



**Mock Paper**

Part A

Task 1 (p.49)

Announcer : Part A. Situation.

You are Yvonne Kam, a customer service officer of a wedding planning company. You are preparing a wedding banquet for a couple, Sammi and David.

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 talking to the couple about their wedding banquet. Listen to the conversation and complete the wedding planning 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.

Yvonne : Hi Sammi and David. Thanks for choosing our service.

Sammi : We've been to many wedding planning companies and I believe your company is the most suitable for us.

Yvonne : Thanks a lot. First of all, I need some information from you. <sup>②③</sup> So, you are Sammi Fung and you are David Sze?

Sammi : Yes.

Yvonne : When is your wedding date?

David : <sup>⑦</sup> It's on the 20<sup>th</sup> of November. That's a Saturday.

Yvonne : OK. Which hotel or restaurant would you like to hold your banquet in?

Sammi : <sup>⑧</sup> We would like the Eastern Hotel.

Yvonne : That's a good one. It's very popular among our clients.

David : That's great.

Sammi : <sup>⑨</sup> I think we will start the night at 7:30 so that our friends who will work that day can arrive on time. <sup>⑩</sup> Other guests may arrive as early as 6:30 to play cards, mahjong or take photos with us.

Yvonne : That sounds good.

David : <sup>⑪</sup> The event will end at around 11:00. After that, we need to collect all our things and leave the banquet hall by midnight.

Yvonne : It's good that you can stay overnight at the hotel after your long day. By the way, have you taken a look at the menus the hotel provides?

David : Yes. <sup>⑫</sup> We've decided on Chinese Menu B. The dishes are more appealing, we think.

Yvonne : OK, Chinese Menu B. Do you want any special arrangement for the food?

Sammi : What do you mean?

Yvonne : Hmm... Are any of your guests

Yvonne : Hmm... Are any of your guests vegetarians or allergic to certain foods? We need to tell the hotel staff about it so that they can prepare suitable food for your guests.

David : Oh I see. I don't think we need any special arrangements, do we?

Sammi : No, we don't.

Yvonne : Good. And how many guests will attend the banquet?

David : <sup>12</sup> 256 guests are confirmed to come.

Yvonne : Let me check... That means you need 22 tables.

Sammi : OK.

Yvonne : Next, let's talk about any other services you want. <sup>13</sup> Firstly, do you plan on wearing Chinese or Western attire?

Sammi : <sup>14</sup> Western for sure. I prefer a modern wedding.

David : Haha...our parents will be disappointed.

Yvonne : <sup>15</sup> Do you want your wedding cake to be 5, 8 or 10 pounds?

Sammi : Let's go with the medium one.

David : OK.

Yvonne : Do you need to arrange transport for your guests?

David : Yes. It'll make it easier for them to come. What type of transport is available?

Yvonne : There're 3 types — coaches with 40 seats, vans with 16 seats and cars with 4 seats.

Sammi : I would really like to rent cars since they look more elegant.

David : But a car can only carry 4 people. We'll need many cars to carry all of our guests! We can't afford it.

Sammi : OK. please calm down. <sup>16</sup> Let's choose coaches then, they can carry the most people.

David : That's what I was going to suggest.

Yvonne : <sup>17</sup> OK, so we'll need 7 coaches to carry all the guests.

Sammi : <sup>18</sup> <sup>19</sup> Yvonne, please note that we need an electronic piano and amplifier because my friend will perform for us.

Yvonne : An electronic piano and...

David : Amplifier. It's spelt A-M-P-L-I-F-I-E-R.

Yvonne : Thanks. I guess that's all the details for the banquet. Lastly, could you give me your contact details?

David : <sup>14</sup> <sup>4</sup> Please contact me at 9776 3142 and my <sup>5</sup> email address is [davidsze@popmail.com.hk](mailto:davidsze@popmail.com.hk).

Yvonne : [davidsze@popmail.com.hk](mailto:davidsze@popmail.com.hk)... Would you mind giving me your address?

David : <sup>6</sup> It's Flat A, 2nd floor, King's Building, 32 Harmony Street, Happy Valley, Hong Kong.

Yvonne : Flat A, 2<sup>nd</sup> floor, King's Building, 32 Harmony Street, Happy Valley, Hong Kong.

Sammi : That's right. Thanks a lot, Yvonne.

Yvonne : You're welcome.

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

Task 2 (p.50)

Announcer : Task 2.

You have finished drafting the floor plan for the wedding banquet. You are telling the couple about the arrangement. Listen to the conversation and complete the floor plan as you listen.

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.

Yvonne : Please take a look at the floor plan I've drafted. <sup>12</sup> When guests enter the hall, they'll see the reception area on their right.

Sammi : That's easy for them to find.

Yvonne : After signing their names, they can see which table they'll sit at.

Sammi : That's fine.

Yvonne : The 22 tables will be arranged in 4 rows. How would you like your guests to be seated?

David : Hmm... I think our close family members, our bridesmaids and best men should sit in the first row. They need to sit close to us and the stage.

Yvonne : Oh, sorry I forgot to include the stage here. <sup>②</sup> Let me put a big rectangle in front of the first row to represent the stage.

Sammi : <sup>④</sup> Yvonne, can you put a star on each of the 4 tables in the first row to indicate the tables for our close family members, our bridesmaids and best men?

Yvonne : No problem.

David : The second row will be for our friends.

Sammi : I'll need 3 tables for my friends. Do you need more than that for yours?

David : Three is OK.

Sammi : <sup>⑥</sup> Then my friends will sit at the 3 tables on the right.

Yvonne : I'll put the letter 'S' to indicate your friends <sup>⑤</sup> and 'D' to indicate David's friends.

Sammi : Thanks. David, how about our colleagues?

David : <sup>⑧</sup> I think I'll seat my colleagues at the 4 tables on the left in the third and fourth rows. Yvonne, please mark a big square around those tables.

Yvonne : OK. Then how many tables do you need for your colleagues, Sammi?

Sammi : I want 4, too.

Yvonne : <sup>⑨</sup> Would you like the 4 tables next to David's colleagues?

Sammi : Yes.

Yvonne : Let me draw a circle around the 4 tables for your colleagues then...done.

Sammi : The remaining 4 tables on the right in the third and fourth rows will be for other family members' friends. How's that?

David : Perfect, honey.

Yvonne : Then I will leave the rest of the area at the back empty. <sup>③</sup> Next, the wedding cake will be put on the far right corner of the stage. Please look here, I marked it with a shaded oval shape.

David : I see...that's fine.

Sammi : <sup>①</sup> I want to know where the bride's room is. Is it big?

Yvonne : It's next to the stage, on the left side of the hall.

Sammi : You mean this big rectangle? Wow, it's big!

Yvonne : Yes. It's spacious. You'll like it. Let me mark it on the floor plan so I won't forget... B-R-I-D-E's, Bride's Room. <sup>⑦</sup> Then, on the left of the hall, there is a large screen.

David : What is the screen for?

Yvonne : It'll be used to show the video slideshow of your memorable photos. Please remember to give us the photos before next week.

David : I'll give them to you on my way home tomorrow.

Yvonne : <sup>⑪</sup> OK. The toilets are on the left of the entrance <sup>⑩</sup> and next to them is the refreshments table.

Sammi : I can't find the refreshments table on the plan.

Yvonne : Let me mark it with a flag between the screen and the toilet.

David : That's much clearer now. Thanks, Yvonne.

Announcer : This is the end of Task 2. You now have 30 seconds to tidy up your answers.

### Task 3 (p.51)

Announcer : Task 3.

You and your colleague are looking for a master of ceremonies (MC) for Sammi and David's wedding banquet. You are listening to the interviews with some potential candidates. Listen to the interviews and complete the evaluation forms 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.

Conversation 1.

Yvonne : Hi, are you Kenneth Chiu?

Kenneth : Yes, I am.

Yvonne : Thanks for coming to talk to us. Do you have any experience being an MC for wedding banquets?

Kenneth : Yes. <sup>②</sup> I have been an MC for two weddings. I've loved being an MC for both wedding banquets. There're many wonderful moments and touching scenes.

Yvonne : What do you think is your strength, Kenneth?

Kenneth : <sup>③</sup> I can make an event run smoothly. I've been to some relatives' weddings and I found that some MCs didn't have good time management and some of the activities were overrun.

Yvonne : That's true. It's important for an MC to manage the time well. Many couples <sup>④</sup> ask for a humorous MC these days. Are you good at making people laugh?

Kenneth : Hmm...not very...but I think wedding banquets are generally serious in nature. So jokes are not quite appropriate.

Yvonne : I see your point but many couples nowadays like to include jokes and

games during the banquets to let the audience have a laugh...

Kenneth : Hmm...well...

Yvonne : OK, that's all I need to know, thanks.

Kenneth : Thanks for seeing me today.

Yvonne : Mark, what do you think of this candidate?

Mark : He's about average. <sup>⑤⑥</sup> I mean he's confident and talkative, but nothing more. <sup>①</sup> He doesn't seem like the best person to host the best wedding banquet for our clients.

Yvonne : I agree. Let's meet the next candidate. \*

Announcer : Conversation 2.

Dennis : Hi, I'm Dennis Hui. I was invited to come and have an interview today.

Yvonne : Hi, Dennis. Why don't you start by telling me about your relevant experience?

Dennis : <sup>⑧⑨</sup> I have 6 years of MC experience with wedding banquets and formal events. I love being an MC very much.

Yvonne : 6 years of experience, I am sure you have attended many different kinds of weddings.

Dennis : Yes. People have different views on weddings. Some would like their wedding to be entertaining while some prefer having a more serious one. It really depends.

Yvonne : OK, could you tell me your strengths?

Dennis : <sup>⑩⑪</sup> I can make good jokes and handle unexpected challenges.

Yvonne : Handling unexpected challenges... Can you tell me a bit more?

Dennis : Sure. I had to deal with some unexpected things when I was an MC for several wedding banquets. I remember one time a guest brought

her puppy in her bag, and the puppy suddenly ran onto the stage. I was able to make it into a joke and calmed down the terrified bride.

- Yvonne : Haha! That's great. <sup>12</sup> Are you good at designing wedding games?
- Dennis : Yes, I can design funny and suitable wedding games. These days, people prefer a casual wedding and they would like some fun. The couples and guests enjoyed my games a lot.
- Yvonne : That's great.
- Dennis : I'm sure I can do the job well.
- Yvonne : I believe you can. OK, that's all for now. We'll contact you very soon.
- Dennis : Thank you so much.
- Yvonne : Mark, Dennis seems very suitable for the position, doesn't he?
- Mark : He definitely does. <sup>13</sup> He has professional experience. I guess he must have met a lot of challenges during his 6 years of MC experience. <sup>16</sup> He's cheerful and humorous, which impressed me very much.
- Yvonne : I feel the same about him. <sup>14 15</sup> He is also confident and talkative. <sup>7</sup> I have no doubt he would be a very good MC.
- Mark : But let's meet our last candidate.
- Yvonne : Sure. \*
- Announcer : Conversation 3.
- Yvonne : Hi, so you're Kelvin Cheung, right?
- Kelvin : Hi, yes I am.
- Yvonne : Kelvin, do you have any experience being an MC for wedding events?
- Kelvin : No, but I have some public speaking experience such as giving speeches at school.
- Yvonne : So, you don't have much related experience.

- Kelvin : Hey, if you don't consider my experience relevant for this job, what more can I say?
- Yvonne : Mm... I just mean you lack MC experience with wedding banquets, despite having some public speaking experience.
- Kelvin : OK, it doesn't matter because I am able to think quickly. I can handle any kind of situation with ease.
- Yvonne <sup>18</sup> : So your strength is 'being able to think quickly'?
- Kelvin <sup>19</sup> : Yes. What's more, I entered the 2009 Hong Kong Debating Competition and I was the second runner-up.
- Yvonne : That was quite an honour.
- Kelvin : That's why I think I am suitable for this job.
- Yvonne : OK, I'll contact you within 2 days if you are considered to be the right candidate. Thanks a lot for your time.
- Kelvin : Bye.
- Yvonne : Please tell me what you think, Mark.
- Mark <sup>21</sup> : Well, he's confident. But I was shocked when he said, 'What more can I say?' <sup>17 22</sup> We certainly don't want such an arrogant MC for our guests.
- Yvonne <sup>21</sup> : And more importantly, he lacks MC experience with wedding banquets.
- Mark : Right. Having other public speaking experience doesn't automatically mean he can be a good MC for wedding banquets.
- Yvonne : I guess we've decided.
- Announcer : This is the end of Task 3. You now have 1 minute to tidy up your answers.

Part B (pp.52-56)

Announcer : Part B. Situation.

You are Iris Ma, an assistant to a career consultant at a career counselling company, Job Plus. Your company has launched three new programmes for new job seekers.

You will listen to a conversation between you and your boss, Mr Siu. 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.

Mr Siu : Hi Iris, I would like to remind you about the details of the 3 new programmes we launched last year. I want you to prepare some promotional materials later so you may need this information.

Iris : Sure.

Mr Siu : <sup>T5②</sup> First, our aim for setting up these programmes is to provide new job seekers with knowledge, guidance and support.

Iris : Knowledge, guidance and support... I understand. New job seekers must be very frustrated about choosing jobs, preparing for interviews, etc.

Mr Siu : Exactly. Actually, the turnover rate of new graduates is very high in any industry. Perhaps job seekers don't know what they really like, so they tend to shift between jobs often.

Iris : They must find our programmes helpful to them.

Mr Siu : <sup>T5③</sup> I hope so. I hope after joining the programmes, new job seekers can land and secure their jobs. Well, let's go through each programme one by one. First, I'll talk about Programme I — Defining Your Goals.

Iris : <sup>T4①</sup> The aim of this programme is to help students understand themselves, am I right, Mr Siu?

Mr Siu : <sup>T4②</sup> Yes. The second aim is to help students identify their career preference.

Iris : OK... To help students identify their career preference...

Mr Siu : <sup>T5⑤</sup> That's right. And consultants will provide one-to-one assistance at times.

Iris : One-to-one assistance, that's great. I think job seekers will need some personal and professional advice.

Mr Siu : You're right. Next, Programme II — Surviving Interviews. What do you think are the aims?

Iris : <sup>T4⑥</sup> To teach students how to write a good application letter and CV?

Mr Siu : <sup>T4⑦</sup> Exactly. Please also add that it will help students prepare for a job interview.

Iris : That's quite a lot of information. Will there be notes given to the students?

Mr Siu : <sup>T5⑥</sup> Yes. Notes will be provided for each lesson.

Iris : I'll note that down.

Mr Siu : OK, let's move on to Programme III — Workplace Problem-solving. <sup>T4②</sup> As the name suggests, it helps students solve problems they encounter at work.

Iris : That's useful. We always encounter different problems at work and we need to learn how to deal with them.

Mr Siu : <sup>T4⑬</sup> Yes. We also want to help students integrate into a new company.

Iris : I'm sure job seekers will find this course very useful for them.

Mr Siu : Definitely. <sup>T5</sup> After finishing this programme, students will get a performance report written by our consultants stating the students' strengths and weaknesses.

Iris : A performance report, that's helpful!

Mr Siu : I hope the 3 programmes will be attractive to new job seekers.

Announcer : That is the end of the recording. You now have 40 minutes to finish the tasks.