

Keys
10 class

	Listening	Comments
1	a	
2	b	
3	b	
4	a	
5	a	
6	c	
7	b	
8	c	
9	a	
10	c	
11	structure	
12	categories	
13	sub-categories	
14	files	
15	access	
16	short-cut	
17	front	
18	up-to-date	
19	delete	
20	review	
	/20

Script

Task 1. Listen to 3 speakers and chose the correct answer to the questions 1-10. Eg. 0 –b

Speaker 1: Fei: There are huge differences in the teaching approaches. And in British university we have less contact hours with our tutors. And for Master degrees fifteen or maximum to twenty hours a week of contact hours. But when I study in China for my undergraduate course there are quite long contact hours with your lecturers, there may be even more than thirty hours. So when you study in a British university you have to learn by yourself. There are no classes but it doesn't mean you just go shopping or sleeping. You have to learn by yourself, that is very important. And for the teaching approaches, they're also different. In China the class is teacher-centred and student has, seldom opportunities to get involved in the class or interact with their teachers. But in British universities we interrupt our teachers at any time if you have questions. And sometimes you need to give presentations to, to a student to and to, to your teachers. So, so students in British should be actively get involved in every lectures.

Speaker 2: Christopher: In order to be well prepared for your lectures and seminars you would theoretically have to read some different articles which your lecturer would have chosen and you would have, I mean if you're really a good student, you would have to do some further research, some further reading on your own. But normally no students would ever do that until they have to be assessed on the essay. So they would have to go and do some further reading in order to write a better essay or do some further reading in order to be wen prepared for the exam. So normally, you would read one or two articles which would be - I mean how can I say? - not normal stuff about the subject but something, er, some basic stuff about the subject so, it could be from a book, it could be from a newspaper, it could be any kind of article as long as it is, important to your subject and pertinent to what we're actually elaborating on. I suppose that we would use it. So all

kind of different articles or all kind of different texts and material. It might even be a film or a documentary. Yes, and you, you would have the same kind of things so all kind of different material but you would just go on your own and do some further reading when you have to prepare for the exam. So the only difference from the lectures and seminars to the exam is that you do some reading, some further reading on your own.

Speaker 3: Maria: The first thing I used to do is, just to make it easier to understand all the information they present to you, I used to sit right, sit right at the front of the class so it would be easier to hear what they were saying, and easier to understand obviously. The other thing was, you also had to sometimes, try to take in as much as you could and not spend so much time writing down because if I mean they give you notes and that is, is normally sufficient, but if you miss anything they are saying that that actually might be the important thing that they should come across because it's the understanding what the lecturer's trying to give you and then you can read your notes but you might not understand what that means. So, it's important that you pay more attention to what they're trying to explain when you have the human factor, you know you have the human in front of you explaining it to you. At one point I tried to record some of what the lecturer said and I tried that for, one or two lecture, lectures. And it at the end it didn't work out too well because, the quality of the recording wasn't good enough. They were happy to actually be recorded, which was good, but then really it didn't work very well so I thought 'OK, just try to concentrate as much as you can what they're saying, and not necessarily have to record it but give it one hundred per cent of your concentration while you were there.

Task 2. Listen to Sandra Ravell giving advice on how to manage data and complete the notes with the missing words. Eg. 0- managers

Lots of people have to manage large amounts of information. You may be a manager, a secretary, or a student. When you have information that you may want to use in the future, you have to store it where you can find it again.

The first step is to decide how to structure your filing system. Ask yourself: What are the main categories of information that I deal with? Then divide them into sub-categories.

The second step is to create *files* for each kind of material. Give each file a name. Ask yourself: Is this name helpful when I want that file again?

The third step is to arrange your files for easy access. Ask yourself: Which files do I use often?

Which are important? Put these files at the front of the filing area. Or on a computer, create a shortcut to those files. Finally, keep your filing system up-to-date. Delete

or throwaway old material. File new information immediately in the right place. And review your system often. Ask yourself: Does this system work for me? Can I organize it better?

Finding information takes time. A good filing system can save you a lot of time.

	Reading	Comments
1	F	
2	T	
3	F	
4	F	
5	T	
6	T	
7	F	
8	F	
9	F	
10	T	
11	c	
12	a	
13	c	
14	a	
15	b	
16	b	
17	a	
18	c	
19	b	
20	a	
	/20

	Use of English	Comments
1	Sitting	
2	Houswork	
3	Travelled	
4	To go	
5	Fee	
6	Highest	
7	would have been saved	
8	feel	
9	when	
10	freezes	
11	children	
12	disobidience	
13	illegal	
14	bigger	
15	inexperience	
16	irrelevant	
17	transformation	
18	disapear	
19	additional	
20	happily	
	/20