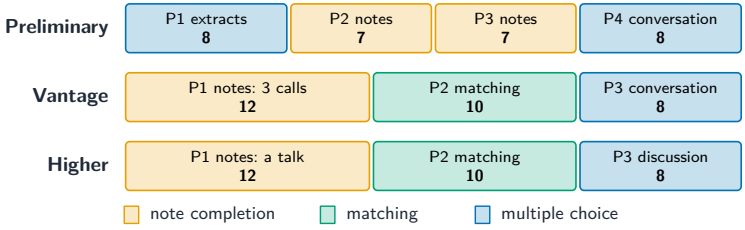
BEC · Listening: notes, matching and multiple choice

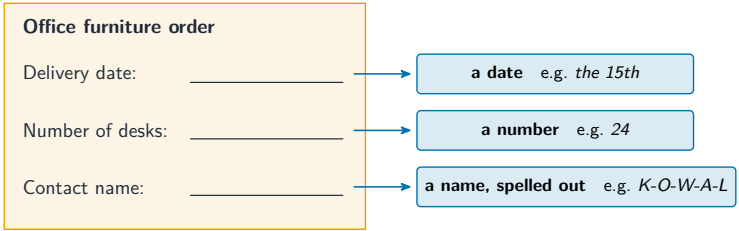
Original teaching notes and examples; paper formats checked in the Cambridge Business Certificates Handbook for teachers. Not a Cambridge product.

Thirty questions, heard twice



> Every level has 30 questions, and you hear every recording twice

Predict before you listen



> Know what kind of answer you need before you hear it

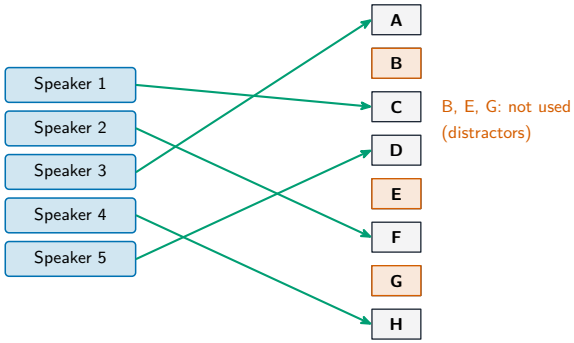
The first answer is often wrong

1. **You hear** "The meeting is on the 14th… oh no, sorry, they moved it. It's the 16th now."
2. **The signal** oh no, sorry, they moved it
3. **The answer** 16th

Decision

Wait for the speaker to finish before you write.

Five speakers, eight options



Three options are never used; listen for the **gist**, not a word

Your turn: which option?

Your turn

"The products were fine, but whenever we called, nobody answered." What is the speaker's complaint?

A. Low quality
B. Poor customer service
C. High prices

Follow the conversation

Read the questions and options first; underline key words.

↓

Listen for opinions and **attitude**, not only facts.

↓

Check who the question asks about.

↓

Prefer the paraphrase to the repeated word.

Four traps

The trap	The fix
Fifteen or fifty?	fif-TEEN, FIF-ty; listen for the long ending.
Writing a whole sentence.	A word or two is enough.
Stopping after a missed answer.	Let it go; listen for the next.
Forgetting to copy answers.	Use the copying time.

Try it: predict the gap

1. **The note** Problem with: the ____
2. **Predict** a noun, a thing in the office
3. **You hear** "...the new photocopier in reception keeps breaking."

Decision

photocopier (or new photocopier)

Check yourself

> **Predict**, listen for the change, match the **gist**

- 30 questions at every level, each recording heard twice.
- Ten minutes to copy answers at Vantage and Higher.
- In matching, three of the eight options are not used.