

TEST 4

SECTION 1

LISA: Hi Tony, thanks ever so much for coming. You know we've been asked to organise something for John's farewell?

TONY: Yeah, sure, it's about time we started working out details.

LISA: Exactly. We don't want to leave it so late that it's double the work.

TONY: Mmm, mm, right, do you want me to take notes?

LISA: That'd be great, thanks.

TONY: Right, first thing is, when is the best time to hold it?

LISA: Well, he leaves on the twenty-fourth of December.

TONY: So what about the twenty-second?

LISA: Yeah, I think that's about right. We want it quite near the time, don't we?

TONY: Sure, and what about a venue? In college? A hotel?

LISA: I think a hotel will probably work out rather expensive, and I've been looking at the College Dining Room; that seems pretty reasonable.

Example

Q1

Tapescripts

TONY: Fine, yeah, why not?
LISA: And then we ought to be thinking about invitations . . . who mustn't we forget to invite?
TONY: Well, obviously John and his wife.
LISA: Right.
TONY: And the Director.
LISA: Ah ha.
TONY: The office staff. Q2
LISA: Yep, and all the teachers and all the students. Q3
TONY: Anyone else?
LISA: Faculty Heads?
TONY: No, better draw the line, I don't think it's necessary.
LISA: Yeah, you're right.
TONY: I don't mind writing the invitations. When shall we get them out for?
LISA: Enough time but not too early. What about the fifteenth of December?
TONY: Well, there are exams on the sixteenth – better avoid them.
LISA: Tenth? Q4
TONY: Yeah, that should do it.

LISA: So what does that leave? Oh yes, a present.
TONY: Would you mind doing that?
LISA: No, not at all; we usually go round with an envelope during coffee break, don't we? Q5
TONY: Yeah, coffee break's always the best time, 'cos people have got their money handy.
LISA: Yeah, exactly. Do we suggest an amount? Or does it seem a bit unfair?
TONY: No, I think people welcome it. We suggested six dollars last time, is that OK? Q6
LISA: Yeah, plenty I would have thought, which should leave us with about ninety dollars.
TONY: Have you any ideas for presents?
LISA: Well, I've been having a little think. I thought, you know, he loves music.
TONY: Yeah, and books.
LISA: So, I thought I'd check on prices for, well, perhaps CD players.
TONY: Yeah, that's a good idea, and also I thought maybe, you know, a set of dictionaries, I heard him say he needed a good one. Q7
LISA: The other thing he was saying last week was that his computer printer had broken.
TONY: Umm. No, I'd be really frightened about getting the wrong type.
LISA: OK, yeah.
TONY: The other thing is something for the home – Jill suggested a coffee maker.
LISA: Oh yeah. I'll certainly find out what they cost. OK, have you got all that down?
TONY: Yes.
LISA: Now we need to think a little more about the money. I know we've got a set amount from the Social Fund.
TONY: Right, what does that cover?
LISA: It's meant to cover the cost of the room.

TONY: Yeah.
 LISA: And a certain amount for food.
 TONY: And also drinks?
 LISA: Oh yeah, certainly.
 TONY: But will it be enough?
 LISA: What we've done in the past is to ask guests to bring some snacks.
 TONY: Right.
 LISA: We don't ask them to bring more drinks because we figure that's . . . that should come from the Social Fund.
 TONY: OK. Anything else for the guests to bring?
 LISA: Well, some music, because there'll be a tape deck there in the room, and we can have some dancing later on. Q8
 TONY: Anything else?
 LISA: Well, it's just a thought, but a couple of years ago we had a really good party where we set up, you know, some simple games.
 TONY: Yeah, great. Wasn't it based on photos from the students and teachers?
 LISA: That's right.
 TONY: So we should ask the guests to bring photos. OK. I'll put it on the invitations. Q9
 LISA: Now the last thing is, who shall we ask to do the speech? Q10
 TONY: Don't you think it might be nice to have one of the students?
 LISA: Well then, the Student Leader?
 TONY: Yeah, much better than the Director giving speeches again.
 LISA: OK then, I'll ask her. Lovely! So, is that all?
 TONY: Looks like it.
 LISA: Great. Thanks ever so much . . . (fade out)