

Listening for the main points

Read out the following passage to the learners and tell them to imagine that they are listening to a manager or supervisor in a staff meeting at work.

The Staff Conference is almost upon us so I have some information for you. I will also be emailing you all a pack which will tell you all you need to know about next weekend. There's no need to print it off as I will be preparing a paper pack for you all, which you will be given when you arrive at the conference.

Anyone who has given me a train time of arrival at Totnes Station will be picked up by either Mary, Rob or Chris. If your train is delayed, please could you ring Mary on 07959 567789.

For those travelling by car, unless you have made arrangements to come to my house you will need to head for Dean Court Farm Shop for 12.30. We need to start eating by 1.00 pm, as our programme at Pennywell begins at 2.00 pm.

We will have the chance to look round the farm to see the sheep, cows, goats and the birds of prey so make sure you wear strong shoes and warm clothing.

This exercise would also work very well if the script was recorded onto a computer or dictaphone and played back.

Questions

- Q1 What will the people attending the conference receive on arrival?
- Q2 Name two of the people who may collect you from Totnes Station.
- Q3 Who should you ring if your train is delayed?
- Q4 What time will the programme begin at Pennywell?
- Q5 Name two things you will see on the farm.

Extension ideas

Ask a learner to read out the text – stressing or repeating the parts that they consider to be important.

Discuss how they might have listened differently if they had been given the questions first (before listening to the text).