



Listening to a talk

Listen to the audio clip **New staff induction** and decide whether the following statements are true (T) or false (F):

- 1 This talk is taking place in a hospital.
- 2 It is the first of three presentations.
- 3 The speaker explains policies and procedures in the workplace.
- 4 The speaker talks about four main policies or procedures.
- 5 The audience have a chance to ask questions during the talk.

Now listen again and make a note of the main points and the detail on each one. You might need to listen several times.

Main point	Detail - example or instruction

How does the speaker link his main points? Tick (✓) the linking expressions he uses.

Firstly	
The first	
Then	



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The next	
After that	
Following that	
First of all	
Finally	