

The process of IELTS on computer Listening

IELTS Listening tactics/ IELTS Academic Writing Task One flowchart tasks

Instructions for teachers

Cut up one set of cards per group of two to four students, without the left-hand column with the numbers etc. The instructions for students below explain how they should use the cards, etc. It can also be done without the X cards to make it easier and quicker.

Instructions for students-

Use phrases like "Firstly..." to describe how you should do an IELTS Listening paper on your computer at home, starting with exam-style timed practice and then making sure that you learn something from it.

*Put the cards that you are given into order to show the process of doing IELTS Listening at home, starting with timed exam practice. Things done at the same time should be put next to each other. Put things which probably shouldn't be done to one side. If you get confused, first of all reject the bad ideas and/ or organise the good ideas into three categories: **Category 1**: near the beginning of the process, **Category 2**: near the middle of the process, **Category 3**: near the end of the process.*

Read the text below to start checking the order of the cards.

Double check the order as a class or with an un-cut-up copy of the worksheet. Steps with the same number happen at the same time and so should be next to each other. Steps with "X" shouldn't be done and so should be put to one side.

Ask about steps and/ or explanations in the text you disagree with, don't understand, etc, then highlight useful phrases for talking about processes/ explaining flowcharts.

Without looking at the complete text, fill each gap on the following page with one word. Some words not in the original text may also be possible.

Use these mixed answers to help with the gapfill task. Some can be used more than once, and some gaps have more than one answer.

as	at	before	by
during	flow	following	have
having	in	move	next
of	once	secondly	soon
stage	step	subsequent(ly)	that
the	then	when	while/ whilst

Check your answers with the original text. Other words may be possible in the gaps, so check with your teacher if you wrote something different.

Use similar phrases to describe other processes like:

- doing IELTS Writing at home
- doing IELTS Reading at home
- the process shown on an IELTS Academic Writing Task 1 flowchart

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Cards to cut up/ Suggested answers

1	"Turn on your English brain" with some (non-IELTS, easy, relaxing) English listening.
2	Put on your headphones.
3	Check the sound.
4	Listen carefully to the instructions for the whole test.
5	Turn to Listening Part One.
6	Listen carefully for how many questions will be answered in the coming subsection.
7	Start reading through (only) the subsection that you are going to hear next.
8	Highlight important words in the instructions.
9	Highlight important words in the questions.
10	Try to imagine what might go in the gaps (if there are any).
11	Try to imagine how the highlighted words might be rephrased in the recording.
12	Keep the first few questions in mind (in case you miss the first answer).
12	While listening, use the flag function, note function and/ or paper if you aren't sure and want to remember your doubt.
13	Keep listening after you hear the answer (in case it is reinforced or changed).

1 4	Write an answer, guess, brief notes or symbol for each question in that section (so that you don't forget what you heard before you transfer your answers).
1 5	When you have answered or guessed the last question for that section, start reading the next section straightaway (even if the speaker is still speaking)
1 6	The recording finishes.
1 7	Check the list of question numbers for any you haven't answered and answer those (with guesses if necessary).
1 8	Check the flags and/ or notes for any doubts you had and check those.
1 9	Double check the grammar of your answers, e.g. checking that your answers grammatically fit the gaps and that you haven't used the plural of uncountable nouns.
1 9	Continue checking your answers right up to the two-minute time limit.
2 0	Listen again and/ or read the recording transcript to start checking your answers.
2 1	Check with the key or your marked answers, making sure that you understand why other options are wrong.
2 2	Listen again to parts that you got wrong, rewinding and listening again and again if you can't catch exactly what they are saying.
2 3	Read through the tapescript with a dictionary to learn useful language.
2 4	Read and listen at the same time, maybe saying little bits that you found especially difficult to understand at the same time as you listen (= shadow reading).
2 5	Memorise vocabulary that you learnt from the listening, including the pronunciation.
2 6	Listen again to the whole thing, e.g. on your mp3 player on the way to work.
X	Use your own knowledge of the topic to try to guess exactly what the answer will be.

X	Before you listen, try to guess which of the options is probably wrong.
X	Stop the recording after each subsection.
X	Stop the recording after each of the four parts.
X	Read as far through the paper as you can before the first section starts.
X	Listen to the end of each extract, even if you've already answered all the questions.
X	Write down notes on everything that you understand (on the paper or in the notes function).
X	If you hear key words from one option, you should probably choose that option.
X	If you hear key words from the question, you can definitely eliminate that option (because it must be a trick).
X	If you think that what you chose might be wrong but you aren't sure, you should probably change it.
X	If you skip a question, always flag it or leave a note to remind you to look at it later.
X	Use the note function for every question.
X	If you need to guess an answer, usually leave it blank and then do so in the two minutes at the end of the test.
X	Try to read out whole extracts in time to the recording (= shadow reading, meaning reading, listening and speaking at the same time for a few minutes).
X	Listen to the same exam recording again on the morning of the real exam.

Ask about steps above, explanations in the text etc, you have doubts about.

Use this text to check the order of the cards.

The flowchart shows the process by which candidates should use IELTS on computer Listening tests at home. There are twenty six steps in the process. I will describe steps before the speakers begin speaking, move onto answering under exam conditions, and finally explain the stages after the recording finishes.

Before starting IELTS Listening practice, candidates should warm up with some more pleasant English listening. After they have applied their earphones etc and made sure that the sound is operating correctly, they are ready to start actual IELTS practice by listening to everything that is said about how to do the test. When they are permitted to turn to the first part of the test, students should listen carefully for how many questions they will need to answer in the following subsection and read just that part, highlighting vital words in the instructions and then the questions as they do so. The candidate should spend any additional time before the recording starts guessing what kind of information might go in each gap and next how the words in the question might be rephrased in the listening text.

Once the recording starts, you should listen out for the answers to the first two or three questions, to make sure that missing one answer doesn't completely throw you. After you have heard what seems to be the answer, it is still best not to forget about that question in case something with the same or a contradictory meaning is added. Especially if you don't catch the actual answer but want to remember what you did understand, you can use the special buttons to leave a flag and/ or a note, or do something similar on a piece of paper.

As soon as you have written something for each question, turn to the next subsection. This continues in the same way step by step until the whole audio has ended, at which stage you should spend all of the next a hundred and twenty seconds transferring and checking your answers. Checking consists of completing questions that you skipped, checking anything you have marked for further thought, and confirming the grammar of the answers you have written, in that order.

The additional two minutes after the recording would mark the end of the procedure in the real exam. However, at home you should go on to listen another time and/ or to read the tapescript. Having partially checked your answers that way, you are then ready to look at the actual answer key or at your automatically checked answers. During this stage, you should make sure that you understand why any wrong answers are not correct.

Subsequently, you should make sure that you learn something from the process by firstly listening again to difficult parts, secondly reading the transcript again with a dictionary, and after that simultaneously listening and reading. Shadow reading is also recommended, but only for short extracts of particularly important and tricky speech. In the following step, all new vocabulary from the transcript must be learnt by heart. The final stage is listening again to remind yourself of the language that you learnt and how it was said. (528 words)

Double check the order with an un-cut-up copy of the worksheet. Steps with the same number happen at the same time and so should be next to each other. Steps with "X" shouldn't be done and so should be put to one side.

Ask about steps and/ or explanations in the text you disagree with, don't understand, etc.

IELTS flowchart task essay open cloze

Without help, fill each gap below with one word. Words not above may also be possible.

The _____ chart shows the process _____ which candidates should use IELTS on computer Listening tests at home. There are twenty six steps _____ the process. I will describe steps before the speakers begin speaking, _____ onto answering under exam conditions, and finally explain the stages after the recording finishes.

_____ starting IELTS Listening practice, candidates should warm up with some more pleasant English listening. After they _____ applied their earphones etc and made sure that the sound is operating correctly, they are ready to start actual IELTS practice by listening to everything that is said about how to do the test. _____ they are permitted to turn to the first part of the test, students should listen carefully for how many questions they will need to answer in the following subsection and read just that part, highlighting vital words in the instructions and then the questions _____ they do so. The candidate should spend any additional time before the recording starts guessing what kind of information might go in each gap and _____ how the words in the question might be rephrased in the listening text.

_____ the recording starts, you should listen out for the answers to the first two or three questions, to make sure that missing one answer doesn't completely throw you. After you have heard what seems to be the answer, it is still best not to forget about that question in case something with the same or a contradictory meaning is added. Especially if you don't catch the actual answer but want to remember what you did understand, you can use the special buttons to leave a flag and/ or a note, or do something similar on a piece of paper.

As _____ as you have written something for each question, turn to the next subsection. This continues in the same way step _____ step until the whole audio has ended, _____ which stage you should spend all of the next a hundred and twenty seconds transferring and checking your answers. Checking consists _____ completing questions that you skipped, checking anything you have marked for further thought, and confirming the grammar of the answers you have written, _____ that order.

The additional two minutes after the recording would mark _____ end of the procedure in the real exam. However, at home you should go on to listen another time and/ or to read the tapescript. _____ partially checked your answers that way, you are _____ ready to look at the actual answer key or at your automatically checked answers. _____ this stage, you should make sure that you understand why any wrong answers are not correct. _____, you should make sure that you learn something from the process by firstly listening again to difficult parts, _____ reading the transcript again with a dictionary, and after _____ simultaneously listening and reading. Shadow reading is also recommended, but only for shorts extracts of particularly important and tricky speech. In the _____ step, all new vocabulary from the transcript must be learnt by heart. The final _____ is listening again to remind yourself of the language that you learnt and how it was said.

Use the mixed words on the first page above to help, then check as a class or below.

Suggested answers

The **(flow)**chart shows the process **by** which candidates should use IELTS on computer Listening tests at home. There are twenty six steps **in** the process. I will describe steps before the speakers begin speaking, **move** onto answering under exam conditions, and finally explain the stages after the recording finishes.

Before starting IELTS Listening practice, candidates should warm up with some more pleasant English listening. After they **have** applied their earphones etc and made sure that the sound is operating correctly, they are ready to start actual IELTS practice by listening to everything that is said about how to do the test. **When/ Once** they are permitted to turn to the first part of the test, students should listen carefully for how many questions they will need to answer in the following subsection and read just that part, highlighting vital words in the instructions and then the questions **as/ while/ whilst** they do so. The candidate should spend any additional time before the recording starts guessing what kind of information might go in each gap and **next/ then/ subsequently** how the words in the question might be rephrased in the listening text.

Once/ When the recording starts, you should listen out for the answers to the first two or three questions, to make sure that missing one answer doesn't completely throw you. After you have heard what seems to be the answer, it is still best not to forget about that question in case something with the same or a contradictory meaning is added. Especially if you don't catch the actual answer but want to remember what you did understand, you can use the special buttons to leave a flag and/ or a note, or do something similar on a piece of paper.

As **soon** as you have written something for each question, turn to the next subsection. This continues in the same way step **by** step until the whole audio has ended, **at** which stage you should spend all of the next a hundred and twenty seconds transferring and checking your answers. Checking consists **of** completing questions that you skipped, checking anything you have marked for further thought, and confirming the grammar of the answers you have written, **in** that order.

The additional two minutes after the recording would mark **the** end of the procedure in the real exam. However, at home you should go on to listen another time and/ or to read the tapescript. **Having** partially checked your answers that way, you are **then** ready to look at the actual answer key or at your automatically checked answers. **During/ In** this stage, you should make sure that you understand why any wrong answers are not correct. **Subsequently/ Next**, you should make sure that you learn something from the process by firstly listening again to difficult parts, **secondly** reading the transcript again with a dictionary, and after **that** simultaneously listening and reading. Shadow reading is also recommended, but only for shorts extracts of particularly important and tricky speech. In the **following/ next/ subsequent** step, all new vocabulary from the transcript must be learnt by heart. The final **stage/ step** is listening again to remind yourself of the language that you learnt and how it was said.