

Listening to an explanation

When you know you're going to be listening for information in a short talk or explanation, it can help to prepare for what you are going to hear. One way to do this is to try to guess what the main ideas might be.

Imagine a manager is giving a short talk to new staff at work. Have a guess about what some of the main points in the talk might be.

Write your ideas here: _____

Another way of preparing to listen to a short talk is to prepare some questions you'd like answered. What questions do you think the new staff might ask?

Write your questions here: _____

You might like to compare your ideas with a friend's. Are they similar?

Now listen to the audio clip **Staff induction** to check if you guessed any of the main points and if the speaker answered any of your questions.

Listen again and notice how the speaker follows a pattern. Note down what she says. You might want to listen more than once.

What she does	What she says (make brief notes)
Introduces what she's going to say.	
Tells them....	



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Tells them what she's explained.	
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