Listening Skill

Table Completion & Form Filling

Structure:

- These questions require you to complete the end of a sentence or insert a word or phrase in the middle of a sentence or one sentence may require a word in the middle and a word at the end.

- They will always tell you to write your answers in NO MORE THAN THREE WORDS. So you can answer with one word, two words or three words but no more.

- Also note that the answers should not require a hyphenated word (e.g. non-smoking) or a contraction (e.g. They've). If the answer requires a number, you can write it as a numeral (e.g. 6) or a word (e.g. six) or a combination of a numeral and a word (e.g. 6 million).

Skills Required

- Predicting
- Listening for gist
- Listening for specific information
- Listening for and recognizing signpost words
- Listening for main ideas
- Understanding a speaker's attitude/opinion
- Recognizing speaker's pronunciation
- Recognizing the speaker's role
- Focusing on more than one question at a time
- Listening for comparisons

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Challenges

1. <u>Unit of measurement</u> :
In case of figures and numbers, getting the answer may be challenging if one doesn't pay attention to what unit of measurement has been asked and whether it is the same as asked in the table/form.

2. <u>Type of information</u> : Sometimes what is said in the audio and what needs to be filled in the table/form may not be directly related or similar. This poses a challenge as one needs to look at the question properly.

3. <u>Going through all blanks/options before audio clip begins</u>:
This is probably the only listening skill exercise in which maximum data has to be entered in terms of answers. So, one many not be able to look at all questions before clip starts. The reading speed for this can be acquired through practice alone.

Strategies- Before listening

Step 1. Identify the key words-headings, labels, etc.
Look at the following example:

	Tim	Jim
Day of arrival	Sunday	(21)……………… …..

The key word for us here is Jim's day of arrival. We already have the answer for Tim, so don't focus on that. Listen carefully for the word "JIM" and the sentence(s) following it.

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Step 2. Examine the information in the table/chart/form

Look at the chart given on the next slide and answer what type of information is it asking.

a) Numbers or
b) Words

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Consumer durables	1972	1974	**1976**	1978	**1979**	1981	**1982**	1983
Percentage of households with:								
central heating	**3?**	43	48	52	**55**	**59**	60	64
television	**93**	95	96	96	**97**	**97**	**97**	98
video								18
vacuum cleaner	87	89	92	92	**93**	**94**	95	
refrigerator	73	81	88	91	**92**	**93**	93	94
washing machine	66	68	71	75	**74**	**78**	79	80
dishwasher				3	**3**	**4**	4	5
telephone	42	50	54	60	**67**	**75**	76	77

This is a statistical table so you'll be required to fill in specific data and numbers. Your focus here will have to be on finding out supply of consumer durables during a specific year.

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ITEM	VALUE
(3)	" $450
(4)	$1,150
Watches	$2,000
CDs and (5)	$400
Total annual cost of insurance	(6) $

In the table above, let's see the data already entered. The left side of the table contains data about the names of various products and the right side seems to be the price of those products. So now, when you are asked to fill in the data, take care of what kind of answer has to be entered on which side of the table. Left side, name of the product and right side price of the product (along with it's currency denotation)

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Step 4. Be aware of the direction of numbers/ words…do they go down or across

Item	Problem	When to be done
washing machine	leaking	
cooker	(3)	(4)
windows	(5)	B
(6)	flickers	(7)
(8)	torn	(9)

The tricky part about filling tables with is the correct placement of the data, especially if it's numbers or figures. Look at the table above. One can easily make wrong placement of the "windows" item in number (3) instead of (5). So, you have to carefully look at the heading, the data asked for and the direction which the filled data is following.

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Step 5. **Prediction**

- Prediction is an important skill in all areas of the IELTS listening test but crucially important in the form filling section. Predicting enables you to not only focus your brain on the area that you will hear, but more importantly, not focus on any other areas.

For example:

Name: Shaun Rodgers

Room no. _____

Number of occupants: 1

Check out time: _____

- In this example we can accurately predict that we are going to hear a room number and time. That means we can completely focus on those two items, making it much easier for us to get the correct answer.

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Strategies- while listening

Step 6. Use the key word to form a question or statement to help listen for specific information.

	Tim	Jim
Day of arrival	**Sunday**	**(21)………………….....**

As in the above example, once you know you are looking for information regarding Jim, you will be ready to focus on what follows, and then be able to complete the table.

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Step 7. Anticipate the kind of vocabulary you might hear.

Job	Main role
Physical Fitness Instructor	(36)..............
Sports Administrator	(37)..............
Sports Psychologist	(38)..............
Physical Education Teacher	(39)..............
Recreation Officer	(40)..............

In the above question, it can be guessed that the audio clip would be related to the sports field. So be prepared for vocabulary or words related to fitness, sports, activities, etc.

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Step 8. Be aware of the pronunciation

	A	B	C
(27) Buying a computer			
(28) Reading previous year's dissertations			
(29) Using questionnaires as main research instrument			
(30) Interviewing tutors			

It is first very essential to understand that though the language in the audio clips will be English, the accent will be something we are hardly used to. In the table above, let's look at some words which can be difficult to understand in the British accent. The highlighted word dissertation can be tricky. So focus on such words, when you read the question itself.

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Tips

- Read each question carefully and predict what kind of word or phrase you will need (e.g. number, name).

- Remember that when listening for numbers, you should be quick to decide whether to include the unit of measurement or abbreviation (e.g. km, cm, years).

- You should write what you hear as your answer. Never change the word, phrase or number you hear to try to make it fit

- The information you will hear will be said in the same order as the questions. You can use this to predict whether you should read across or down the table to answer the questions.

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Look at the questions below.

Question 11-14
Which counsellor should you see?
Write the correct letter, A, B or C, next to questions 11-14.

A   Louise Bagshaw
B   Tony Denby
C   Naomi Flynn

Questions

11) if it is your first time seeing a counsellor
12) if you are unable to see a counsellor during normal office hours
13) if you do not have an appointment
14) if your concerns are related to anxiety

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Questions 15-20

Complete no more than two words for each answer.

Write no more than two words for each answer.

Workshop	Contact	Target group
Adjusting	What you need to succeed academically	(15) …………. Students
Getting organized	Use time effectively, find (16)………….. Between study and leisure time	All students
Communicating	Talking with staff, communicating across cultures	All students, especially (17)……………
Anxiety	(18)……….. Breathing techniques, meditation, etc.	Students about to sit exams
(19)………………	Staying on track for long periods	(20) ……………… students only

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Answer key

11. C
12. C
13. A
14. B
15. first/1st year
16. (right) balance
17. international/foreign (students)
18. relaxation
19. motivation 20. research/advanced

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GREAT
JOB !!!