**Listening 1 Listen to the conversation between Claudia and Max talking about training and decide whether the following statements are true or false**

**Claudia:** Hello Max. Can we start please? Ok, the main aim of this meeting is to talk about training. *We don't have a big training budget – it's about $11,000 for the whole year*. We want to make good use of it. Max, what do you think?

**Max:** *I'm in favour of sales training*. The sales team is doing well but I'm sure we could improve our performance. There are some very good courses available.

**Claudia:** I don't know about that, Max. Don't you feel that management training would benefit the whole company?

**Max:** Well, you're the manager

**Claudia:** And I want to be the best manager I can be. I'm sure we all have something to learn.

**Max**: Perhaps we should consider sales training and management training.

**Claudia:** *I'm not sure that's a good idea. $ 11,000 will cover one good course for one team but it's probably not enough for two courses.*

**Max:** I think I agree with you.

**Claudia:** Right. So we need to choose one or the other, at least for this year.

**Max:** Exactly*. We could have one course this year and one course next year*. Why don't we do sales training this year and management training next year.

**Claudia:** OK, We need to decide which we do first. Why don't we come back to that later?

**Max**: OK

**Claudia:**  The next thing to discuss is timing. In the past, we've had one-week intensive training courses but last year it was suggested that we could do one-day sessions several weeks.

**Max:** Sorry, I don't quite understand.

**Claudia**: Last year, we had a course that ran every day, Monday to Friday, for one week. So people had to miss work for a week. Next time, we could have a course on Mondays only Five Mondays in a row.

**Max***: Oh, brilliant. I'm in favour of that.*

**Claudia:** I completely agree. So that's it, then. We'll have one training day every week for five weeks. Now, let's move on to …..

**Listening 2**

**Listen to Ingrid Watson, a sales representative, describing her company's new product, the TIK-99 and choose the correct answer a, b, or c.**

Good morning, everyone. I'm Ingrid Watson and I'm here to show you our latest product, the TIK-99. It's high-tech and it's *very attractive*.

As you can see, the TIK-99 looks like a high-quality *wristwatch* with a fashionable *black-and-silver* case and band. But it does so much more than a watch.

Let me tell you about its special features. It has a wireless Bluetooth headset and *it's completely voice activated, you just speak instructions to it*. You can use it to make phone calls send and receive e-mails, browse the Internet and play music and videos. Oh, and it also tells the time! It's perfect for wearing everywhere you go.

A huge advantage of the TIK-99 is its small size. It's 35 millimetres long, 40 millimetres wide and only 6 millimetres thick. It weighs 40 grams. But this compact device can give you high-quality sound, full-colour video and excellent text readability. And the long-lasting battery gives you *20 hours of talk* time or 30 hours of music playback. What's more, this amazing device is competitively priced at just $399.

I'm sure you'll all want to try it for yourselves but first, are there any questions?