

Fill in gaps in your lecture notes

Student name: _____

Class: _____

Date: _____

Practice

1  Look at the notes about an island. There is a question about each numbered gap (1–6). Discuss the questions with a partner.

Rock Island

- Uninhabited – but _____¹ a lot of visitors come by _____²
- Ideal for _____³ and trekking
- Centre of the island: _____⁴
- Monkey _____⁵: old trees
- Mount Apu: in the _____⁶ of the island

- 1 What time of year do people usually visit islands?
- 2 What's the best means of transport to visit an island?
- 3 Can you name another activity like trekking?
- 4 Can you think of a geographical feature?
- 5 Where would you find trees?
- 6 Can you name the four points of the compass?

2  **02** Listen and complete the notes in Exercise 1. Write a word or a short phrase in each gap. Did the questions help you find the right answers?

3  Read some more information about Rock Island. Circle the answers which are possible. You can circle one, two or three answers for each item. Discuss your choices with a partner.

- a The coast of Rock Island is very *beautiful* / *ugly* / *tall* / *welcome*.
- b Shark Beach and Coral Beach have *expensive* / *soft* / *wide* / *white* sand.
- c In the summer, many visitors come on day trips. They come by *boat* / *foot* / *July* / *car*.
- d Shark Beach is a good place for *swimming* / *relax* / *children* / *exploring*.
- e You can go to other islands: Seal Island is good for *visit* / *day trips* / *fishing* / *birdwatching*.

4   **03** Now listen and check your answers to Exercise 3.

5  Look at some incomplete notes. The notes are about a sports coach's training programme for a runner. For each gap, tick the type of word/phrase that fits best. Compare your choices with a partner.

Training programme

- _____¹ Kyle's performance, sometimes using a video.
- Record how long _____² metres takes; give feedback.
- Be _____³ and say good things to him.
- Tell him things that he _____⁴, for example, running too fast or too slowly.

- 1 noun verb
- 2 number name
- 3 good thing bad thing
- 4 good thing bad thing

- Give him some _____⁵ on how to improve, for example, the way he moves his _____⁶.
- Set a target for his _____⁷ run.
- Kyle thinks about the feedback and target when he _____⁸ the next race.

- 5 plural noun adjective
- 6 part of the body part of the running track
- 7 adverb adjective
- 8 noun verb

6 ▶ **04** Now listen to the sports coach and complete the notes in Exercise 5.

Reflect

7 ▶ **05** Test yourself. How much have you learnt from this lesson? First, look at the notes below and predict what you will hear. Then listen and complete the notes. Write 1–4 words in each gap.

BIG MISTAKES TO AVOID IN THE OFFICE

Don't gossip

- Talking _____¹ about people behind their backs is bad for your future.
- Gossiping in an email is even more dangerous.
- Much better to _____² and talk problems over with your colleagues.

Be careful using social media

- If you have a bad day at work, don't _____³ on Twitter or Facebook.
- Don't think that only your friends can read it – maybe _____⁴ can see it.

Don't multitask

- Doing more than one task _____⁵ is a mistake.
- If you do too many things, you _____⁶ done properly.

Don't be lazy – ever

- If your boss asks you to do some filing, and it's _____⁷, don't do it as quickly as possible.
- If you _____⁸, your boss won't trust you with more important work.