

Action plan reminder for Table, note and form completion

- 1 How do you know how many words to write?
- 2 Do you have time to look at the task before you hear the recording?
- 3 What can you learn from the words around the space?
- 4 How do you know the topic?

**Questions 1–5**

12

Complete the notes below.

Write **NO MORE THAN ONE WORD** for each answer.

New Apartment

Example

Answer

Landlady's Name: Mary Jones**General**

- partly furnished
- no **1** are allowed

Kitchen

- nice and big
- there is a new **2**

Lounge

- some **3** will be built soon

Bedroom

- good clothes storage
- need to bring a **4**

Bathroom

- only a shower
- the water is heated by **5**

TIP

Not every piece of information in the notes / form / table contains a space. This helps you follow the conversation.

TIP

Most missing information is facts about the topic, so the answers are usually nouns (or dates, names, numbers, etc.).

TIP

Don't just write down the first word you hear that fits the space because there may be distractors. Keep listening until you hear the correct information.

TIP

All the answers are words from the text. Don't write down any word that isn't in the text.

Advice

1 Think of synonyms for **allowed**.

2 The word **new** is important here – listen for distraction.

3 This must be something that can be **built** – not just something that will happen in the future.



Questions 6–10

12

Complete the form below.

Write **ONE WORD AND / OR A NUMBER** for each answer.

Tenancy Form

Tenant details

- Full name: Andrew 6
- Best contact: 7 andrew171@com
- Driver's licence: 8

Tenancy details

- Moving-in date: 9
- Rent per week: \$315
- Bond paid: 10 \$

Advice

6 Look out for letters that are easily confused, such as **m** and **n**, **b** and **t**, etc.

8 Some **numbers** are actually a mixture of letters and numbers!

TIP

Be careful not to write down any information that is already given in the form / notes / table, e.g. **\$** or **a** or **the**, etc.

TIP

Use the subheadings in the form / notes / table to help you follow the conversation and predict what you will hear next.

TIP

Make sure your answer fits the grammar around the space, e.g. is the missing word singular or plural?