



Assignment Title:	FINAL-TERM - Homework-1		
Assignment No:	01	Date of Submission:	29 March 2021
Course Title:	BUSINESS COMMUNICATION[CS/ENGG]		
Course Code:	01496	Section:	P
Semester:	Spring	2020-21	Course Teacher: TAFANNUM KARIM

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No	Name	ID	Program	Signature
1	SIMANTA SAHA	20-43652-2	BSc [EEE]	<i>Simanta Saha</i>

Faculty use only

FACULTY COMMENTS	Marks Obtained	
	Total Marks	

TASK 6 - Complete the flowchart. Write **ONE WORD ONLY** for each answer. (<https://ielstrainingonline.com/ielts-listening-recent-actual-test-with-answers-practice-test-06/> listen to the second half of audio "SECTION 3" to solve the task.)

Procedure to Reduce Copying Waste

1. **Ensure** that the staff do double-sided copying.



Unwanted copies are 2. **Deposited** into a special recycling tray.



3. **Display** these clearly, for easy reuse.



Stack them in a special copying tray each morning.



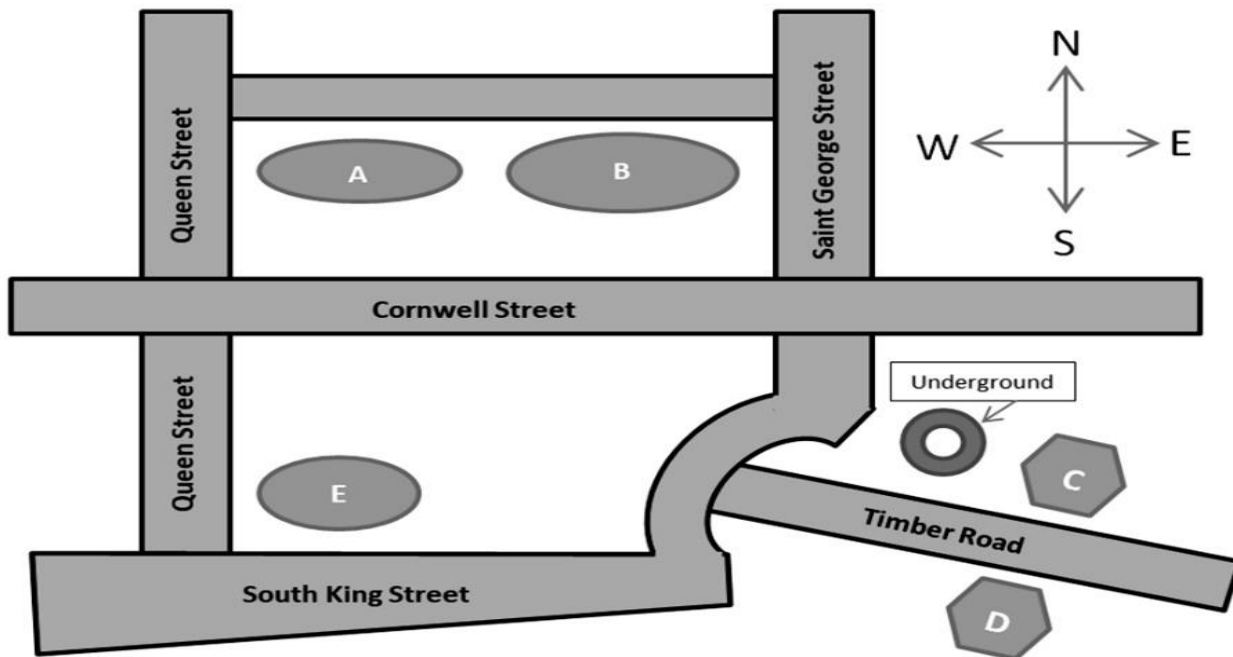
4. **Distribute** codes which allow each user to access this tray.



Give highest users a 5. **reward** (e.g., cinema tickets).

TASK 7 - Label the map below. (<https://ielstrainingonline.com/ielts-listening-recent-actual-test-with-answers-practice-test-07/> listen to the first half of audio "SECTION 2" to solve the task.)

- (1+B) Science Museum
(2+A) National History Museum
(3+E) Car Park
(4+C) Shopping Mall
(5+ D) Primary School



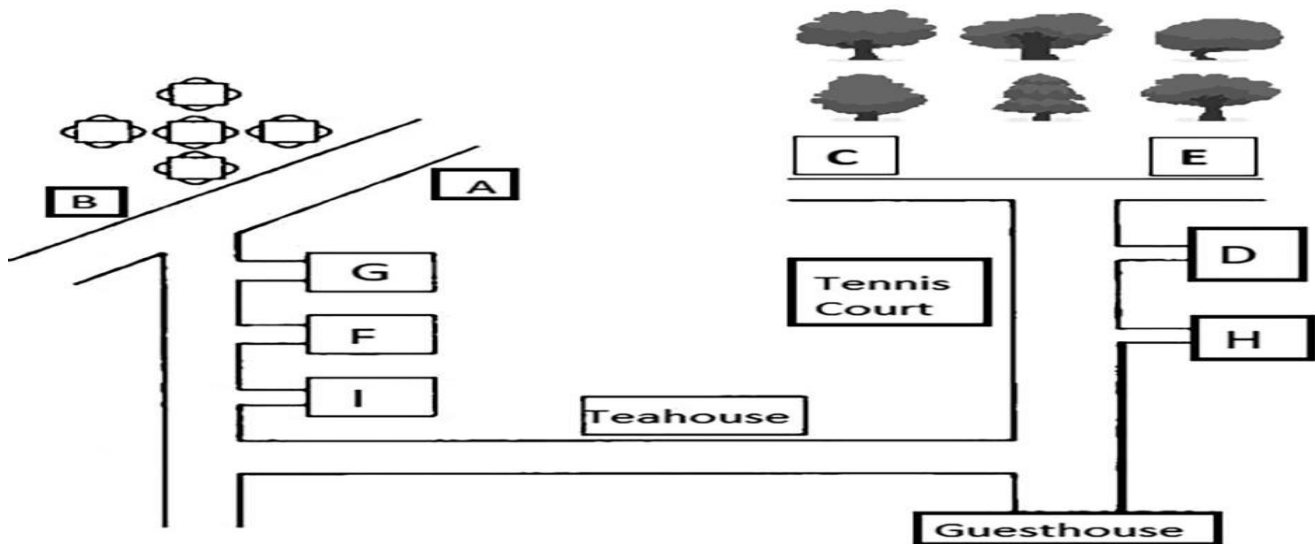
TASK 8 - Label the plan below. (<https://ieltstrainingonline.com/ielts-listening-recent-actual-test-with-answers-practice-test-13/> listen to the second half of audio "SECTION 2" to solve the task.)

(1+E) Campsite

(2+A) Business Centre

(3+G) Museum

(4+D) Café



TASK 9 - Complete the flow-chart below. Write **ONE WORD ONLY** for each answer. (<https://ieltstrainingonline.com/ielts-listening-recent-actual-test-with-answers-practice-test-16/> listen to the first half of audio "SECTION 2" to solve the task)

Harvesting and Processing Cocoa Beans

Chocolate beans are 1. **harvested** and then bags are shipped.



Bags are then 2. **opened** and weighed by machines.



Next chocolate beans are 3. **cleaned** in a hopper.



After being roasted at a high temperature



Boiled chocolate beans are 4. **expanded** and cracked.



Roasted beans need to be 5. **Cooled**.



Roasted beans are 6. **sealed** in the pocket.

TASK 10 - Label the map below. (<https://ieltstrainingonline.com/ielts-listening-recent-actual-test-with-answers-practice-test-21/> listen to the second half of audio "SECTION 2" to solve the task)

(1+A) information center

(2+C) refreshment center

(3+E) gift shop

(4+D) workshop

(5+B) visitor center

