

# LISTENING TEXTS



## Salary slip – Page 17

Employee name: Sean Deere		
Day	Date	Regular Hours
Monday	9/5/16	8
Tuesday		8
Wednesday		7
Thursday		5
Friday		8
Total hours		36
Rate per hour	€10	
Total pay		€ 360

## Pete's achievements – Page 39

In 2006, Pete started a Level 2 programme.

By 2007, he had completed three modules.

Also in 2007, Pete learned to drive.

In 2008, Pete started cycling. Just 6 months later, he took part in a cycling race and came third.

## Tony's instructions – Page 49

Preheat the oven.

Cream the butter and sugar.

Beat in the eggs.

Sift and add the dry ingredients.

## Tommy's Day – Page 54

Tommy and his colleague move the boxes to the office.

Tommy drills holes into the steel.

Tommy builds a wall with bricks.

Tommy saws some wood.

## Instructions at work – Page 59

Please start with typing up the letters.

When you are finished typing, email the customers.

Then go online shopping and buy white paper.

After buying the paper, please update the calendar.

Lastly, please make the phone calls.

## 7 main learning styles – Page 74

Visual: You prefer using pictures, images, and spatial understanding.

Aural: You prefer using sound and music.

Verbal: You prefer using words, both in speech and writing.

Physical (kinaesthetic): You prefer using your body, hands and sense of touch.

Logical (mathematical): You prefer using logic, reasoning and systems.

Social (interpersonal): You prefer to learn in groups or with other people.

Solitary (intrapersonal): You prefer to work alone and use self-study.

### Wayne's learning plan – Page 87

Wayne has reviewed his learning plan. He is proud of all he has accomplished. He wants to start a new course, but there are a few things he could improve on this time. Firstly, he will do more work at home, like revising what he has learned at the centre. Secondly, he will try not to miss any classes because it's hard to catch up. And thirdly, he will practise using the computer more.

### Instructions – filling in a form – Page 90

- Read instructions carefully.
- Photocopy the form and work on it first.
- Fill in ALL the boxes.
- If a question doesn't apply to you write in 'N/A'.
- Proofread for spelling/grammatical errors.
- Make sure you make no mistakes.
- Use a black pen.
- Do not use Tippex.
- Get a friend to double check it for you.



## Form filling – Page 97

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## Interview tips – Page 103

- ▶ Take your CV with you.
- ▶ Be on time!
- ▶ Avoid odours like cigarette smoke, body odour, strong aftershave, onion or garlic.
- ▶ Eat chewing gum.
- ▶ Be clean.
- ▶ Make sure you have had a shower or bath a week before the interview.
- ▶ Make sure your hair is neatly brushed.
- ▶ Dress appropriately.
- ▶ Ensure your clothes are dirty.
- ▶ Ensure your clothes are ironed.
- ▶ Be unfriendly.

- ▶ Smile at the interviewer.
- ▶ Have good eye contact.
- ▶ Show you are bored.
- ▶ Speak clearly.
- ▶ Prepare for the interview.

### Paul's interview – Page 111

Paul has an interview today. He has slept in and is running late. He can't find the letter that has the interview details. Now, he can't remember exactly who he has to report to or where he has to go! He sees that his suit jacket is stained and dirty. He is chewing gum as he hasn't got time to brush his teeth. He doesn't think he will get the job.

### Train timetable – Page 118

The train from Longford to Dublin Connolly will depart at 8.15 from Platform 1. Please purchase your tickets from the ticket office.

### Using an ATM – Page 165

Go to the ATM.

Insert your card.

Type in your PIN and amount of money you want.

Take your cash and your card.

## Looking neat – Page 199

1. Be clean. Have a bath or shower.
2. Wash your hair.
3. Make your hair neat and tidy.
4. Brush your teeth.
5. Nail care is important. Check that nails are clean and manicured.