



## Pre-listening

**S** When **several options are given** in a form, people need to put a '✓' in the **appropriate**  to show their choice(s) or preference(s). It is important to:

1. **compare the options** and circle any **keywords**
2. be aware of **the number of** '✓' needed to answer each question
3. put **only one** '✓' in the  to answer each question unless specified (e.g. when you hear 'Anything else?' and one more answer is given.)
4. **never put more** '✓' than instructed

e.g.

How many times do you visit the library each week?

 1     2     3     4     5     6     7

## Warm Up



**Andy is talking with a staff member at a community centre. Listen carefully and help the staff member complete the application form.**

(6 marks @ 2 marks)

### Caring Community Centre Volunteer Application Form

\*Put a '✓' in the appropriate . You may put a '✓' in more than one .

Name: \_\_\_\_\_ Age: \_\_\_\_\_ 12

Sex:  M     F

E-mail address: \_\_\_\_\_ andychan@happymail.com

\*1. What volunteer activity / activities are you interested in?

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Helping at funfairs |
| <input type="checkbox"/> Home visits | <input type="checkbox"/> Visiting hospitals  |

\*2. Which location(s) do you prefer?

- |  |   |
|--|---|
| <input type="checkbox"/> Kowloon City District | <input type="checkbox"/> Kwun Tong District     |
| <input type="checkbox"/> Sham Shui Po District | <input type="checkbox"/> Yau Tsim Mong District |
| <input type="checkbox"/> Wong Tai Sin District |   |

## Let's Practise

 5 min


Andy is completing a survey form about a supermarket and talking about it with a sales assistant, Janice. Listen carefully and help Janice complete the survey form. (10 marks @ 2 marks)

## Brilliant Supermarket

### Survey Form

\*Put a '✓' in the appropriate . You may put a '✓' in more than one .

1. Customer's name: Andy Chan

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\*2. How often do you visit our supermarket?

 Once a month

 Once a week

 2 – 3 times a week

 4 times a week or more

\*3. What do you usually buy at our supermarket?

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\*4. How much did you spend on your last visit?

 Less than \$100

 \$100 – \$200

 \$201 – \$300

 more than \$300

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\*5. What do you like most about our supermarket?

 Convenient location

 Reasonable prices

 Friendly staff members

 Many choices

6. Do you have any suggestion(s) for improvement?

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