



BEC Preliminary Listening Overview – Teacher’s Notes

Description

Students do an information gap activity in pairs to find out about the Listening test, then answer questions about each part of the test so that they become familiar with the structure of the test and what they will have to do.

Time required: 40 minutes

Materials required:

- *Student’s Worksheet 1A (for one student in each pair)*
- *Student’s Worksheet 1B (for the other student in each pair)*
- *Student’s Worksheet 2 (one per student)*

Aims:

- *to familiarise students with the structure of the Listening test*
- *to make clear to students what they’re required to do*

Procedure

1. Ask students what they listen to in English [e.g. TV, CDs, presentations, telephone calls from suppliers], and why [e.g. for pleasure, to get information].
2. Tell students you are going to help them become familiar with the structure of the Listening test. Ask them to form pairs. Give one person in each pair a **Student’s Worksheet 1A**, and the other person a **Student’s Worksheet 1B**. Tell students not to look at each other’s worksheet at this stage. If there is an odd number of students, two can work together and each have the same worksheet.
3. Explain that they each have some information about the Listening test. They should ask each other for the missing information and write it in their own table. Encourage them to ask using complete questions.
4. Check the answers. [See **Key to Student’s Worksheet 1**]
5. Give every student a copy of **Student’s Worksheet 2**. Explain that it gives examples of every part of the Listening test: the instructions, and a section of a sample task. Ask them, in pairs, to read what’s given and answer the questions on each part. (NB they shouldn’t try to answer the test questions!)
6. Check the answers. [See **Key to Student’s Worksheet 2**]
7. Ask students which part of the test they think will be the easiest and which the hardest, and why. Point out that in Parts 1 and 4 they only write *A, B* or *C*. In Part 2 they write words (which are usually spelt out) or numbers. Candidates often find Part 3 the most challenging part, because they need to write words they hear and must spell the answers correctly. Emphasise that they will only be expected to write everyday words and common business words.
8. Suggest that students try hard to learn the spelling, as well as the meaning, of new words that they learn.



BEC Preliminary Listening Overview – Answer Keys

Key to Student's Worksheet 1

The complete table is as follows:

Number of parts in the test:	4
Number of times each recording is heard:	Twice
Time to read the questions before hearing each recording?	Yes
Possible to work out right answer without understanding the recording?	No
Type of questions in the test:	Multiple choice, note-taking and gap filling
Total number of questions:	30
Number of marks for each question:	1
Percentage of total marks for the Listening test:	25%
Accents:	a mixture, e.g. British, American, New Zealand, Australian and South African
Total length of the test:	About 30 minutes, plus an extra 10 minutes to transfer answers to the answer sheet.

Key to Student's Worksheet 2

Part 1

- 1
- Yes
- No – there is only one right answer. If candidates choose two letters, they will not get any marks, even if one of the letters is correct.

Part 2

- 7 (questions 9 – 15)
- 1 (all 7 questions are about the same recording)
- No – it's a date, not a number, so it doesn't make sense with *Number of vacancies* or *telephone operators*
- Yes. It's a possible surname. NB: a name that students are unlikely to be familiar with is always spelt out.
- Probably not, as there's little chance of guessing correctly.
- 2



10. No, but there will always be two people. They might be having a conversation, or one might be leaving a message on an answerphone.

Part 3

11. 1

12. 1

13. The same – the words should be exactly the same as ones that you hear, e.g. not changed from singular to plural

14. Yes, but candidates aren't tested on unusual words, or ones that are difficult to spell

15. Yes – it makes sense following *Staff change: David Shaw to become...*

16. A place: maybe a town or building

Part 4

17. No – the questions always follow the order of the recording

18. Yes – there's a one-in-three chance of getting it right (this is also true of Part 1)



BEC Preliminary Listening Overview – Student's Worksheet 1A

Information about the Listening paper

- You and your partner should take turns to ask for information about the Listening paper.
- Ask questions about the points on the left.
- Fill in the spaces with information that you get from your partner.

Number of parts in the test:
Number of times each recording is heard:	<i>Twice</i>
Time to read the questions before hearing each recording?
Possible to work out right answer without understanding the recording?	<i>No</i>
Type of questions in the test:
Total number of questions:	<i>30</i>
Number of marks for each question:
Percentage of total marks for the Listening test:	<i>25%</i>
Accents:
Total length of the test:	<i>About 30 minutes, plus an extra 10 minutes to transfer answers to the answer sheet.</i>



BEC Preliminary Listening Overview – Student's Worksheet 1B

Information about the Listening paper

- You and your partner should take turns to ask for information about the Listening paper.
- Ask questions about the points on the left.
- Fill in the spaces with information that you get from your partner.

Number of parts in the test:	4
Number of times each recording is heard:
Time to read the questions before hearing each recording?	Yes
Possible to work out right answer without understanding the recording?
Type of questions in the test:	<i>Multiple choice, note-taking and gap filling</i>
Total number of questions:
Number of marks for each question:	1
Percentage of total marks for the Listening test:
Accents:	<i>a mixture, e.g. British, American, New Zealand, Australian and South African</i>
Total length of the test:



BEC Preliminary Listening Overview – Student’s Worksheet 2

Look at the instructions and a section of each part of the Listening paper. Under each section, there are some questions about that part. Answer the questions.

PART ONE

Questions 1 – 8

- For questions 1 – 8 you will hear eight short recordings.
- For each question, mark one letter (A, B or C) for the correct answer.
- You will hear the eight recordings twice.

1 What does George think about the new company magazine?

- A** It is a useful resource.
- B** It costs too much to produce.
- C** It looks boring.

1 *How many questions are there on each short recording?*

2 *If you write ‘C’ is it a possible right answer?*

3 *If you write ‘A and C’ is it a possible right answer?*

PART TWO

Questions 9 – 15

- Look at the notes below.
- Some information is missing.
- You will hear a manager telephoning Human Resources about vacancies in his department.
- For each question **9 – 15**, fill in the missing information in the numbered space using a **word, numbers** or **letters**.
- You will hear the conversation twice.

Customer Services Vacancies

Number of vacancies: (9) telephone operators

Line manager: (10) Ms Sue

4 *How many more questions are there in this part?*

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- 5 *How many recordings will you hear for this part?*
- 6 *Is '13th July' a possible answer to number 9?*
- 7 *Is 'Farleigh' a possible answer to number 10?*
- 8 *If you don't know the answer, should you guess?*
- 9 *How many people are you likely to hear?*
- 10 *Is the situation (the third bullet point) always the same in Part Two?*

PART THREE

Questions 16 – 22

- Look at the notes below about the launch of a new clothing company.
- Some information is missing.
- You will hear part of a welcome talk by the company's Managing Director.
- For each question **16 – 22**, fill in the missing information in the numbered space using **one** or **two** words.
- You will hear the talk twice.

Company launch event: Notes

Staff change:

David Shaw to become (16)

New premises:

Location: close to (17)

- 11 *How many recordings will you hear for the seven questions in this part?*
- 12 *How many speakers do you expect to hear?*
- 13 *Do you think you should write words that mean the same as ones that you hear, or the same words?*
- 14 *Do you think you have to spell the words correctly?*
- 15 *Is 'Finance Director' a possible answer to number 16?*
- 16 *What type of information do you need to write for question 17?*



PART FOUR

Questions 23 – 30

- You will hear a radio interview with George Johnson, Managing Director of Media-X, an organisation which invests in internet companies.
- For each question **23 – 30**, mark **one** letter (A, B or C) for the correct answer.
- You will hear the conversation twice.

23 The name Media-X was chosen for the company because

- A** it presented a serious image.
- B** it was connected with technology.
- C** it seemed easy to remember.

24 George Johnson started to invest in internet companies because the internet

- A** already had considerable educational value.
- B** was increasingly popular in Europe.
- C** was becoming easier to use.

17 *Could the answer to number 24 come before the answer to number 23 in the text?*

.....

18 *If you don't know the answer, should you guess?*

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