

- STUDENT: Anita Newman – that's N-E-W-M-A-N.
- AGENT: And your address, Anita?
- STUDENT: I'm in one of the Halls of Residence for post-graduate students, you know, International House. Q6
- AGENT: OK – that's easy. What's your room number there?
- STUDENT: Room B569 – no sorry B659. I always get that wrong. I haven't been living there very long. Q7
- AGENT: Do you have any other skills? Typing, languages, that sort of thing?
- STUDENT: Well, I speak some Japanese.
- AGENT: Right, I'll make a note of that. Now – let's see what else is available. What do you think of administrative work? There is a position for an Office Assistant at the English Language Centre. Q8
- STUDENT: That sounds interesting.
- AGENT: It's for 3 days a week – Monday, Friday and Saturday mornings. Interested?
- STUDENT: Mmm. I was hoping to have Saturdays free. But I need the work so . . . can you tell me what the job involves?
- AGENT: Yes, sure. It says here that you'll be required to deal with student enquiries and answer the phone. Q9
- STUDENT: I'm sure I can handle all that without a problem.
- AGENT: Great. Well, would you like me to arrange an interview for you? Say, Friday morning, around ten?
- STUDENT: Could we make it a bit later? Unfortunately, I've got something to do at ten. Would that be OK?
- AGENT: Not a problem. How about eleven thirty? Hope it works out for you Anita. Q10
- STUDENT: Me too. And thanks for all your help.

SECTION 2

Good morning. I'm very pleased to have been invited along to your club to talk about our Charity Sponsored Walking Holiday for Education Aid. I'll start by giving you a brief overview of what it entails. First of all let me explain what we mean by 'sponsored' here. This is where people promise to donate money to the charity if you achieve your goal, in this case to walk a certain number of miles.

Basically we are organizing a ten-day holiday, from the sixth to the sixteenth of November, with eight days actual walking, trekking in the Semira Mountains. Q11

Let's have a look at some of the details. We require you to raise sponsorship money of at least \$3,200, paying \$250 of it up front as a deposit and the rest in stages throughout the year. Out of this about thirty-five per cent will go on your expenses, and that leaves sixty-five per cent Q12
guaranteed to go to the charity.