



**Unit 8 Practice**

Part A

Task 1 (p.28)

Announcer : Part A. Situation.

You are Victoria Lam, a Secondary 2 student. You want to be a volunteer at a dog rescue charity.

You will have a total of three tasks to do. Follow the instructions in the Question-Answer Book and on the recording to complete the tasks. You have two minutes to familiarise yourself with Tasks 1 to 3 before the recording begins.

Task 1.

You are signing up to become a volunteer at a dog rescue charity. Listen to the conversation and complete the application form below.

You now have 30 seconds to study the task. At the end of the task, you will have 1 minute to tidy up your answers.

Rex : Hello. Are you new to the kennels?

Victoria : Yes, I'm Victoria Lam. I'm here to start volunteering today.

Rex : Oh, Victoria, yes, I got an email telling me that you were coming. I'm Rex. I usually do the fund-raising but today I'm the shift supervisor. I'm pleased to meet you.

Victoria : Pleased to meet you too.

Rex : First, you need to fill in a volunteer form, and then I can take you on an orientation tour of the kennels. Let me guide you through the form. What's your name and address?

Victoria : <sup>②</sup> My name is Victoria Lam and I live

in Flat 2B, Tower 17, 86 Pitt Street, Kowloon. Pitt is P-I-T-T.

Rex : Flat 2B, Tower 17, 86 Pitt Street, Kowloon. OK, and what is your date of birth? You need to be at least 14 to volunteer.

Victoria : <sup>①</sup> My date of birth is on the 27<sup>th</sup> June, 1998.

Rex : 27<sup>th</sup> of June, 1998. Great, you're able to volunteer. And what's your contact number?

Victoria : <sup>③</sup> My mobile number is 8776 0944.

Rex : OK, and your email address?

Victoria : <sup>④</sup> victlam300@cmail.com.

Rex : Sorry, did you say hotmail?

Victoria : No, cmail.com.

Rex : Sorry. Right, and what school do you go to, Victoria?

Victoria : <sup>⑤ ⑥</sup> I'm studying at St Peterson's School.

Rex : Is that the St Peterson's School in Yau Ma Tei?

Victoria : Yes, it is.

Rex : Oh, my daughter studies there too. She volunteers here and she loves animals. That brings us to the next question. Do you keep any pets?

Victoria : <sup>⑦</sup> I have two cats. I would love to have a dog but our flat is too small to keep one.

Rex : Do you have any experience taking care of dogs?

Victoria : <sup>⑧</sup> I often walk my neighbour's dog. My neighbour hurt her ankle so I volunteered to walk her dog and now I still walk him and take him to the local dog park. He's a lovely dog. He's always so happy to see me.

Rex : That's great. I think you will enjoy walking the dogs here. So why do you want to volunteer?

Victoria : <sup>9</sup>Because I want to help save animals <sup>10</sup>that are poorly treated, especially dogs.

Rex : And what activities would you be interested in? Here, look at the list.

Victoria : <sup>11</sup>Um, <sup>12</sup>walking and feeding dogs... <sup>13</sup>and I think I would like to learn how to do grooming as well. Is that washing and brushing them?

Rex : Yes, that's right. Please tick those. <sup>14</sup><sup>15</sup>Would you like to help at the pet shop or do fund-raising, which is to help raise money for the kennels?

Victoria : Yes, I would like to help.

Rex : How did you find out about our charity? Was it through our website?

Victoria : <sup>17</sup><sup>18</sup>My teacher told me about your <sup>19</sup>organisation and <sup>20</sup>later I found your website.

Rex : That's great, Victoria. Let me file your application and then I will show you around.

Announcer : This is the end of Task 1. You now have 1 minute to tidy up your answers.

## Task 2 (p.29)

Announcer : Task 2.

You have been asked to design a poster for a charity dog walk to raise money. Listen to the conversation and mark the supervisor's comments next to the poster below.

You now have 30 seconds to study the task. At the end of the task, you will have 1 minute to tidy up your answers.

Rex : Hi Victoria. Thank you so much for designing the poster for our charity dog walk. I really like what you have done.

Is it OK if we just make a few changes? You could make some notes on your design.

Victoria : Sure, no problem. What changes would you like?

Rex : I think the poster is very colourful and eye-catching. But I think we should make the charity's name a bit bigger though — <sup>1</sup>Change the font size to 20.

Victoria : Font size to 20, OK. Yes, that will look better. What else?

Rex : <sup>2</sup>You could add the charity's logo. Do you know how to add it?

Victoria : Yes. A picture of it is on this computer. I'll add the charity's logo. I'll look up the file now. Can you remind me how to spell 'logo'?

Rex : Sure. L-O-G-O, logo.

Victoria : Thanks. Yes, here it is. What else?

Rex : I think we could also make it better if we put the date of the walk in bold.

Victoria : Yes, the date would look better in bold. <sup>3</sup>I will write 'put date in bold'.

Rex : Good. The information is correct except on the third line of the text. <sup>4</sup>I think you need to change 'park' to 'Peak' with a capital 'P'. The walk ends at the Peak.

Victoria : Oh, right. Any other changes to the description of the event?

Rex : Um, I think we should add that there will be dog competitions. <sup>5</sup>Can you add 'and dog competitions' after the word 'stalls'?

Victoria : Sure, no problem. I'll add 'and dog competitions'. I was thinking we could have more pictures on the poster. What do you think?

Rex : <sup>6</sup>How about a photo of the cap that will be provided?

Victoria : Good idea! I can easily add a photo of that.

Rex : <sup>7</sup> And I think we should also have photos of the dogs instead of drawings. It'll make the poster more attractive.

Victoria : OK, let me make a note to use real photos instead of drawings. What about the addresses for buying tickets? Are they correct?

Rex : Yes. <sup>8</sup> I think the only improvement would be to change the colour of the addresses <sup>9</sup> to purple. It's in black now but I think purple stands out more. So please change the colour to purple.

Victoria : OK, no problem. Change the colour of the addresses to purple. Now what about the prices? I've heard from Anna that there has been a change.

Rex : That's right. We've changed one of the prices to make it more affordable. It's \$150 now for adults. <sup>10</sup> Please note 'change the price to \$150 for adults'.

Victoria : OK. I've got that down. Anything else?

Rex : Yes, two more things. Firstly, you've got Colin's email address here, but Roy is the contact person. <sup>11</sup> So change the email user name to 'roylam'. That's R-O-Y-L-A-M.

Victoria : Oh, right. What is the second change?

Rex : The website address is slightly wrong. You've got 'com' instead of 'org' after the charity site and before HK. <sup>12</sup> You need to change 'com' to 'org'. That's O-R-G.

Victoria : So it should be now www.dogrescue.org.hk?

Rex : That's right.

Victoria : OK, I'll mark down 'change com to org'.

Rex : Now I think it'll be perfect after those changes. Thanks again, Victoria.

Announcer : This is the end of Task 2. You now have 1 minute to tidy up your answers.

### Task 3 (p.30)

Announcer : Task 3.

You are making a video clip about your work at the kennels to show to new volunteers. Listen to the conversation and put the pictures in the correct order.

You now have 30 seconds to study the task. At the end of the task, you will have 30 seconds to tidy up your answers.

Colin : Hi Victoria, what are you doing on the computer?

Victoria : I'm making a video for new volunteers. I thought it would be useful to help them understand what kinds of things they'll be doing here.

Colin : That's a brilliant idea! We could show them the video as part of the orientation.

Victoria : That would be great. <sup>1</sup> The orientation talk I got when I started was really helpful. It helped me understand how the kennels worked. <sup>1</sup> I have a photograph of that so maybe I could have that first in the video.

Colin : Good idea. You could show different activities in the video in the order that you did them, then volunteers can see how they'll be given more responsibility as they get more experience.

Victoria <sup>2</sup> : Yes, after my orientation, I walked dogs in the park. I did dog walking for the first few shifts, so I got to know the dogs in the kennels.

Colin : Do you have a picture of you walking one of the dogs? You could use that one as the second picture.

Victoria : I have several. I like this one where I'm walking Chocolate. He's such a sweet dog.

Colin : That's a good picture. What was the next thing you helped do at the kennels?

Victoria : <sup>③</sup> I think I clipped nails for the dogs...no wait...I gave some dogs a bath first. I bathed Chocolate and Bobo. They were really dirty after they played in the park.

Colin : Bathing the dogs is fun but hard work. It's harder to cut their nails though. They keep moving so you have to be very careful, otherwise it will bleed and hurt.

Victoria : <sup>④</sup> Yes, I was very nervous the first time I clipped nails for the dogs. It takes practice. I've got better at it. I have a picture here of me clipping JoJo's nails.

Colin : After nail clipping, what was your next experience?

Victoria : Let me think. Was it helping in the shop? Or maybe washing towels? Hmm... I can't remember.

Colin : Didn't you give the dogs medicine next?

Victoria : Oh yes! That's it. <sup>⑤</sup> I learnt to give medicine to the dogs that are sick. I put cream on JoJo's sore paw. I could use that in my video.

Colin : Did Anna show you how to sell merchandise in the kennels shop?

Victoria : Yes, she did. She showed me how to use the cash register and talk to the customers. <sup>⑥</sup> I sold a collar on my first day in the shop. This is the picture of me selling the collar to a lady. We talked about her dog. It was quite fun to work in the shop, but I do prefer to be with the dogs.

Colin : The dogs are so rewarding to be with and they really love our attention. It's important to keep the kennels clean and tidy.

Victoria : You're right. <sup>⑦</sup> I spent a morning washing towels and small dog beds in the kennels' washing room. It made me feel good to know that they would have fresh beds and towels.

Colin : Do you have a photo of you doing the washing?

Victoria : Yes I do. Anna took one for me. She showed me how to use the washing machine and hang the washing up afterwards.

Colin : Anna's really pleased with all the work you've done. Rex also told me you helped him design a poster for our charity dog walk last week. Do you like graphic design?

Victoria : Yes, I do. I love art and using the computer to create images. <sup>⑧</sup> This is a picture of me signing my name on a large poster.

Colin : That's great. You should include this picture in your video.

Victoria : That'll be my last picture.

Colin : Excellent work, Victoria!

Victoria : Thank you.

Announcer : This is the end of Task 3. You now have 30 seconds to tidy up your answers.

## Part B (pp.31-35)

Announcer : Part B. Situation.

You are Bernice Wong, a volunteer at a charity called Take Me Home.

You will listen to a conversation between you and your supervisor, Timothy Ma. As you listen, you can make notes on page 1 of the Data File.

Follow the instructions in the Question-Answer Book and on the recording to complete the tasks. You will find all the information you need in the Question-

Answer Book, the Data File and on the recording.

You now have five minutes to study the tasks and the Data File.

The conversation will begin now.

Timothy : Hi Bernice. I have some information about the fund-raising month and I was hoping you would be able to help me complete a mind map of the four events that are going to take place.

Bernice : Sure, no problem.

Timothy : Great! Here's an empty mind map. I've put 'Fund-raising Month' in the middle, then it leads to four separate events. Please write down the date and time, the details, and the cost for each event. Now, the first event we have planned is a Charity Dog Walk.

Bernice : OK. That sounds like fun. What are the details?

Timothy : Well, it's going to be held on the 6<sup>th</sup> of November, from 9:30 am to 3 pm. <sup>T4②</sup> It's a walk from Hatton Road up to the Peak. Hatton is spelt H-A-T-T-O-N. People will pay to take part and will raise more money by getting sponsorship from their family and friends.

Bernice : It's going to be a good way to raise money. How much does it take to organise this event?

Timothy <sup>T5③</sup> : It's costing us \$20,000 to pay for posters, banners and helpers.

Bernice : \$20,000 is a lot. But the charity should make much more if a lot of people sign up.

Timothy : True. The next event is less expensive but may raise a lot of money. We are going to have a Flag Day. It will be on the 13<sup>th</sup> of November between 9 am and 12 noon.

Bernice : So the flag selling will be for three hours. I hope we can get plenty of donations.

Timothy <sup>T4④⑤⑥</sup> : Yes, I hope so. The event will take place in Central, Wan Chai and Tsim Sha Tsui.

Bernice : OK, Central, Wan Chai and Tsim Sha Tsui, got that. <sup>T5⑩</sup> And how much will it cost to run this event?

Timothy : About \$10,000. Half the amount of the Charity Dog Walk.

Bernice : Right. So, what are the other two events?

Timothy <sup>T4⑦</sup> : Well, the third event is Charity Stalls. We'll set up stalls in key locations on the 19<sup>th</sup> of November from 10 am to 4 pm. <sup>T4⑧⑨⑩</sup> We'll have products for sale, like T-shirts, dog treats and key rings.

Bernice : Hold on... T-shirts, dog treats and key rings. Apart from selling products, what else will be at the stalls?

Timothy <sup>T4⑪</sup> : We'll ask volunteers to bring puppies from the kennels to the stalls to attract people. I think the puppies will touch people's hearts.

Bernice : I agree. Hopefully people will buy the products to help raise money.

Timothy : And the stalls do not cost much to organise because we've got sponsorship from different companies. <sup>T5⑬</sup> The event only costs \$2,500.

Bernice : That's good. Now, we just have one more activity.

Timothy <sup>T4⑭</sup> : Yes, a Charity Auction. People can bid on goods that will be donated by toy manufacturers and <sup>T4⑮</sup> pet care salons.

Bernice : Sorry, how do you spell manufacturers and salons?

Timothy : That's M-A-N-U-F-A-C-T-U-R-E-R-S, manufacturers and S-A-L-O-N-S, salons.

Bernice <sup>T4⑰</sup> : Thanks. When is the auction?

Timothy : On the 25<sup>th</sup> of November between 7 to 10 pm.

Bernice : Wait, from 7 to 10 pm. OK. <sup>T4 16</sup> Will dinner be included too?

Timothy : Yes, we'll serve dinner first and then have the auction. <sup>T5 20</sup> A supporter has donated \$5,000 towards our setting-up costs, so actually it'll only cost the charity \$12,500.

Bernice : That's very kind of the supporters.

Timothy : Yes, and hopefully we will raise lots of money on the night. I think that's everything. Thanks Bernice.

Bernice : You're welcome.

Announcer : That is the end of the recording. You now have 35 minutes to finish the tasks.