

## BEC H Listening - Handbook for teachers

## PART 1 - Note completion

1. Essentially, this is a monologue - the task is to complete the notes. No more than 3 words will be needed to complete each note.
2. Text Analysis - A list of C1, C2 and Unlisted words is after the text analysis.
3. NOTE:- There are lots of distractors.
4. Get your students to listen without the questions and ask them to note any stressed words or phrases. Also ask them to note the discourse markers- firstly, secondly etc.  
Get them used to listening rather than reading the questions. Often students concentrate so much on reading the questions that they miss what they are listening out for.
5. NOTE:- Most answers do not depend on understanding the higher level vocabulary.
6. Recycling - A gapped text is attached that can be used as a follow-up exercise.

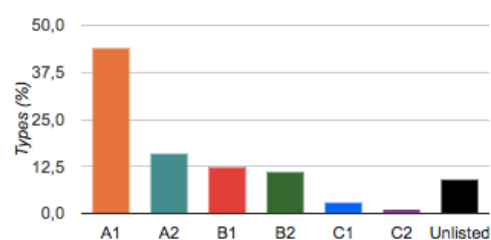
## Listening Part 1 - Text analysis

**F:** Good morning everyone and welcome. Thanks for coming. My name is Jane Watson and I look forward to meeting you all personally. Some of you are here just for today. Others, I know, will be attending for all three days. I'm just going to say a few words on behalf of my company who have organised this event, Global Conferences plc. As you know today's seminar is The Business Master Class to be conducted by our distinguished guest who I will introduce in a moment. But first a few quick points of organisation which perhaps you'd like to note. All the sessions will take place in this hotel except for the last session on Tomorrow's Software, which will be at the New City Hotel. We will meet there at 2 p.m. and this will give us a chance to see in action some of the things we have been discussing. A map with directions to the New City Hotel is available from me if you wish to make your own way. Alternatively there will be a bus going there at 1.30 p.m. There is limited car parking at the New City Hotel so if you wish to drive there you will need a permit. You can get one from the conference office.

Now to the reason we are all here. We are very fortunate to have a seminar today led by Dr Martin Sangalli, one of the most prominent and well-respected commentators in the world business community. He has been asked to advise many large corporations. He is a specialist in the strategic use of information technology in banking, pharmaceuticals and retail. He has his own company called Logic Solutions which consults with some of the biggest names in the world of business. He is also an adviser Intertel and a non-executive director of Global Conferences. Thousands of business and technology managers have benefited from reading his best-selling book, Intelligent Change. Always inspiring and thought provoking, his ideas have helped hundreds of organisations to gain a glimpse of the future. He is Europe's most famous IT analyst. Dr Sangalli - welcome.

**M:** Thank you Jane for that flattering introduction. I hope I can live up to it. So to begin. There are two main difficulties facing corporations today. Firstly, how to make themselves more customer driven. Secondly, and as a result of that, is the question of how to go about the major task of developing and implementing new organisational structures. This is a senior management session and is designed to provide you with two things. I hope that by the end of the session you will be equipped to design your own framework for action. To help you do this you will also be able to take away documentation of real-life case studies that I have been involved in. So, if you would like to look at the screen .....

Word List	Types	Tokens
<b>A1</b>	108 (44.63%)	309 (65.19%)
<b>A2</b>	40 (16.53%)	54 (11.39%)
<b>B1</b>	30 (12.40%)	35 (7.38%)
<b>B2</b>	29 (11.98%)	33 (6.96%)
<b>C1</b>	8 (3.31%)	8 (1.69%)
<b>C2</b>	3 (1.24%)	3 (0.63%)
<b>Unlisted</b>	24 (9.92%)	32 (6.75%)



f good morning A1 everyone A2 and A1 welcome A2 thanks A1 for A1 coming A1 my A1 name A1 is A1 jane  
 watson and A1 i A1 look forward to B1 meeting A1 you A1 all A1 personally B1 some A1 of A1 you A1 are A1  
 here A1 just A2 for A1 today A1 others i A1 know A1 will A1 be A1 attending B1 for A1 all A1 three A1  
 days A1 i A1 m just A2 going to A2 say A1 a A1 few A2 words A1 on A1 behalf B2 of A1 my A1  
 company A2 who A1 have A1 organised this A1 event B1 global B2 conferences B1 plc as A1 you A1  
 know A1 today A1 s seminar B2 is A1 the A1 business A1 master B2 class A1 to A1 be A1 conducted B2  
 by A2 our A1 distinguished B2 guest A2 who A1 i A1 will A1 introduce B1 in A1 a A1 moment A2 but A1  
 first A1 a A1 few A2 quick A1 points A2 of A1 organisation which A1 perhaps A2 you A1 d like A1 to A1  
 note A1 all A1 the A1 sessions B1 will A1 take place B1 in A1 this A1 hotel A1 except A2 for A1 the A1 last A1  
 session B1 on A1 tomorrow A1 s software A2 which A1 will A1 be A1 at A1 the A1 new A1 city A1 hotel A1  
 we A1 will A1 meet A1 there A1 at A1 p m and A1 this A1 will A1 give A1 us A1 a A1 chance B1 to A1  
 see A1 in A1 action B1 some A1 of A1 the A1 things A1 we A1 have A1 been A1 discussing A2 a A1 map A2  
 with A1 directions A2 to A1 the A1 new A1 city A1 hotel A1 is A1 available A2 from A1 me A1 if A2 you A1  
 wish to B2 make A1 your A1 own A2 way A2 alternatively B2 there A1 will A1 be A1 a A1 bus A1 going A1  
 there A1 at A1 p m there A1 is A1 limited B1 car A1 parking A2 at A1 the A1 new A1 city A1 hotel A1  
 so A2 if A2 you A1 wish to B2 drive A1 there A1 you A1 will A1 need A1 a A1 permit B1 you A1 can A1  
 get A1 one A1 from A1 the A1 conference B1 office A2 now A1 to A1 the A1 reason A2 we A1 are A1 all A1  
 here A1 we A1 are A1 very A1 fortunate B2 to A1 have A1 a A1 seminar B2 today A1 led by C2 dr A2 martin  
 sangalli one A1 of A1 the A1 most A2 prominent C1 and A1 well A1 respected B1 commentators in A1  
 the A1 world A1 business A1 community B2 he A1 has A1 been A1 asked A1 to A1 advise B1 many A1  
 large A2 corporations B2 he A1 is A1 a A1 specialist B2 in A1 the A1 strategic C1 use A1 of A1 information A2  
 technology B1 in A1 banking B2 pharmaceuticals and A1 retail C1 he A1 has A1 his A1 own A2 company A2  
 called A2 logic C1 solutions B1 which A1 consults C1 with A1 some A1 of A1 the A1 biggest A1 names A1  
 in A1 the A1 world A1 of A1 business A1 he A1 is A1 also A1 an A1 adviser C1 intel and A1 a A1 non  
 executive C1 director B1 of A1 global B2 conferences B1 thousands of A1 business A1 and A1 technology B1  
 managers A2 have A1 benefited B2 from A1 reading A1 his A1 best A1 selling A2 book A1 intelligent B1  
 change A1 always A1 inspiring B2 and A1 thought A1 provoking C2 his A1 ideas A2 have A1 helped A1  
 hundreds of A1 organisations to A1 gain B1 a A1 glimpse C1 of A1 the A1 future A2 he A1 is A1 europe

s most A2 famous A1 it A1 analyst B2 dr A2 sangalli welcome A2 m thank you A1 jane for A1 that A1  
 flattering introduction B2 i A1 hope A2 i A1 can A1 live up to B2 it A1 so A2 to A1 begin A1 there A1 are A1  
 two A1 main B1 difficulties B1 facing B1 corporations B2 today A1 firstly B2 how A1 to A1 make A1  
 themselves A2 more A1 customer A2 driven A1 secondly B2 and A1 as A1 a A1 result B1 of A1 that A1 is A1  
 the A1 question A1 of A1 how A1 to A1 go A1 about A1 the A1 major B2 task B2 of A1 developing B1 and A1  
 implementing B2 new A1 organisational structures B2 this A1 is A1 a A1 senior B2 management B2 session B1  
 and A1 is A1 designed to B2 provide B1 you A1 with A1 two A1 things A1 i A1 hope A2 that A1 by A2 the A1  
 end A1 of A1 the A1 session B1 you A1 will A1 be A1 equipped B2 to A1 design B1 your A1 own A2  
 framework C2 for A1 action B1 to A1 help A1 you A1 do A1 this A1 you A1 will A1 also A1 be A1 able A2  
 to A1 take away B1 documentation of A1 real A2 life A1 case A2 studies A1 that A1 i A1 have A1 been A1  
 involved B1 in A1 so A2 if A2 you A1 would like A1 to A1 look at B2 the A1 screen A2

<b>C1</b>	<b>C2</b>	<b>Unlisted</b>
adviser	framework	commentators
consults	led by	documentation
executive	provoking	europe
glimpse		flattering
logic		hundreds
prominent		organisation
retail		organisational
strategic		organisations
		organised
		others
		pharmaceuticals
		thousands

## Gapped Text

Look at the 5 short texts below. For each gap 1 - 15 write ONE word.

Once you have tried it check over the page for the words.

F: Good morning everyone and welcome. Thanks for coming. My name is Jane Watson and I \_\_\_\_\_(1) forward to meeting you all personally. Some of you are here just for today. Others, I know, will be attending for all three days. I'm just going to say a few words on behalf of my company who \_\_\_\_\_(2) organised this event, Global Conferences plc. As you know today's seminar is The Business Master Class to be conducted by our distinguished guest \_\_\_\_\_(3) I will introduce in a moment. But first a few quick points of organisation which perhaps you'd like to note. All the sessions \_\_\_\_\_(4) take place in this hotel except for the last session on Tomorrow's Software, which will be at the New City Hotel. We will meet there at 2 p.m. and this will give us a chance to see in action some of the things we have \_\_\_\_\_(5) discussing. A map with directions to the New City Hotel is available from me if you wish to make your \_\_\_\_\_(6) way. Alternatively there will be a bus going there at 1.30 p.m. There is limited car parking at the New City Hotel so if you wish to drive there you will need a permit. You can get one from the conference office.

Now to the reason we are all here. We are very fortunate to have a seminar today led by Dr Martin Sangalli, one of the \_\_\_\_\_(7) prominent and well-respected commentators in the world business community. He has been asked to advise many large corporations. He is a specialist in the strategic use of information technology in banking, pharmaceuticals and retail. He has his \_\_\_\_\_(8) company called Logic Solutions which consults with some of the biggest names in the world of business. He is also an adviser Intertel and a non-executive director of Global Conferences. Thousands of business and technology managers have benefited \_\_\_\_\_(9) reading his best-selling book, Intelligent Change. Always inspiring and thought provoking, his ideas have helped hundreds of organisations to gain a glimpse of the future. He is Europe's most famous IT analyst. Dr Sangalli - welcome.

M: Thank you Jane for that flattering introduction. I hope I can live \_\_\_\_\_(10) to it. So to begin. There are two main difficulties facing corporations today. Firstly, how to make themselves more customer driven. Secondly, and as a result of that, is the question of how to go \_\_\_\_\_(11) the major task of developing and implementing new organisational structures. This is a senior management session and is designed to provide you with two things. I hope that by the end of the session you will be equipped to design your own framework for action. To help you do this you will also be able to take \_\_\_\_\_(12) documentation of real-life case studies that I have been involved in. So, if you would like to look at the screen ....

The following words fit into the gaps but are in random order

own    about    up    been    away    look    who  
own    from    will    have    most