IELTS Listening Task Type 4 (Form/Note/Table/Flow-Chart/ Summary Completion) – teacher's notes

Description

An activity which focuses on student reception and production of discrete numbers and letters, followed by practice of a Part 1 of the listening paper involving form completion.

Time required:	*50 minutes*
Additional materials required:	▪ *none*
Aims:	▪ *to practise pronouncing, listening to and noting letters, words and numbers.* ▪ *to raise awareness of how this can help students with task type 4.* ▪ *to practise predicting the kinds of words needed and completing a sample task type 4.*

Procedure

1. Hand out the two different task variants and ask students to discover the differences. In Example 1, candidates have to select their answers from a list on the question paper. In Example 2, they have to identify the missing words from the recording which fit the spaces. For the latter, they should not change the words from the recording in any way, and should keep to the word limit stated in the instructions (in this case, 'no more than three words and/or a number'). In Example 1 candidates complete a paragraph (a summary in the form of a complete text); in Example 2 they are completing a table (this is often used as a way of summarising information which relates to clear categories – e.g. place/time/price). They may also be required to complete a form (often used to record factual details such as names), a set of notes (used to summarise any type of information using the layout to show how different items relate to one another) or a flow-chart (used to summarise a process which has clear stages; the direction of the process is shown by arrows).
2. Explain that this task type often involves noting down names, spellings, times, numbers, etc. Have a short discussion with students about when we have to do this in our everyday lives, what some typical situations are (e.g. taking a message heard over the telephone for someone; receiving important information about flights and train times, products and how much they cost etc) and what can be difficult about doing this in English.

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3. Hand out worksheets A and B to the class so that half the students have one worksheet and the other half the other. Divide all the A students into pairs and ask them to check they know how to pronounce each figure and letter on their worksheet and to spend a minute practising this. Do the same for all the B students. Monitor and check that the students are pronouncing the numbers and letters accurately.
4. Re-arrange the class so that now every A student is working with a B student in a pair. Tell them not to look at their partner's worksheet. Student A reads out sentences 1 – 8, giving time for student B to fill in the necessary information. Then Student B reads out sentences 9 – 16, and student A completes the information on their worksheet.
5. Monitor the activity and make a note of the problem areas.
6. Students check their answers in their pairs.
7. Hold a class feedback session, focussing on the problems students had with particular letters and numbers. Give students practice by drilling the sounds and follow this with individual pronunciation practice.
8. Now hand out the sample task. Ask candidates what type of text they have to complete (a form, a set of notes, a table, a flow-chart or a summary) and what task type it is (choosing words from a list, or picking out words from the recording). Elicit what the situation might be, based on the information on the question paper. Ask a couple of prompt questions about some of the missing information, e.g. What is a postcode? What other units can be used to measure the container? (See key below) Then put students in pairs to predict the kind of information that is missing for each gap and whether it will involve spelling, numbers, words, etc. Hold a whole class check of this, adding in any missing information and hints that you can. (Point out that this task is a slightly artificial one for practice purposes and that the real test would not have, for example, more than three 'numbers' questions).
9. Play the recording linked to this activity. Students write down the missing information on the question paper. Students compare their answers in pairs before a whole class check.
10. Finish with a brief discussion on this task type, perhaps using the following questions as prompts:
    - How many times do you hear the recording? (once)
    - What should you do during the reading time prior to listening? (read the task and try to fully understand the context and also predict what type of information is needed for each answer)
    - Which numbers are often easily confused? (14/40; 30/13 etc.)

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IELTS Listening Task Type 4 (Form/Note/Table/Flow-Chart/ Summary Completion) – answer keys

Key to Procedure steps

Step 8: The situation is a man called Jacob talking to a company that ships containers overseas. He is giving details of a container that needs shipping from England to Kenya.

A postcode is a 5, 6 or 7 letter and number combination that is part of an address in countries such as the UK and Australia.

The other measurements could be in centimetres (or inches/feet but this is unlikely as the given measurement is in metres)

Key to Sample Task

1. Mkere

2. Westall

3. BS8 9PU

4. 0.75 m/metre(s)/meter(s) (wide) /
three(-)quarter(s) (of) (a)
metre/meter (wide) /
¾ m (wide) /
75 cm(s) (wide)

5. 0.5 m/metre(s)/meter(s)
(high/deep) /
(a) half (a) metre/meter (high/deep) /
½ m (high/deep) /
50 cm(s) (high/deep)

6. & 7. *in either order*
(some) books
(some) toys

8. 1,700

Words in brackets are optional - they are correct, but not necessary. Alternative answers are separated by a single slash (/).

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IELTS Listening Task Type 4 (Form/Note/Table/Flow-Chart/ Summary Completion) – Tapescript

You will hear a telephone conversation between a customer and an agent at a company which ships large boxes overseas.

A Good morning Packham's Shipping Agents. Can I help you?
B Oh yes, I'm ringing to make enquiries about sending a large box, a container, back home to Kenya from the UK.
A Yes, of course. Would you like me to try and find some quotations for you?
B Yes, that'd be great. Thank you.
A Well first of all, I need a few details from you.
B Fine.
A Can I take your name?
B It's Jacob Mkere.
A Can you spell your surname, please?
B Yes, it's M-K-E-R-E.
A Is that 'M' for mother?
B Yes.
A Thank you, and you say that you will be sending the box to Kenya?
B That's right.
A And where would you like the box picked up from?
B From college, if possible.
A Yes, of course. I'll take down the address now.
B It's Westall College.
A Is that W-E-S-T-A-L-L?
B Yes, ... college.
A Westall College. And where's that?
B It's Downlands Road, in Bristol.
A Oh yes, I know it. And the postcode?
B It's BS8 9PU.
A Right ... and I need to know the size.
B Yes, I've measured it carefully and it's 1.5m long ...
A Right.
B 0.75m wide ...
A OK.
B And it's 0.5m high or deep.
A Great. So I'll calculate the volume in a moment and get some quotes for that. But first can you tell me, you know, very generally, what will be in the box?
B Yes there's mostly clothes.
A OK. [writing down]
B And there's some books.
A OK. Good. Um ... Anything else?
B Yes, there's also some toys.
A OK and what is the total value, do you think, of the contents?
B Well the main costs are the clothes and the books – they'll be about £1500 but then the toys are about another two hundred – so I'd put down £1700.

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IELTS Listening Task Type 4 (Form/Note/Table/Flow-Chart/ Summary Completion) – Student's Worksheet

Examples of Task Type 4

Example 1

Complete the summary below using words from the box.

earthquakes farms floods fruit jungle mountains rice towns villages

The island consists of a coastal plain with **1** ..... in the North. There are many **2**..... on the coastal plain, where **3** ..... is grown. However, this region also suffers from occasional **4** ..... The capital city was originally in the North, but it was completely destroyed by **5** ..... in the nineteenth century.

Example 2

Complete the table below.

*Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.*

Activity	**People involved**	**Time spent per week**	**Problems**
Cooking	**1**	15 hours	lack of **2** .....
Cleaning	Sue and Steve	**3**	no electricity
4	Alanis	6 hours	**5** .....

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Worksheet A - Numbers and Spellings

Work with a partner who has Worksheet B. Do not look at each other's worksheets.

First, read out sentences 1 – 8 to your partner.

1. My friend's name is Witner Mutale. That's spelled **W-I-T-N-E-R, M-U-T-A-L-E.**

2. She lives in a city called Lusaka – that's spelled **L-U-S-A-K-A.**

3. My mobile phone number is **0777 918 1908**

4. The credit card number is **0228 6370 4827 5960**

5. She was born on **15th July 1981.**

6. The book costs **$15.00.**

7. You can get the bus number 35 – oh, no sorry, number **36.**

8. I'm not sure how much the rent is – about £60.00 a week I think … no, it's actually **£55.00.**

Now, listen to your partner and complete the following notes.

<u>Sentences 9 – 16</u>

9. Name: .....

10. Town: .....

11. Post code: .....

12. Bank account number: .....

13. Course begins on: .....

14. Cost of taxi: .....

15. Address: .....

16. Cost of this year's course: .....

When you have finished, compare your worksheet with your partner.

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Worksheet B - Numbers and Spellings

Work with a partner who has Worksheet A. Do not look at each other's worksheets.

First, listen to your partner and complete the following notes.

Sentences 1 – 8.

1. Name: .....

2. City: .....

3. Phone number (mobile): .....

4. Credit card number: .....

5. Date of birth: .....

6. Cost of book: .....

7. Bus number: .....

8. Rent: ..... per week

Now, read out sentences 9 – 16 to your partner.

Sentences 9 – 16

9. My friend's name's Denys Yung – that's **D-E-N-Y-S, Y-U-N-G.**

10. He lives in a town called Warralee – **W-A double R-A-L Double E.**

11. His post code is **N-S-W 2147**

12. The bank account number is **0782 7580.**

13. The course begins on **October 21st.**

14. The taxi from the airport cost **£19.00.**

15. He lives at 26, **Bank Road** – sorry, that's **36**, not 26.

16. The course costs **$750** – it was $650 last year, but it's gone up.

When you have finished, compare your worksheet with your partner.

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IELTS Listening Task Type 4 Form/Notes/Table/Flow-chart/ Summary Completion – Sample Task

Questions 1 – 8
Complete the form below.
*Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.*

PACKHAM'S SHIPPING AGENCY – customer quotation form

Example

Country of destination: Kenya….

Name: Jacob **1** ……

Address to be collected from: **2** …… College, Downlands Rd

Town: Bristol

Postcode: **3** ……

Size of container:

Length: 1.5m

Width: **4** ……

Height: **5** ……

Contents: clothes

6 ……

7 ……

Total estimated value: **8** £……

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