PRE-LISTENING

There are some vocabularies that will appear on the recording. Let's guess the meaning of each vocabulary by dragging its meaning equivalent to the vocabulary.

Sort elements

large or important enough to have an effect or to be noticed

a person or thing that is not included in a general statement

to allow somebody to do something that you do not agree with or like

to make something, such as a tree, fall by cutting it at the base with a sharp tool

a small change made to something in order to correct or improve it

to put money into a bank account

to put something in a place where people can see it easily; to show something to people

a thing that you are given because you have done something good, worked hard, etc.

deposit (verb):	
exception (noun):	
display (verb):	
chop something down (phrasal verb):	
significant (adj):	
tolerate (verb):	
adjustment (noun):	
reward (noun):	

LIVEWORKSHEETS

DURING LISTENING

Complete the flowchart. Write ONE WORD ONLY for each answer.

Procedure to Reduce Copying Waste
(26) ..... that the staff do double-sided copying.
Unwanted copies are (27) ..... into a special recycling tray.
(28) ..... these clearly, for easy reuse.
Stack them in a special copying tray each morning
(29) ..... codes which allow each user to access this tray.
Give highest users a (30) ..... (e.g. cinema tickets).

LIVEWORKSHEETS

VOCABULARY PRACTICE

Let's listen to the recording again and fill in blanks below

Frank: Clearly then, there's a **1** waste of paper here at this university, so I've worked out one practical **2** which could help reduce it — **3** , the waste from the excess **4** .

Nicole: Let me hear it, then.

Frank: Ah obviously, for a start, we've got to ensure that people, including the staff, without **5** , copy both sides of a page. We can't **6** single-sided copying. It's just far too **7** .

Nicole: Absolutely. Just more trees being **8** .

Frank: But as people are doing copying, there may be **9** , and practice copying, producing single-sided copies or blank pages not wanted and not **10** for use. These need to be **11** into a tray for intended recycling —you know, for **12** onto the blank side of the page.

Nicole: But people don't usually do that. I'm afraid it's just human nature. No matter how **13** the copying is, they prefer to use fresh paper.

Frank: Yeah, I agree with you, which is why you need to **14** these papers right in front of everyone, with a clear sign, 'Please Reuse', to make it easy for them to do so.

Nicole: They still won't do it.

Frank: I know. That's why you take some of these papers, and **15** stack them inside the copier, in a **16** tray, once a day—say, in the morning.

Nicole: Well, that's getting better, making it **17** for them to use the paper, but still, I'm afraid many won't.

Frank: That's why you allow everyone to select this tray when copying. You **18** numbers or codes to every person, giving them special access to this **19** tray. Every time they use papers from this, it's tallied up to their account.

Nicole: I know I'm sounding a bit **20** ... or even cynical here... but why should they **21** using that tray?

Frank: Because the person who does the most copying from this recycling tray gets, say, a cinema pass, or **22** ticket, or some other sort of **23** .

Nicole: Ah, right! Now that's a **24** which might just work. Let's **25** it in the office and see what happens.

LIVEWORKSHEETS