



Module B Unit 4

Training 1.1 (p.27)

Announcer : You are Calvin Liu, an assistant to Blind Joe, the guitarist and singer. Joe has been invited to speak at a school and you are discussing the programme of events with the Principal. As you listen, complete the programme below.

Principal : Thanks very much for coming to talk with me. We're all looking forward to seeing Blind Joe very much.

Calvin : My pleasure. We just have a few details to go over.

Principal : ^①We'll be having our programme on the 17th of October this year, starting at 10:30. ^③We're celebrating the opening of the new English Corner in our school. ^⑦Our main theme is 'Overcoming Difficulties'.

Calvin : That's perfect for Joe. He's certainly had his share of troubles.

Principal : I know. I want students to learn from Joe's attitude towards life. That's why we invited him. ^⑩I hope our kids can have half the courage he has.

Calvin : I'm sure Joe will be pleased to hear that, although to be honest, he prefers that he'd be judged on his music.

Principal : Of course, he's very popular with the kids. ^⑫His album *Blind Joe Sings* is all you ever hear nowadays. That's why we asked him to perform at night.

Calvin : I am a little worried about that. It makes for a very long day.

Principal : The whole performance lasts 4 hours, but we'd like Joe to perform for about an hour.

Calvin : An hour should be OK. I'd like to schedule it early though since we're starting so early.

Principal : ^⑩The performance runs from 8-12 pm.

Calvin : ^⑬Maybe Joe could play from 8-9 then.

Principal : I think 9-10 would be better. People show up late. If he plays a little later, he'll have a good crowd and he still won't have to stay too late.

Calvin : OK. That sounds good. Also, we'd like to avoid starting the day too early. Joe is performing the night before as well. ^②When do we need to arrive?

Principal : ^⑤I think 10:00 would be OK. I'll start with a general introduction at 10:45 and Joe will start speaking around 11:00.

Calvin : Let me write that down...^④speech by the School Principal at 10:45. How long will Joe speak?

Principal : ^⑥He will speak around 30 minutes. Does he need any special equipment set up? Will he use PowerPoint slides?

Calvin : No, Joe doesn't really trust technology. He's a wonderful speaker and he sticks to basics. ^⑧He will need a microphone though if it's a big crowd.

Principal : OK, that's no problem.

Calvin : And the topic is 'Overcoming Difficulties', right?

Principal : Right. One more thing though. ^⑨We're having an alumni lunch at 12:00 and we really hope Joe will join us.

Calvin : That should be fine, but we would like Joe to have somewhere to rest in the afternoon.

Principal : ^{T⑭} Well, he could go back to the hotel of course, but if he prefers, he can just lie down in our common room. There's a sofa there and it's pretty quiet. *

Training 2.1 (pp.28-29)

Announcer : You are Mabel Lam, a general officer in the school office. The Principal is discussing the sharing session with you. Listen to the conversation and complete the note sheet below.

Principal : So Mabel, how's the event planning going? I hope organising the booths isn't causing you too much trouble.

Mabel : No, that's fine. And the planning and crafting work for the Art Exhibitions is going smoothly. The only thing I'd like to confirm is the guest sharing at the Opening Ceremony.

Principal : OK, what do you want to know?

Mabel : First, what's the theme? I remember Lily suggested 'Sharing the Keys to Success with Future Leaders' but you said you needed to discuss it with the teachers-in-charge.

Principal : Yes, I met them yesterday and we came up with a better theme. The one Lily suggested was too long. ^{T⑮} Now it's just 'The Road to Success'.

Mabel : 'The Road to Success'...great! ^{T⑯} The message is very clear. So, who will be our guest speaker?

Principal : It'll be Albert Yuk. He just received the Outstanding Youth Award.

Mabel : OK, Mr Yuk. Is it Y-U-K?

Principal : Yes. Please remind him to come 15 minutes before the student MC announces the start of the ceremony.

Mabel ^{T⑰} : That's 10:45 am, right? And should we ask him to reply to us at least one month before the event?

Principal : OK, that's the 16th of November.

Mabel ^{T⑱} : No, it's the 15th of November.

Principal : Oh yes. Please mark it down. ^{T⑲} And I want you to be the contact person. ^{T⑳} Please include the school office's telephone number in the last part of the letter.

Mabel : No problem. Let me jot that down... 'include school office's telephone number'. Done.

Principal ^{T⑲⑱} : Great. Please put my name and title at the end of the letter. *

Training 2.2 (pp.30-31)

Announcer : You are George Kong, the chairperson of the Literature Club of St Victoria College. You have been asked to help invite a famous person to give a talk at your school.

You are talking to Miss Pang, your class teacher, about the activity. As you listen, take notes on the note sheet below.

Then read the Data File and complete the task on the next page.

You now have two minutes to read the note sheet and the Data File.

Miss Pang : George, how's everything going for the anniversary activity?

George : It's going OK. But I've been really busy and I need to send the schedule to our teacher by Friday. Can you take a look at my schedule and give me some suggestions?

Miss Pang : Sure. When do things start?

George ^{T⑲⑱} : Well, it's for after school so we start at 3 pm ^{T⑳} on the 16th of June.

Miss Pang : OK, is that a Friday?

George : Yes, students are less busy on Fridays.

Miss Pang : And then?

George : Well, we'll have some opening remarks given by the principal, so I was thinking 3:15-3:45 for the talk by our guest speaker.

Miss Pang : ^{T⑩} I don't know...things always take longer than you expect, maybe you should say 3:30-4:00.

George : OK, you're probably right. Everybody's always late on Fridays, too.

Miss Pang : So what's the topic? Have you decided yet?

George : ^{T⑤} Yes, it'll be 'Stay Hungry, Stay Foolish', with a comma in the middle. Actually, it's one of the messages we want to convey through the school anniversary celebration.

Miss Pang : Is there going to be a Q & A session?

George : Yes, we asked him to speak for 30 minutes and then leave 30 minutes for Q & A.

Miss Pang : ^{T⑪} So the Q & A session starts at 4:00-4:30 pm. That's fine, but we'd better have a back-up plan, in case there are no questions.

George : ^{T⑫} Well, we have a tea break and we have ordered some food. So when the talking's done, we can just start eating.

Miss Pang : That's good. I would suggest that you planned some questions with your classmates too, just in case.

George : That's a good idea. We've asked people to prepare, but we'll draft some questions in advance. ^{T⑬} To finish, we've put together a slide show of some of the big events from this year. We can show it in the last half an hour to end the day.

Miss Pang : It looks good to me. *