

## IELTS General Training Reading Task Type 7 (Matching Sentence Endings) and Type 8 (Sentence Completion) – teacher’s notes

### Description

An activity to introduce sentence-completion questions and to practise the skills required to answer them

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**Time required:** 45 minutes

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**Additional materials required:**

- OHT of questions for sample task (if required)

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**Aims:**

- to introduce sentence-completion questions
- to practise analysing the language in the questions and predicting what sort of word is required
- to raise awareness of paraphrasing.

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### Procedure

1. Hand out Worksheet 1 (the two examples of sentence-completion tasks) and ask students what the differences between the tasks are. Example 1 consists of gapped sentences without any options/choice of possible answers. For this variant of the task, candidates are asked to complete the sentence in a given number of words taken from the text. Example 2 consists of incomplete sentences, and a list of options for completing them in the box below. There are more options (A-I) than sentences, so some options (distractors) will not be used. NB In some cases, they may be told that they can use an option more than once.
2. Hand out the sample reading task (text and questions). Give students one minute to skim-read the title and the text to get a general idea of what it is about. At the end of a minute ask for ideas about the text’s contents and write a few suggestions on the board.
3. Direct students to the questions and instructions. Elicit which type of sentence-completion task this is (see step 1 above).
4. Show the OHT of questions (optional). For the first question, elicit from the students what the indefinite article *a* tells us about the missing information (that it is a noun, it is countable and singular, and begins with a consonant).
5. Explain that the language before and after the gap can always reveal some clues about the missing information as the sentences have to be grammatically correct as well as correct for meaning. Put students in pairs to analyse the remaining questions in this way, looking for clues in the structure. If this is too difficult, ask students to look at the following words in the questions:

Q16 a

Q17 tasks

Q18 available from the

Q19 them

Q20 reported to

See key below.

6. Compare answers as a class.
7. Hand out worksheet 2. Explain that you can rephrase sentence-completion questions into real questions which may make it easier to identify what information is required. Point out that this is not part of the task but another way to help students focus on the type of word/information needed to fill the gap. Students work through the worksheet, then check their answers as a class.
8. Direct students to the first sentence of the text. Ask students to identify three things which are mentioned in relation to VDUs. Write them on the board (ill effects, radiation, skin complaint).
9. Write the indefinite article next to all three of them. Students identify which one is correct and why the other two are incorrect. (See key below)
10. Students re-read the sentence to check for other clues in the text that this is the correct answer and that the others are incorrect. Ask for volunteers to explain why to the class.
11. Students skim-read the text locating the information for each question. Ask students to mark where the relevant section of the text is, even if they aren't sure of the actual answer.
12. Check in pairs, then make a whole-class check. For each answer, refer back to the text for the location and refer back to the clue words in step 5.
13. Ask students to tell their partner what they have learned about this task type and the procedure for answering it.

## IELTS General Training Reading Type 7 (Matching Sentence Endings) and Type 8 (Sentence Completion) – answer keys

### Key to Procedure Step 5:

- Q16 a – indefinite article so the answer is a noun; it is countable and singular and begins with a consonant
- Q17 tasks such as – an example of a task you can do at work, in the form of a noun
- Q18 available from the – place beginning with a definite article
- Q19 them – plural noun
- Q20 reported to – a person

### Key to Procedure Steps 8/9:

- a ill-effect – begins with vowel so needs *an*
- a radiation – uncountable so no article; also there is a definite negative before it: *don't*
- a skin complaint – correct; also *rarely cause* is a paraphrase of *unusual to get*

### Key to Worksheet 2

- 15 **What** is it unusual to get from using a computer?
- 16 **What or which** item may your employer have to give you to use at work?
- 17 **What** kind of task at work means that the advice from HSE may not apply?
- 18 **Where** can you get financial aid from if you have special requirements?
- 19 **What** must the company pay for if you need them while working?
- 20 **Who** should you tell if you have any concerns about the effect of using a VDU on your health?

### Key to Sample Task

1. skin complaint
2. wrist rest
3. data input
4. (local) job centre
5. (your) glasses
6. your line manager

## IELTS General Training Reading Type 7 (Matching Sentence Endings) and Type 8 (Sentence Completion) – Student's Worksheet 1

### Examples of Task Types 7 and 8

#### Example 1 – Sentence Completion

Questions 7 – 9

Complete the sentences below.

Choose **NO MORE THAN THREE WORDS OR A NUMBER** from the text for each answer.

Write your answers in boxes 7-9 on your answer sheet.

- 7            This medicine tastes of .....
- 8            This is not suitable for children under the age of ..... or for the elderly.
- 9            Do not take this medicine if you are currently being treated for .....

## Example 2 – Matching Sentence Endings

Questions 15 – 20

Complete each sentence with the correct ending, **A-I**, below.

Write the correct letter, **A-I**, in boxes 15-20 on your answer sheet.

- 15 Completed conference registration forms should be sent to the
- 16 Delegates can apply for a parking permit for the car park in front of the
- 17 On arrival, conference delegates should report to the
- 18 All accommodation for delegates is situated in the
- 19 Hot drinks and snacks are served all day in the canteen in the
- 20 Changes to the conference timetable will be posted on the board in the foyer of the

- |          |                           |
|----------|---------------------------|
| <b>A</b> | Rhodes Concourse          |
| <b>B</b> | Jackson-Peel Building     |
| <b>C</b> | Gatehouse                 |
| <b>D</b> | Vaughan Suite             |
| <b>E</b> | Jubilee Terrace           |
| <b>F</b> | Leyland Recreation Centre |
| <b>G</b> | Bairstow Memorial Hall    |
| <b>H</b> | Registry                  |
| <b>I</b> | Wainwright Building       |

## IELTS General Training Reading Type 7 (Matching Sentence Endings) and Type 8 (Sentence Completion) – Student's Worksheet 2

Add the correct question word to complete the questions below:

- 15 **What** is it unusual to get from using a computer?
- 16 \_\_\_\_\_ item may your employer give you to use at work?
- 17 \_\_\_\_\_ kind of task at work means that the advice from HSE may not apply?
- 18 \_\_\_\_\_ can you get financial assistance in the case of special requirements?
- 19 \_\_\_\_\_ must the company pay for if you need them while working?
- 20 \_\_\_\_\_ should you tell if you have any concerns about the effect of using a VDU?

The language used in the questions here is slightly different from the language in the sample task sentence-completion questions. Underline any synonyms or paraphrasing you find.



## IELTS General Training Reading Type 7 (Matching Sentence Endings) and Type 8 (Sentence Completion) – Sample Task

Read the text below and answer Questions 15-20.

Advice for Employees

### Safe computer use

Most people suffer no ill-effects from using VDUs (Visual Display Units) as they don't give out harmful levels of radiation and rarely cause any kind of skin complaint. If you do suffer ill-effects, it may be because of the way you're using the computer and this can be avoided by well-designed workstations. When working at a VDU, make sure you keep a good posture and that your eyes are level with the screen.

Under health and safety regulations your employer should look at VDU workstations, and reduce any risks by supplying any equipment considered necessary (e.g. a wrist rest). They should also provide health and safety training. This also applies if you're working at home as an employee and using a VDU for a long period of time. There is no legal limit to how long you should work at a VDU, but under health and safety regulations you have the right to breaks from work using a VDU. This doesn't have to be a rest break, just a different type of work. Guidance from the Health and Safety Executive (HSE) suggests it's better to take frequent short breaks but if your job means spending long periods at a VDU, for example as in the case of data input, then longer breaks from your workstation should be introduced.

If you're disabled, your employer's duty to make reasonable adjustments for you may mean that they will provide you with special computer equipment. You can also get advice and maybe help with paying for equipment from the local job centre.

Studies haven't shown a link between VDU use and damage to eyesight, but if you feel that using a VDU screen is making your eyes tired, tell your employee safety representative. You have the right to a free eyesight test if you use a VDU a lot during work hours. If you're prescribed glasses your company must pay for them, provided they're required in your job.

If you have any health problems you think may be caused by your VDU, contact your line manager. He/she has a duty to consult you on health and safety issues that affect you, and should welcome early reporting of any issue.

Questions 15 – 20

Complete the sentences below.

Choose **NO MORE THAN THREE WORDS** from the text for each answer.

Write your answers in boxes 15-20 on your answer sheet.

- 15 It is unusual to get a ..... as a result of using computers.
- 16 Employers may be required to provide you with items such as a ..... to use while at work.
- 17 If your job involves tasks such as ..... , the advice from the HSE may not apply.
- 18 Financial assistance in the case of special requirements may be available from the .....
- 19 The company is obliged to cover the cost of ..... if you need them while working.
- 20 Any concerns about the effect of using a VDU on your general well-being should be reported to .....