

# Test 4

## LISTENING

### PART 1 Questions 1–10

Complete the notes below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

#### Job details from employment agency

**Role** 1 .....

**Location** Fordham 2 ..... Centre  
3 ..... Road, Fordham

#### Work involves

- dealing with enquiries
- making 4 ..... and reorganising them
- maintaining the internal 5 .....
- general administration

#### Requirements

- 6 ..... (essential)
- a calm and 7 ..... manner
- good IT skills

#### Other information

- a 8 ..... job – further opportunities may be available
- hours: 7.45 a.m. to 9 ..... p.m. Monday to Friday
- 10 ..... is available onsite