

# PRACTICE TEST 3: LISTENING

## PART ONE

### Questions 1 – 12

#### How to approach Listening Test Part One

- This part is in three sections. In each section you listen to a telephone conversation or message.
- You will hear each section twice before you hear the next one.
- Before you listen, read the notes. Think about what you are going to hear.
- Note all possible answers as you listen for the first time. Do not make an immediate decision.
- You should write words that you hear without changing them. They must fit the meaning of the notes.
- Decide on your final answer only after you have listened for the second time.
- Check that you have used no more than two words or a number in each numbered space.

- You will hear three telephone conversations or messages.
- Write one or two words or a number in the numbered spaces on the notes or forms.
- You will hear each recording twice.

#### Conversation One (Questions 1 – 4)

- Look at the notes below.
- You will hear a man telephoning his office from a trade fair.

Message from John – trade fair

- new (1) ..... is very popular
- most orders taken for (2) ..... package
- not many orders for (3) ..... software
- send more (4) ..... today

## Conversation Two (Questions 5 – 8)

- Look at the notes below.
- You will hear a woman leaving a message about a meeting.

TODAY BUSINESS MAGAZINE

**Message**

**To:** Stephanie **From:** Celia

At Monday's meeting:

- report results of latest (5) .....
- discuss new (6) ..... section
- agree changes in (7) .....

NB: circulate examples of (8) ..... before meeting

## Conversation Three (Questions 9 – 12)

track 24

- Look at the notes below.
- You will hear a woman telephoning about a recent report.

Report - summary
programme of (9) ..... is effective
introduction of (10) ..... was worthwhile
current (11) ..... lacks focus
Important: review results with the (12) .....
next week

## PART TWO

### Questions 13 – 22

#### How to approach Listening Test Part Two

- This part is in two sections. In each section you listen to five short monologues, spoken by five different speakers. You will hear the first section twice, and then the second section twice.
- For each monologue you must choose one out of eight options.
- First read the task carefully, and make sure that you know what you need to decide.
- Listen for the overall meaning of each monologue. Do not choose an answer just because you hear the same words in the recording as in the question.
- Decide on your final answer only after you have listened for the second time.
- Check that you have not used the same option more than once.

#### Section One (Questions 13 – 17)

- You will hear five speakers talking about their work.
- For each recording, decide what the speaker is trying to achieve.
- Write one letter (A – H) next to the number of the recording.
- Do not use any letter more than once.
- You will hear the five recordings twice.

13 .....

14 .....

15 .....

16 .....

17 .....

**A** to speed up project completion times

**B** to cut expenditure on temporary staff

**C** to rationalise the system of record-keeping

**D** to combine functions across departments

**E** to save time spent in meetings

**F** to co-ordinate projects on different sites

**G** to streamline the recruitment process

**H** to reduce differences among targets

## Section Two (Questions 18 – 22)

- You will hear five speakers talking about business trips.
- For each recording, choose the reason the speaker gives for the trip.
- Write one letter (A – H) next to the number of the recording.
- Do not use any letter more than once.
- You will hear the five recordings twice.

18 .....

19 .....

20 .....

21 .....

22 .....

**A** to re-negotiate a contract

**B** to inspect the condition of some equipment

**C** to meet a potential client

**D** to attend a strategy planning meeting

**E** to visit a trade fair

**F** to recruit a new agent

**G** to investigate potential premises

**H** to review the results of a survey

## PART THREE

### Questions 23 – 30

#### How to approach Listening Test Part Three

- In this part you listen twice to a long conversation, interview or monologue, and answer eight questions.
- Before you listen, read the questions. Think about what will be said.
- Note all possible answers as you listen for the first time. Do not make an immediate decision.
- Listen for overall meaning. Do not choose an answer just because you hear the same words in the recording as in the question.
- Decide on your final answer only after you have listened for the second time.

- You will hear two managers, Louis and Sally, discussing changes in their company.
- For each question **23 – 30**, mark one letter (**A, B** or **C**) for the correct answer.
- You will hear the recording twice.

**23** Sally says that the changes were planned by

- A a cross-departmental team.
- B management consultants.
- C the company chairman.

**24** She says the changes are designed to deal with

- A high staff turnover.
- B increased costs.
- C falling sales.

**25** What does Louis feel about the changes?

- A They should have happened sooner.
- B Some managers will dislike them.
- C Their success will be limited.

**26** Sally says the new working hours will be

- A less productive in the long run.
- B unpopular with some staff.
- C difficult to control.

- 27** She thinks that the new sales targets
- A fail to consider competitors.
  - B are too high for her department.
  - C should vary according to the product.
- 28** Louis thinks the new training will be effective because
- A it is available on-line.
  - B it covers more topics.
  - C it uses outside trainers.
- 29** Sally says that the newsletter will be most valuable for
- A new staff.
  - B management.
  - C agents abroad.
- 30** What does she think will happen in six months' time?
- A There will be new policies.
  - B Staff morale will be higher.
  - C Consultants will be hired.