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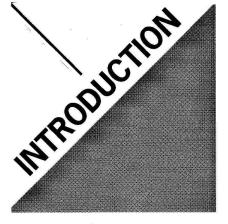
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INTRODUCTION TO THE TEACHER

Listen carefully is a book of listening practice activities for adult and young adult students of English at elementary level. It can be used either in the classroom with guidance from the teacher or as a self-study book for the student working alone. It is also suitable for use in a language laboratory.

The recorded material is provided on two C90 cassettes. It contains a variety of voices and British accents. Some of the situational dialogues involve foreign visitors to Britain and contain American, Australian and nonnative speakers. The timing of each activity is given in the transcript (pp62-84).

Listen carefully contains fifteen topic-based units which cover a wide variety of everyday situations. Within each unit activities are grouped into sections around one aspect of the topic. Material can easily be selected for practice with reference to the Contents (ppi-iii). We strongly advise teachers to work through complete sections of a unit in order for the sequencing of exercise types to be effective. The key and transcript are given at the back of the book.

Grading

Thorough and systematic practice of the micro-skills of listening is given by means of grading the activities in each section. In grading the activities three main factors have been taken into consideration. The first is the complexity of the language input. At the beginning of a unit students are only exposed to explicit language; the amount of redundant language and inferential work necessary for comprehension is increased gradually. The second factor is the context of the listening activity. All the topics covered should be familiar to the students. This will enable them to identify with the situation, bring in their own knowledge and experience of it and to have expectations based on this experience. Thirdly, students are guided through a sequence of exercises as follows (where relevant to the topic or situation):

- distinguishing a particular sound or similarsounding word in isolation
- recognizing a particular sound or word in speech
- clarifying information
- calculating something on the basis of information heard
- recognizing attitudes and opinions
- inferring meaning
- being in the position of participant in a dialogue and choosing the best response.

Where possible the opening activity of a unit or section gives practice in pronunciation and word stress.

Note that activities marked * are not on the tape.

Pre-listening

Whether or not the topic area chosen is the same as other recent classwork, it is important to spend some time setting the scene for each group of activities. You may want to ask students to recall work from their coursebook on this topic or perhaps take in some pictures or other prompts to use as a starting point for a brief class discussion. Encourage students to talk about their knowledge and experience of the subject. Elicit as much relevant language as possible. Before the lesson read through the tapescript. Pre-teach any new words and phrases in class. Some of the opening activities combine vocabulary work and pronunciation. Let students work on their own when classifying vocabulary, comparing their answers in pairs. Where pronunciation is the focus, it is advisable to go through the activity with the whole class first, letting students practise on their own when you feel they are ready. The pronunciation activities are recorded on the tape.

Procedure

- 1 The different types of activity are listed above. For all activities it is very important for students to know exactly what they have to listen for, and how they are expected to complete the task. Go through the instructions with them. Make sure they are familiar with using a tick to show that something is correct and a cross to show that something is wrong. Boxes or lines are provided for this. Students may be asked to circle the answer, or to add numbers next to items. Sometimes they will be required to write words or phrases in tables.
- 2 Where the activity is based on short dialogues or is a continuous text, students should listen to it once through with their books closed to get a general idea of the situation. Play the tape as many times as necessary for students to complete the exercise. There is no need for them to be put under any time pressure. Stop the tape after a few questions or a short section to give students time to work out their answers.

- 3 When they have completed an activity students discuss their answers in pairs or small groups. Then go through the answers with the whole class playing the tape, stopping at key information points to confirm the correct answers.
- 4 It is important to remember that the material in *Listen* carefully is for practice, not testing. If students have had difficulty completing a particular activity they can try it again before going on to the next one.

INTRODUCTION TO THE STUDENT

Listen carefully helps you to practise listening to English and to understand what you hear. Two C90 cassettes go with this book. There are 15 units on everyday topics like food, shopping and holidays. You can do the units in any order but the ones at the beginning of the book are easier than the units at the end.

How to use Listen carefully

- 1 Look at the Contents (pages i-iii) and choose a whole unit or section of a unit you want to practise. For example, Furniture and rooms, from Unit 5. If you choose a section of a unit do all the activities in order.
- 2 Read the instructions carefully. It is very important for you to understand what you must listen for.
- 3 Find the correct place on the tape. Activities marked * are not on the tape.
- 4 There are different ways of answering an activity.

Tick th	e corre	ct address.
√ 89	Mount	Street
Circle	the nun	nbers you hear
12	20	(22)

Number the names you hear from 1 - 8. Short

Write down the arrival time using the twenty-four hour clock. 07.45

- 5 For each activity play the tape through once without writing anything. Get a general understanding of the situation. Play the tape as many times as you need to answer the questions. You may want to stop it several times to think about what you have heard and to write down your answers.
- 6 Remember, you do not have to understand every word on the tape to complete the activity.
- 7 When you finish writing your answers, listen to the tape through again to check them. Then turn to the Key (pages 62-84) and mark your work.
- 8 If you found an exercise difficult, do it again. Sometimes it will help to read the transcript (pages 85-94) but do not do this when you are doing an activity for the first time.

Numbers

Activity 1

Say these numbers out loud.

5 17 27 89 7 30 39 51 80 120 349 409 411 579 614 732 925 1,003 1,012 1,120 1,376 1,539 1,630 1,780 1,899 1,905 Now listen to the tape and check that you said them correctly.



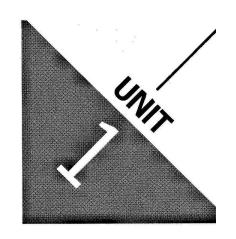
Listen to the tape. You will hear seven numbers. Circle the numbers you hear.

1	12	20	22
2	109	119	190
3	33	13	30
4	1001	1010	1100
5	70	7	17
6	150	115	151
7	1509	1559	1590

Activity 3

Listen to the prizes in a lottery. What were the winning numbers? Circle the correct number for each prize.

		10 miles	
Seventh prize	151	150	(115)
Sixth prize	1707	1770	1777
Fifth prize	91	19	90
Fourth prize	390	309	319
Third prize	55	53	59
Second prize	1990	1999	1099
First prize	14	40	44



Telephone numbers

Activity 1
Read these telephone numbers out loud.
0830 941557 01 308 3378 0274 38826 051 43 378 061 352 2899 86 451283 021 616 7425 0462 623728
Now listen to the tape and check that you said them correctly.
Activity 2
You will hear nine telephone numbers. Tick the numbers you hear.
1 313557 4 0509 23092 7 058 90 789 ✓ 313597 0519 23092 068 91 789
2 743678 5 0457 64332 8 335278 743670 0457 64323 335279
3 01 800 7689 6 041 914 5389 339279 01 808 7680 041 904 5308 9 0425 5781 01 808 7688 041 940 5388 0425 5718
Activity 3*
Write down the first name of each person in your class. Each person says his or her telephone number. Wait a few seconds, then see if you can still remember the number and write it down. Check the numbers with your partner.
Activity 4
Listen to people asking Directory Enquiries for telephone numbers for the places below. Write down the correct numbers.
John Radcliffe Hospital Oxford 64711
Odeon Cinema
Shangri-la Restaurant
London University
County Hall

British Airways

Activity 5

Listen to people telephoning the places below. Did they dial the right number or not? Tick the correct box, right or wrong.



Addresses

Activity 1

Listen to people asking for the addresses of these places. Tick the correct address.

addi Coo.	
1 American Express	890 Mount Street 819 Mount Street 89 Mount Street
2 Asia Pacific Travel	123 Waterloo Road 103 Waterloo Road 13 Waterloo Road
3 Black and Decker	603 Holloway Road 623 Hollow Way 623 Holloway Road
4 Gulf House	2 Portman Square, W1 2 Portman Street, W1 2 Portman Street, W11
5 Pan American	193 Piccadilly 153 Piccadilly 139 Piccadilly
6 Eastman Dental Hospital	256 Grayson Road 265 Grays Inn Road 256 Grays Inn Road