

Listening

1. Compare and contrast different types of (workplaces) Discuss
2. Section 2 is nonacademic talking – try filling in the blanks before listening (**predict**) Listen for the signpost words – *indicate a move to the next stage*
(Firstly, and, next, finally) Listing (firstly, secondly, thirdly, first of all, last) v Adding (furthermore, also, as well as, additionally) v Sequencing (before, after, next, previously, while, meanwhile)

Steps before listening

- a. Look at order, b. how many words, c. look at location, d. predict

More signposts

Contrasting – but, also, however, although, though, yet, whereas, on the other hand, while

Cause and effect – so, also, because, therefore, thus, consequently, as a result of this, as a consequence, this is caused by

Giving examples – for example, for instance, such as, like, in other words, what I mean is, or to put it another way

Summarising – in summary, to summarise, so as we have seen, in a nutshell

3. Following a description (listen and complete)
4. Completing a flowchart (listen and complete)
5. Label completion (Listen and complete)