

## SECTION 3

- TUTOR: Hello, can I help you?
- BRIAN: I was told to come here, because I'd like to talk to someone about taking a management course.
- TUTOR: Right. I'm one of the tutors, so I should be able to help you.
- BRIAN: Oh, good. My name's Brian Ardley. I've decided to enrol on a part-time management course. A friend of mine took one last year, and recommended it to me.
- TUTOR: Right.
- BRIAN: Is there anything I should do before the course, like reading or anything?
- TUTOR: We prefer to integrate reading with the course, so we don't give out a reading list in advance. But we like people to write a case study, describing an organisation they know.
- BRIAN: I've already done that, as my friends told me you wanted one. But would it be possible to sit in on a teaching session, to see what it's like? Q21  
I haven't been a student for quite a while.
- TUTOR: Fine. Just let me know which date, and I'll arrange it with the tutor.
- BRIAN: Now, could I ask you about the college facilities, please?
- TUTOR: Anything in particular?
- BRIAN: Well, the course is one day a week. all day, isn't it? So presumably it's possible to buy food?
- TUTOR: Yes, the refectory's open all day.
- BRIAN: Does it cater for special diets? I have some food allergies.
- TUTOR: Provided you warn the refectory in advance, it won't be a problem. Q22
- BRIAN: Good. What about facilities for young children? I'd like to bring my daughter here while I'm studying.
- TUTOR: How old is she?
- BRIAN: Three.
- TUTOR: Then she's eligible to join the nursery, which is supervised by a qualified Q23  
Nursery Nurse. The waiting list for a place is quite long though, so you ought to apply now.
- BRIAN: OK.
- TUTOR: I don't know if our careers advice service would be of any interest to you?
- BRIAN: Yes, it might help me decide how to develop my career after the course.
- TUTOR: The centre has a lot of reference materials, and staff qualified to give guidance on a one-to-one basis.
- BRIAN: I noticed a fitness centre next to the college. Is that for students?
- TUTOR: It's open to everyone, but students pay an annual fee that's much less Q24  
than the general public pay.
- BRIAN: And presumably the college library stocks newspapers and journals, as well as books?
- TUTOR: Yes, and there's also an audio-visual room. for viewing and listening to video , ca sette , and so on.

RIA Is there also access to computers?

TUTOR: Yes, your tutor will need to arrange with the technical support team for you to get a password, so ask him or her about it when you start the course. Q25

BRIAN: OK.

TUTOR: By the way, do you know about our Business Centre?

BRIAN: No. What's that?

TUTOR: It's a training resource – a collection of materials for people to study on their own, or use in their own organisations.

BRIAN: Uhuh. You mean books and videos?

TUTOR: Yes, and manuals for self-study. Plus a lot of computer-based materials, so people can work through them at their own speed, and repeat anything they aren't sure about. And you can hire laptops to use in your own Q26/27 home or workplace as well as printers that you can take away. Q26/27

BRIA Does it have anything that I could use to improve my study skills? I don't have much idea about report writing, and I'm sure I'll need it on the Q28 course.

TUTOR: Oh yes, there's plenty of useful material. Just ask one of the staff.

BRIAN: Does the centre cover all the main areas of business?

TUTOR: Yes, topics like finance, and of course marketing – that's a popular one. Q29 Local managers seem to queue up to borrow the videos!

BRIA So it isn't just for students, then?

TUTOR: No, it's for members only, but anyone can join.

BRIA : How much does it cost?

TUTOR: £100 a year for a company, and £50 for an individual, with no discount Q30 for students, I'm afraid.

BRIA That's very helpful. Well, I think that's all. I'd better go home and fill in the enrolment form. Thanks for all your help.

TUTOR: You're welcome. Goodbye.

BRIAN: Goodbye.