

Questions 6–10

Which activity will each trainee learn about?

Choose your answers from the box and write the letters **A–H** next to questions 6–10.

- A** domestic sales
- B** export sales
- C** marketing
- D** purchasing
- E** recruitment
- F** salaries and wages
- G** training
- H** warehouse

- 6 Carol
- 7 Frank
- 8 Philip
- 9 Stephanie
- 10 Minh

Listening

Questions 1–6

How does the speaker describe the following pieces of advice?

- A** definitely a good idea
 - B** definitely a bad idea
 - C** probably a bad idea
- 1 Contact publishers directly.
 - 2 Ask an author to recommend an agent.
 - 3 Contact specialist agents.
 - 4 Analyse books you don't like.
 - 5 Try to write your first draft in a good style.
 - 6 Keep your historical research to a minimum.

Questions 1–6: Matching lists

🎧 Listen to the first part of the recording. Complete the notes below using letters A–F from the box. NB: You may use any letter more than once.

- | | |
|---|------------------------|
| A | first aid unit |
| B | social areas |
| C | teaching facilities |
| D | sauna rooms |
| E | fitness testing centre |
| F | physiotherapy suite |

Development proposals for the University Sports Centre

What Emma says the Sports Centre needs.

- 1
- 2
- 3

What Adam has found useful in other sports centres.

- 4
- 5
- 6

Questions 7–10: Classification

🎧 Listen to the second part of the recording.

Where, at present, are there facilities for the following sports?

- A in the Sports Centre
- B elsewhere in the University
- C in the city

- 7 table tennis
- 8 swimming
- 9 squash
- 10 basketball