

Listening

Question Paper

Time: approx. 35 minutes

- *Answer all the questions*
- *You may write on the question paper but make sure you write all your answers on the separate Answer Sheet.
(You will have 5 minutes at the end of the exam for this.)*
- *You must not speak to the other candidates*

Task One: Short Conversations – Questions 1-6

You will hear six short conversations between the human resources manager of a hotel and some applicants for jobs.

- You will hear six short conversations.
- Listen and decide which job they are talking about.
- There are two jobs which you will not need.
- Place a ☐ in the appropriate box on your Answer Sheet.
- You will hear each conversation twice.



Vacancies

- A Accountant
- B Chef
- C Human resources assistant
- D Sales manager
- E Training manager
- F Secretary
- G Chief Engineer
- H Receptionist

Task Two: Making Notes – Questions 7-15

You will hear a careers counsellor giving advice on the best way to resign from a job.

- Look at the notes. The notes contain nine gaps.
- You have one minute to read the notes.
- Now listen to the speaker and fill in the gaps on your Answer Sheet with a maximum of 3 words.
- Do not write more than 3 words in one gap.
- You will hear the recording twice.



Resigning

Things to do

- Organise a/n 7 meeting with your boss.
- Assist your boss by offering to help to look for and 8 your successor.
- Until you leave, work in a/an 9 way.

Things to avoid

- The 10 approach to work of a minority of leaving employees.
- Showing any 11 towards your boss.
- 12 you might regret afterwards.
- Overlooking that 13 percent of employees leave within one year after accepting a better offer to stay.

Your letter of resignation

- Don't make it longer than 14 lines.
- In addition to your leaving date include your 15 and your reason for leaving.

Remember to copy your answers onto the Answer Sheet.

Task Three: A Meeting – Questions 16-25

You will hear a meeting in a management consultancy between a senior partner, a consultant and the office manager.

- On the question paper you have ten multiple-choice questions about the programme.
- Choose the best response (A, B, or C) for questions 16-25.
- Place a ☒ in the appropriate box on your Answer Sheet.
- You will hear the recording twice.
- You have two minutes to read the questions before the recording starts.



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| <p>16. The official purpose of the meeting is...</p> <p>A to talk about office management.</p> <p>B to hear Mr Jenner's plans for the future of the firm.</p> <p>C to talk about Mr Reninson's work in the firm.</p> <p>17. According to Mr Jenner, Mr Reninson's performance...</p> <p>A is without fault.</p> <p>B has been financially satisfactory for the firm.</p> <p>C has improved since the previous year.</p> <p>18. About his earnings for the firm, Mr Reninson tells Mr Jenner...</p> <p>A he has stolen a small part of the money.</p> <p>B he is not sure whether all his earnings are legal or not.</p> <p>C he knows some of his earnings are illegal.</p> <p>19. About Mr Reninson's business methods, Mr Jenner...</p> <p>A feels he needs to know more.</p> <p>B has the same methods himself.</p> <p>C will accept but not acknowledge his methods.</p> <p>20. About the dismissal of Christine Thomas, Mr Jenner...</p> <p>A wants the meeting to discuss the issue.</p> <p>B says her work as a secretary was not good enough.</p> <p>C feels that Mr Reninson and Christine Thomas did not like each other.</p> | <p>21. About the dismissal of Christine Thomas, Miss Gold...</p> <p>A believes she was a good secretary.</p> <p>B thinks she should have made the decision to dismiss her.</p> <p>C feels that she is a victim of office politics.</p> <p>22. Mr Jenner insults Mr Reninson by suggesting that Mr Reninson...</p> <p>A was mainly motivated by money.</p> <p>B treated his secretary badly.</p> <p>C his secretary disliked him.</p> <p>23. At the close of the meeting between the three colleagues...</p> <p>A Mr Reninson wants to leave.</p> <p>B Miss Gold wants to discuss the dismissal further.</p> <p>C Mr Jenner has business that does not require Mr Reninson.</p> <p>24. In the meeting Mr Jenner could best be described as...</p> <p>A confident.</p> <p>B someone seeking advice.</p> <p>C friendly and helpful.</p> <p>25. The style of meeting could best be described as...</p> <p>A informal.</p> <p>B co-operative.</p> <p>C frank.</p> |
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THAT IS THE END OF THE LISTENING TEST. YOU NOW HAVE 5 MINUTES TO TRANSFER YOUR ANSWERS ONTO THE ANSWER SHEET.