

# Additional Paper 3 Part B Worksheet (Unit 1)

## Tapescript

### Track 1

**Announcer:** Situation.

You are Felicity Yeung, chairperson of the Business Society of Mong Kok Secondary School. The club has made a successful bid for a stall at the 2016 Lunar New Year Fair. Ms Morris, teacher adviser to the club, has asked you to do some tasks.

You will listen to a recording of a meeting between Ms Morris and Graham, secretary of the club.

Before the recording is played, you will have three minutes to study the Question-Answer Book and the Data File to familiarize yourself with the situation and the tasks.

Complete the tasks by following the instructions in the Question-Answer Book and on the recording. You will find all the information you need in the Question-Answer Book, the Data File and on the recording. As you listen, you can make notes on Page 3 of the Data File.

You now have three minutes to familiarize yourself with the Question-Answer Book and the Data File.

*(3 minutes of Greensleeves)*

*(Tone)*

The recording is about to begin. Turn to Page 3 of the Data File.

*(5 second pause)*

*(Tone)*

### Track 2

**Ms Morris:** Right. Are we still waiting for Felicity? Is she on her way?

**Graham:** Miss, I don't think Felicity can come to our meeting today because she has a few things to sort out at home this afternoon.

**Ms Morris:** Well, then we'll have to start without her. Could you please make a note of what we talk about? You can send her your notes later and she will know what we have discussed.

**Graham:** OK, I'll do that.

**Ms Morris:** I still haven't got the official confirmation from the Food and Environmental Hygiene Department, but I do have some details with me. Is there anything you'd like to know?

**Graham:** Felicity told me that we have made a bid for a stall at the Mong Kok Lunar New Year Fair. How can we get there? By MTR?

**Ms Morris:** Yes, it's the Mong Kok fair. We can get there by MTR.

**Graham:** Which exit is it close to?

**Ms Morris:** It's close to Exits A and B of Prince Edward Station.

**Graham:** Let me write this down. Exits A and B, Prince Edward Station.

**Ms Morris:** Oh, and it isn't too far either from Exit D of Mong Kok East Station.

**Graham:** OK, Exit D of Mong Kok East. Noted. Ms Morris, I am sure at some point we are going to have to write a report, an article or something similar about the fair, and we'll need to mention what we'd like to achieve by running a stall, you know, like, the aims.

**Ms Morris:** Yes, Graham, sooner or later you will have to write something like that. One of our aims is to provide students with the opportunities to have hands-on experience of doing business.

**Graham:** Hands-on experience of doing business. It's hands-on experience instead of just learning about the theories in class.

**Ms Morris:** Exactly. Another aim is related to the organization we are working with this year. Do you remember which?

**Graham:** Of course! It's WAW, the NGO that focuses on wildlife conservation.

**Ms Morris:** Yes, we are raising money for them. Graham, do you know how 'conservation' is spelt?

**Graham:** It's C – O – N – S – E – R – V – A – T – I – O – N, right?

**Ms Morris:** Correct.

**Graham:** The other day I had a chat with David Tang about how he ran the stall last year. He said the student helpers were very helpful. Ms Morris, do you think we should get a group of them like last year?

**Ms Morris:** Definitely. When David ran the stall last year, he got only five helpers and I thought we could have done with a few more.

**Graham:** So how many helpers do you think we are going to need?

**Ms Morris:** I'd suggest nine. Three for the first six hours and six for the last six hours.

**Graham:** So, three from 2pm to 8pm and six from 8pm to 2am. Is that right?

**Ms Morris:** That's good. Make sure Felicity has all this information. She will have to be kept informed about everything.

**Graham:** In the next couple of days, we are going to send out some emails and letters. Should I put down myself or Felicity as the person to contact?

**Ms Morris:** Put Felicity down. Her full name is Felicity Yeung, class 4D.

**Graham:** I guess I should put down an email address so that people can write to us. So, I'll put down Felicity's email address — that's felicity.yeung@ ...

**Ms Morris:** (*interrupts*) No, we've set up an email account specifically for the Lunar New Year Fair stall. When your emails are about the stall, it'd be great if you could send them from that account. The email address is nystall@mkss.edu.hk.

**Graham:** OK, nystall@mkss.edu.hk.

**Ms Morris:** Great. Any other questions, Graham?

**Graham:** I don't think so, Ms Morris.

**Ms Morris:** OK, let's call it a day then. Thanks for coming and please send your notes to Felicity so that she can start working on her stuff.

**Graham:** Thanks, Ms Morris. I will send her these when I get home. See you later, Ms Morris.

**Ms Morris:** Bye, Graham.

**Announcer:** This is the end of the listening component of this test. You will have fifty minutes to complete the written tasks in either Part B1 or Part B2. An announcement will be made when time is up.