

# IELTS

Name :

Batch:

## Crash

### Listening Lecture-3

## Completing Notes/Forms/Sentences

In these questions you have to fill in gaps in an outline of part or of all of the listening text. The basic task types may be:

- **a form:** often used to record factual details such as names.
- **a set of notes:** used to summarize any type of information using the layout to show how different items relate to one another.
- **a flow-chart:** used to summarize a process which has clear stages. The direction of the process is shown by arrows.
- **a summary:** used to summarize any information in the form of a complete text.

In all cases except the summary, note form can be used when completing the gaps. This means that articles, auxiliary verbs etc. may be omitted when they are not necessary for the meaning.

The summary is written in connected sentences and so it must be grammatically correct.

### **You may have to**

- select their answers from a list on the Question Paper.
- identify the missing words from the recording which fit into the form/notes etc. In this case, they should not change the words from the recording in any way, and should keep to the word limit stated in the instructions.

### **How many words or numbers can be used to fill the gaps?**

Candidates should read the instructions very carefully as the number of words or numbers they should use to fill the gaps will vary.

### **Things to consider**

1. Do the notes form a record of the main points in the conversation?
2. What is the maximum number of words / letters you can write for each answer?
3. Can an answer consist of just one word?
4. Where there is a measurement, is it necessary to write the unit (e.g. metres, centimetres)?
5. What should be copied onto the Answer Sheet?

## **Dealing with Pictures/Diagrams**

For this question type, you may have to-

- Label a diagram
- Find or identify one or several places in a map.
- Select a picture appropriate to instructions given.

### ⊕ **While labeling a diagram**

- Look carefully at the diagram in the time given.
- Think about what you know about the object in the diagram.
- Anticipate the vocabulary and ideas you might hear.
- Predict what to listen for to decide the answer.
- Ask yourself if there is a process or sequence of events illustrated.

### ⊕ **When treating a map**

- Examine the diagram closely in the time given.
- Predict what the parts/sections/places might be called.
- Anticipate how locations/features might be described.
- Listen carefully to instructions.

### ⊕ **When selecting pictures according instructions**

- Look carefully at the graphics in the time given.
- Think about what you know about the object in the diagram.
- Anticipate the vocabulary and ideas you might hear.
- Identify the differences between the pictures.

## **General Notes about Spatial Awareness**

- ⊕ “Right” and “Left” are relative directions, and change with the position of the traveler.
- ⊕ Always find the compass, if available, and use it for directions.
- ⊕ If there is no compass, then use the phrases “Up North” and “Down South”.
- ⊕ Be careful when converting 3 dimensional directions such as “forward” or “backward” to 2 dimensional movements. Generally “forward” is equivalent to either “upward” or toward the direction that a traveler is facing. Similarly “backward” = “downward” or opposite to the direction the traveler is facing.

### Exercise 3A

For questions 1 – 10, complete the notes below. Use no more than **TWO WORDS** and/or **A NUMBER** for each answer.

- Most efficient material to recycle: glass
- 1 • - no loss of .....
- 2 • Some bottle manufacturers in Japan, and the US use 100% .....
- 3 • Most bottle makers use about ..... % recycled glass.
- 4 • In the UK ..... are reused, not recycled.
- 5 • Reusable bottles are recycled after being used ..... times.
- Obstacles to bottle reuse programs** ←
- 6 • - lack of .....
- 7 • - ..... don't want to participate.
- 8 • Consumers in Denmark and Canada must ..... their bottles.
- 9 • Making new plastic uses ..... times more energy than recycling plastic.
- 10 • **Last** environmental factor regarding bottles: .....

Use LANDMARKS to check if you're on

approx. 5 second delayed response

Calculate!

Clue word: "finally"

delayed response

Calculate!

### Exercise 3B

Complete the notes below. Use no more than **THREE WORDS** for each answer.

<b>MIC HOUSE AGENCY – REPAIRS</b>	
Name:	Paul SMILEY.
Address:	Apartment 2, (1) ....., Newton
Length of Lease:	One year
Date moved in:	(2) .....

Complete the following table using the appropriate label:

- Write **A** if the repair will be done immediately  
**B** if the repair will be done during the following week.  
**C** if the repair will be done in two or more weeks.

<u>Item</u>	<u>Problem</u>	<u>When to be done</u>
washing machine	leaking	
cooker	(3) .....	(4) .....
windows	(5) .....	<b>B</b>
(6) .....	flickers	(7) .....
(8) .....	torn	(9) .....

Complete the sentence below. Use no more than **THREE WORDS** and/or **A NUMBER** for each answer.

Workman to call between (10)..... and (11).....

**Exercise 3C**





1. At Rainforest Lodge there aren't any ...

- A. telephone or TVs
- B. newspapers or TVs
- C. telephones or newspapers

2. The guests are told to ...

- A. carry their luggage to the cabin
- B. go straight to restaurant
- C. wait an hour for dinner

Complete the table below. Use no more than **THREE WORDS** for each answer.

<u>TOUR NAME</u>	<u>DETAILS</u>
Orchid and Fungi	walking tour 
Four-wheel-Drive	tour to the (3) .....
Fishing	to catch lunch
Crocodile	departs at (4) ..... daily 
(5) ..... 	departs at sundown 

Complete the sentences below. Use no more than **THREE WORDS** for each answer.

What THREE items of clothing does the speaker recommend for the rainforest?

(6) ..... (7) .....

(8) .....

Which TWO things in the rainforest does the speaker give a warning about?

(9) ..... (10) .....

### Exercise 3D

1. Mr. Harridan works at the National Institute for ...
  - a. Sense and Perception
  - b. Sense in Sensory Perception
  - c. Sense and Sensory Perception
  
2. What smells does Marylyn like?
  - a. Flowers only
  - b. Food in general
  - c. Flowers and good food
  
3. Who would consciously think of smell as very important?
  - a. Most people
  - b. Makers of perfumes
  - c. Roger
  
4. Emanuel Kant ...
  - a. was a German chemist
  - b. lived for 200 years
  - c. was a philosopher
  
5. Emanuel Kant believed ...
  - a. only smell was subjective
  - b. hearing was subjective
  - c. touch was subjective
  - d. smell was not necessary
  
6. A person who is "odour-blind" ...
  - a. can smell only some odours
  - b. is unable to smell flowers
  - c. does not think flowers smell
  - d. is probably colour blind too
  
7. The sense of smell ...
  - a. is half as strong after the age of 65
  - b. is not affected by age
  - c. is stronger in women than men
  - d. is weakened in half of people over 80

***For questions 8 – 11, use no more than TWO WORDS for each answer.***

8. Which country is the number 1 place for perfume trade? \_\_\_\_\_
9. What are the qualities for people buying a perfume? \_\_\_\_\_
10. Which human organ is mentioned in the conversation? \_\_\_\_\_
11. What are perfumes compared with by critics? \_\_\_\_\_

### Exercise 3E

Complete the table below. Use no more than **TWO WORDS** for each answer.

#### Philosophy Department – Tutor’s Responsibilities:

Main function	Personal matters	Appointments	Urgent matters
To provide help with academic work in the philosophy course	To refer students to other support services in the university, which <b>(1)</b> ..... from counseling to welfare	To make an appointment, students should write their name in a time slot in <b>(2)</b> ..... on the door	To speak to the tutor students should  <b>(3)</b> ..... between sessions.

(4). Tutorials are

- A. obligatory
- B. voluntary

C. once every two weeks

(5). Tutorial registers in the Philosophy department

- A. started last year
- B. are not taken

C. will start this year

*Watch out for grammatical adjustments.*

(6). Most students

- A. were very annoyed by people arriving late
- B. were fairly annoyed by people arriving late
- B. did not like exit questionnaires

(7). In the tutorial, there will be a review of the lectures

- A. by the tutor
- B. for the previous week

C. by a visiting lecturer

(8). Preparation for the tutorial each week may include

- A. preparing an outline
- B. writing an essay

C. in-depth analysis

(9). Continuous assessment grades do not include

- A. essays
- B. project work

C. mini-presentations

Complete the sentence below. Use no more than **THREE WORDS** for the answer.

The tutor hopes tutorial activities will have an impact on students’ **(10)** .....



### Exercise 3F

Complete the form below. Use no more than **THREE WORDS** and/or **A NUMBER** for each answer.

<b>International Student Placement Services</b>		
<b>Personal Details:</b>		
Full Name: <span style="float: right;">Anne Cooper</span>		
Address: (1) ..... Street, London		
Postcode: (2) .....		
Nationality: (3) ..... Date of Birth: (4) .....		
<b>Placement Details</b>		
Type of placement required: (5) .....		
Length of placement required: (6) .....		
Other services required: (7) .....		
<b>Background Information</b>		
Current place of study: (8) .....		
Course: (9) .....		
<b>Work Experience</b>		
Job	Location	Length
(10)..... ...	(11).....	(12)..... .
English Assistant	(13)..... .	7 Weeks


### Exercise 3G

Complete the form below. Use no more than **THREE WORDS** and/or **A NUMBER** for each answer.

**Name of Welfare Officer:** Hazel Smith

**Name of hosts:** Mr. and Mrs. (1) .....

**Facilities:** Own room with a (2) ..... and a .....

Share bathroom . . . . .  


**Meals:**

Mon – Fri Breakfast time flexible

Dinner time about (3) .....

NB: Don't forget to tell family

I don't eat (4) ..... and (5) .....

Weekdays Lunch – buy at (6) .....


Weekends Lunch – in (7) .....

Dinner in restaurant or (8) .....

**Access to house:** I'll be provided with a (9) .....

Buy phone card from college (10) .....

**Transport:** Go to college on bus number (11) .....

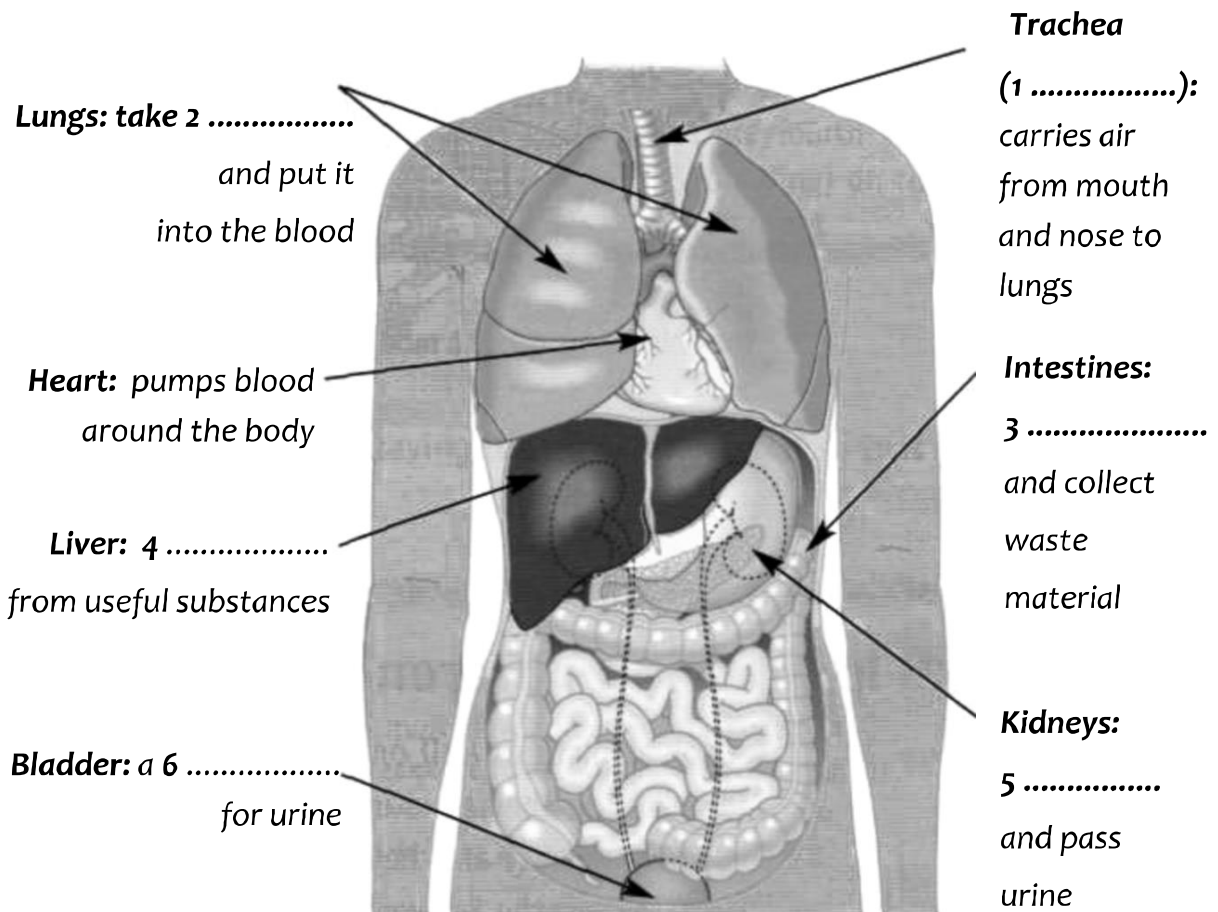
Look in Introduction Pack for more details . . . . .  


**Smoking:** Only in (12) .....

### Exercise 3H

Complete the notes below. Write no more than **THREE WORDS** for each answer.

## Model of human torso



## Home Work Exercise 3A

Complete the notes below. Use no more than **THREE WORDS** for each answer.

### Notes:

The speaker specializes in management (1) .....

Bullying in the workplace costs the (2) .....  
up to £4 billion a year.

Bullying is caused by-

- Lack of experience,
- insecurity, or
- a lack of (3) ..... on the part of managers.

### Main methods of bullying:

- Setting (4) ..... Tasks.
- Constantly moving the goalposts.
- Stopping individuals (5) ..... to criticism.
- Not (6) ..... or replying to e-mails. This means you cannot expect your staff to (7) ..... you.
- Using technology. Companies should develop an (8) ..... of practice.

### Task

In groups (9) ..... other bullying strategies and ways in which they can be (10) .....

### Home Work Exercise 3B

Complete the form below. Use no more than **THREE WORDS** for each answer.

<b>Brookes International Removals</b>	
<b>Sales Consultant:</b>	(1) ..... Brown
<b>Contact Details</b>	
Contact Person:	(2) ..... Allen
Work Number:	(3) .....
Moving from:	28, Grove Avenue, Naremburn, Sydney. Tell: 9345 8797
Moving to:	Country: USA
	House/Apartment: (4) .....
	Street: (5) .....
	City: Washington
<b>Details of Move</b>	
Packing Day:	(6) .....
Move-out Day:	Tuesday, 12 <sup>th</sup>
Move-out Clean Day:	(7) .....
<b>Storage</b>	
Length of time:	(8) .....

Where does Pauline decide to put the items listed below?

- A in the Emergency Pack
- B in her personal luggage
- C in storage with the furniture

Write the correct letter, **A, B, or C**, next to questions **9 – 12**.

- (9) Cutlery and dishes .....
- (10) Kettle .....
- (11) Alarm clock .....
- (12) CD Player .....

### Home Work Exercise 3C

Complete the sentences below. Use no more than **THREE WORDS** for each answer.

1. Students interested in producing something on the overseas students' .....  
.....
2. Two different approaches: ..... for institutions and *internet* for students.
3. Video for the universities have to be .....
4. Mariam thought that the course might .....
5. In three topics, first come .....
6. Students like the way they work in the class and the .....
7. At first all students are worried about food and .....
8. Students must highlight the social programme like discos, ....., and sports facilities.
9. For catering and accommodation students keep ..... minutes.
10. Students are going to think about the script and .....

### Home Work Exercise 3D

Complete the sentences below. Use no more than **THREE WORDS** for each answer.

1. Today, the lecture topic is .....
2. Insects are mainly harmful, but some are actually .....
3. Bees provide us sweet honey, and also provide .....
4. Insects are harmful both to food productions and to .....
5. Insects often carry diseases, such as Malaria and .....
6. Believe it or not, insects can even destroy .....
7. Use of chemicals is not without its .....
8. Biological control is the use of .....
9. Biological methods are much better for the environment and also .....
10. Another effective form of insect control is breeding .....

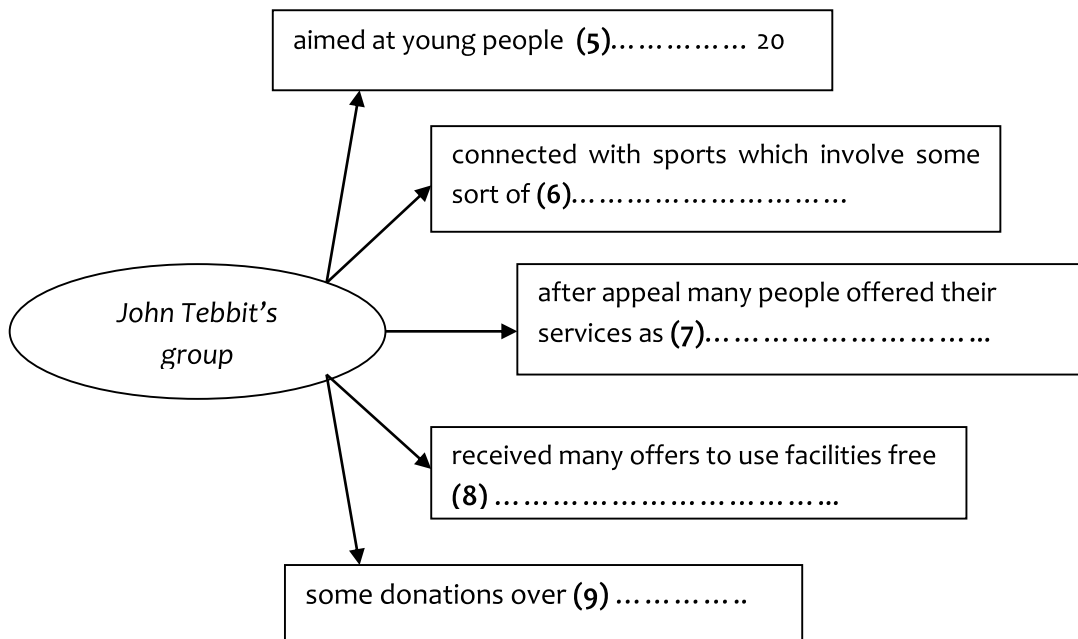
### Home Work Exercise 3E

Questions 1 – 4 (Circle FOUR letters A-F):

The Mystery personality-

- A is a French speaker.
- B plays for a well-known club.
- C has got a famous wife.
- D is very rich.
- E has played for his national team.
- F is a famous footballer.

Write no more than **TWO WORDS** and/or **A NUMBER** for each blank space below:



(10) Patrick

- A had an accident three years ago
- B used to excel in archery
- C has been sponsored by one manufacturer
- D is not able to walk, but is very good at archery