



## Listening to a talk - answers

1. This talk is taking place in a hospital.

Correct answer: **Probably false** - the speaker mentions the company, so the talk takes place at work, but he doesn't give us any more detail.

2. It is the first of three presentations.

Correct answer: **True**

3. The speaker explains policies and procedures in the workplace.

Correct answer: **True**

4. The speaker talks about four main policies or procedures

Correct answer: **False** - the speaker talks about three main policies and procedures.

5. The audience have a chance to ask questions during the talk.

Correct answer: **False** - the audience have a chance to ask questions at the end.

Now check your notes on the main points and instructions - you might have written notes like these:

Main point	Detail - example or instruction
<b>Accidents</b>	<b>Let your health and safety officer know if you have an accident.</b> <b>Record it in the accident log book.</b>
<b>Sickness</b>	<b>Call your line manager to let them know you won't be in</b> <b>If you can't speak to your line manager, email the general office.</b>
<b>Equality and diversity</b>	<b>Report any discrimination to the equality and diversity officer.</b>



## Listening to a talk - answers

Question: Tick (✓) the linking expressions the speaker uses to link his main points.  
Correct answer:

Firstly	
<b>The first</b>	✓
Then	
<b>The next</b>	✓
After that	
Following that	
First of all	
<b>Finally</b>	✓