 13. ....., without any idea of how they do it. People who learn to use a language well do so through 14. ..... with others who use it well, through 15. ..... good writers and through watching the 16. ..... on others of what they say and how they say it. The world needs more 17. ..... who can use languages well. Language is as 18. ..... to men's minds as breath is to their bodies.

Exercise 13 How to take notes 96.MP3

Questions 1-4

Listen to the conversation and circle the right letters.

1. How to keep track of the notes according to Chris?
   A. By putting the lecture topic on the assignments
   B. By putting a date and heading on the first page
   C. By matching up the textbook notes and the lecture topic
   D. By separating the class notes

LIVEWORKSHEETS

2. Which is not mentioned for taking notes?

A. Use a separate notebook for each class

B. Use dividers to set aside different sections in one notebook

C. Use a spiral notebook

D. Use a loose-leaf binder

3. Why does Linda like to use a blue or black ballpoint pen?

A. Because it's good for her eyes

B. Because it's hard for her eyes

C. Because it fades quickly

D. Because it blurs and soaks through the paper

4. Circle the methods that may speed up note-taking.

A. Use a good ballpoint pen

B. Use some standard abbreviations

C. Use your own abbreviations

D. Make a key for your notes

Questions 5-9

Write down the missing information in the notes.

5. You can copy _____ that is written _____ or on overhead transparencies. Test questions often _____ from material that is presented in these ways.

6. You'd better _____ the notes after class.

7. Try to summarise the points in your _____. It will be easier for you to remember your notes.

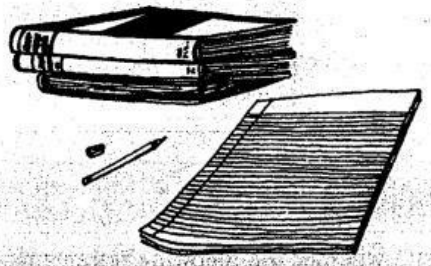
8. You should _____ your notes to fill in gaps while the information is still _____ in your mind. The purpose of taking notes is to help you _____ information.

9. If you seem to be missing something, you should _____ notes with your classmate or see the _____.

LIVEWORKSHEETS

Commonly-used abbreviations and symbols:

1. equal: =	2. with: w/
3. without: w/o	4. number: #
5. therefore: \	6. and: +
7. and so forth: etc.	8. for example: e.g.
9. against: vs.	10. government: gov't
11. introduction: intro	12. information: info
13. department: dept.	14. advantage: adv.
15. organisation: org.	16. maximum: max.
17. individual: ind.	18. compare: cf.
19. association: assoc.	20. politics: pol.



Exercise 14 The dean's speech

97.MP3

Questions 1-5

Circle the correct letters.

1. When are tuition fees going to increase?
   A. October 2000 B. December 2000
   C. September 2001 D. December 2001

2. The reasons that cause the fees to increase:
   A. Faculties and staff salaries have increased.
   B. International students office has been enlarged.
   C. New staff has been added in the home office.
   D. Tuition fees have been increased in many other universities.

3. Since 1998 the tuition fees ..... .
   A. have been increased many times
   B. have been increased once only
   C. have been increased continually
   D. have never been increased

4. The University College of the Caribou is raising its fees to ..... .
   A. $3,600 per term B. $3,800 per term
   C. $13,800 per term D. $13,800 per year

LIVEWORKSHEETS

5. At many institutions, the tuition fees for academic courses
   A. in the first two years are higher than those for the last two years
   B. in the last two years are higher than those for the first two years
   C. for the four years are the same
   D. are different in each year

Questions 6-8

Indicate whether the following statements are true or false by writing **T** for true and **F** for false in the boxes below.

6. The university has decided to charge the same tuition for all four years. ☐
7. The speaker would like to discuss only the fees with students in the office. ☐
8. The speaker's office is in Building 539. ☐

Exercise 15 How to write a summary 98.MP3

Listen to the talk and fill in the missing information in the notes below.

1. Today's lecture is on how to write a summary. One word will help you to write a summary. The word is _____. This word represents _____ to writing a good summary.

2. Study the text. You should read it first _____ to get a sense of the general meaning. Then read more _____, following the writer's argument. It is often helpful to summarise each paragraph in a few words at this stage.

3. Identify the key points. You must _____ the text again and mark the places where _____ is given. You can underline or highlight with a coloured pen.

4. Make notes. This is a very important stage. You should write down the _____ you've identified in note form in _____ words. It is also important in an exam because the examiner needs to know you _____ what you have written and that you are not just copying from the text.

5. Put points in order. You should look at the _____ you have made and see if there are any which go together. Then decide the _____ to put the points in. Number the points in order.

LIVEWORKSHEETS

6. Leave out unnecessary detail. This stage is much like the who cuts off unnecessary parts for making clothes. You should choose the important facts and unnecessary detail.

7. Edit your first draft. You should check the ....., and count the number of words.

LIVEWORKSHEETS