

DEVELOPING LISTENING SKILLS

Communication for Work,
Travel, and Everyday Life

THIRD EDITION

1

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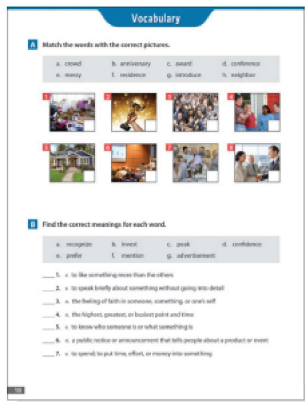
Contents

	How to Use	3
UNIT 01	First Meeting	8
UNIT 02	Family and Friends	18
UNIT 03	Free Time	28
UNIT 04	Date and Time	38
UNIT 05	Smartphones	48
UNIT 06	Directions	58
UNIT 07	School	68
UNIT 08	Sports	78
UNIT 09	Appearance	88
UNIT 10	Weather	98
UNIT 11	Instructions	108
UNIT 12	Foreign Languages	118

How to Use

■ Unit Introduction (5 min.)

Developing Listening Skills, third edition, consists of twelve units per book. Each unit starts with an introduction page outlining the objectives of the unit. First, ask students to look at the introduction pages and then discuss the questions in the Look & Think activity.



■ Vocabulary (10 min.)

The **Vocabulary** section previews target words for the unit. Activity A features eight new target words that students must match with the correct pictures. Activity B introduces seven new target words that students must match with the correct definitions. Before asking students to complete the activities, practice the pronunciation of each word as a class. Each unit features a total of fifteen new target words for students to learn.



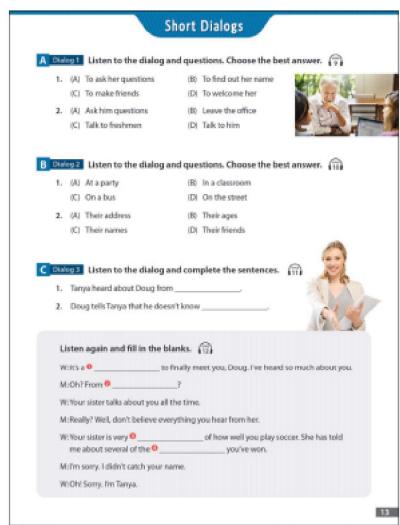
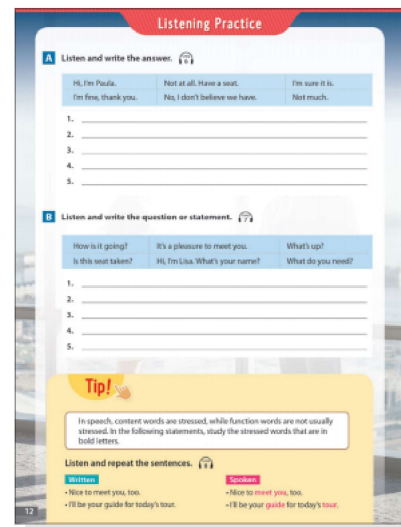
■ Warm-up (10 min.)

The **Warm-up** section has three activities. Activity A has students listen to four separate dialogues. In activity B, students listen to the dialogues from activity A again and fill in the blanks. Activity C has students listen to four new dialogues, followed by two sets of questions. First, ask students to match the dialogues they hear with the pictures (A-D). Then, ask students to listen to and answer the four comprehension questions. The Warm-up section features a total of eight different dialogues.

■ **Listening Practice (5 min.)**

The **Listening Practice** section has two exercises and a speaking tip section. In activity A, students hear questions and must choose the correct responses to those questions from the box. In activity B, students hear responses and must choose the statements from the box that best match the responses. The Tip! section gives tips on pronunciation, accent, and other aspects of speaking.

★ The **Listening Practice** section is the highlight of the *Developing Listening Skills* series. All activities include frequently used phrases and expressions. Practice them together as a group!



■ **Short Dialogs (5 min.)**

The **Short Dialogs** section has three activities. In activity A, students listen to a dialog and complete two comprehension questions. Students must choose the best answers to the questions. Activity B is a new dialog. Students listen to the dialog and questions and must choose the best answers. Activity C includes a new dialog, two fill-in-the-blank questions, and a dictation activity. Play the audio for students once to do the fill-in-the-blank, and then play the audio for the dictation practice. The Short Dialogs section features three new dialogs for students.

■ Main Dialog (5 min.)

The **Main Dialog** section features a longer dialog with three comprehension questions. In activity A, students listen to a dialog and then complete the activity. Replay the dialog if necessary. In activity B, students will hear the dialog once more and complete the dictation exercise. The Main Dialog section features one longer dialog for students.


Main Dialog

A Listen to the dialog and choose the best answer. 🎧

- Which is true about the woman and the man?
 - (A) They are in the wrong seats. (B) They are friends traveling together.
 - (C) They don't know each other. (D) They work for the same airline.
- Who talks about his or her job?
 - (A) The woman (B) The man
 - (C) Both of them (D) Neither of them
- What do we learn about the man?
 - (A) His age (B) His home town
 - (C) His name (D) His sister's job

B Listen again and fill in the blanks. 🎧

W: Excuse me. That's my seat by the window.
 M: Sorry, I'll move my jacket.
 W: Thanks. This flight is really full.
 M: It's the peak travel season. Are you going to Berlin for business or pleasure?
 W: Business. I'm _____ at a conference there.
 M: Really? What kind of conference?
 W: It is a _____ conference. What will you be doing in Berlin?
 M: I'm visiting my _____. Have you been to Germany before?
 W: I've been to Europe _____ times, but this is my first time visiting Germany.
 M: Oh, _____. I'm Philip.
 W: Nice to _____ you, Philip. I'm Wendy.
 M: I've never met a mathematician before ...



Short Talks

A Short Talk Listen to the short talk and questions. Choose the best answer. 🎧

- (A) They work together. (B) They have similar interests.
 - (C) They like to go to parties. (D) They fell in love.
- (A) At a conference (B) At a party
 - (C) In a store (D) On an airplane

B Short Talk Listen to the short talk and questions. Choose the best answer. 🎧

- (A) A book (B) A class
 - (C) A club (D) A conference
- (A) Call (B) Go online
 - (C) Mail in a form (D) Meet on October 3rd

C Short Talk Listen to the short talk. Match the information that goes together. 🎧

- The speaker thought that _____ • (A) he really didn't know her.
- The girl laughed because _____ • (B) he saw a girl named Pam.
- Then he found out that _____ • (C) she is a neighbor of his brother's friend.

Listen again and fill in the blanks. 🎧

Yesterday, I was walking to class, and I saw this girl walking _____ me. She looked like my friend Pam, so I called out, "Hey, Pam! Long time _____!" Then I ran up to her. That was when I saw it wasn't Pam! The girl was _____, but we both laughed about it. I was about to walk away when she asked, "Are you Jon's brother?" Surprised, I said I was! She said she thought we looked _____. The girl turned out to be my brother's friend's neighbor.


■ Short Talks (5 min.)




The **Short Talks** section has three activities. Activity A has students listen to a short talk (monolog) and answer two comprehension questions. Activity B, similarly, includes a short talk followed by two questions that students must choose the best answers for. Activity C will vary from unit to unit. It will include a short talk and activity based on the talk. This can include matching, true-false comprehension, mind-maps, and more. Activity C ends with a short dictation exercise. Play the audio for students to listen to while they fill in the blanks. The Short Talks section features three talks for students.

■ **Listening Quiz (10 min.)**


The **Listening Quiz** section has two activities. In activity A, students listen to two dialogs. Students must match the dialogs with the correct pictures and then answer the comprehension questions. In activity B, students hear dialogs followed by comprehension questions. This section tests students' listening skills and shows if they've become acquainted with the target words for the unit.

Listening Quiz

A Listen to the dialogs and choose the correct picture. 

1. (A) (B) (C)
2. (A) (B) (C)

B Listen to the dialogs and questions. Choose the best answer. 


3. (A) They don't know each other. (B) They know each other.
(C) They study together. (D) They work together.
4. (A) In a dormitory. (B) In a park.
(C) In a store. (D) On an airplane.
5. (A) Their ages. (B) Their hometowns.
(C) Their jobs. (D) Their names.
6. (A) The woman's friend. (B) The woman's neighbor.
(C) The woman's aunt. (D) The woman's colleague.
7. (A) The food. (B) The people.
(C) The weekend. (D) The weather.
8. (A) Mary. (B) Dottie.
(C) Ms. Williams. (D) Mrs. Williams.
9. (A) In a classroom. (B) In a house.
(C) In an office. (D) At a bus stop.


16

Wrap-up


A Pre-Listening Questions Talk about the questions.

1. What do you talk about when you meet someone?
2. What shouldn't you talk about when you meet Americans?




B Listening Comprehension Listen and answer the questions. 

1. Who asks the speaker about American culture?
The people who ask her about American culture are _____.
2. When does the speaker shake hands?
The speaker shakes hands when the other person _____.
3. What should the speaker's friends first talk about when they meet new people?
The speaker suggests that they should talk about _____ or _____.

C Vocabulary Review Listen and complete the sentences. 

1. The bus is _____ today.
2. It's the _____ travel season.
3. My writing is kind of _____.
4. By the way, do you _____ to go by Ms. Williams or Mary?
5. She has told me about several of the _____ you've won.
6. The girl turned out to be my brother's friend's _____.
7. I would like to _____ tonight to speaker, Elizabeth Berkley.
8. I have a friend living in this _____.



17

■ **Wrap-up (5 min.)**

The **Wrap-up** section has three activities. Activity A is pre-listening questions. Students get a chance to discuss the questions from the activity before hearing the long talk in activity B. Activity B is a long talk followed by three comprehension questions. Activity C is a vocabulary review. Students hear short sentences in this activity, which they use to fill in the blanks.



Listening Test 1

Part 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

- (A) (B) (C) (D)
- (A) (B) (C) (D)
- (A) (B) (C) (D)

129 130

Part 2 Questions and Responses

Listen and choose the best response to each question.

- (A) (B) (C)
- (A) (B) (C)
- (A) (B) (C)
- (A) (B) (C)

Part 3 Short Conversations

You will hear three dialogs, each followed by three questions. Listen carefully and choose the best answer to each question.

- Whose name is mentioned?
 - The man's
 - The woman's
 - The man's and the woman's
 - Neither the man's nor the woman's
- What does the woman prefer to be called?
 - Her first name
 - Her full name
 - Her last name
 - Her nickname
- Who calls the woman Ms. Little?
 - Children in her class
 - Children who live near her
 - Her children
 - Her students' children

Part 4 Short Talks

You will hear two talks, each followed by three questions. Listen carefully and choose the best answer to each question.

Over 1		
8:00 - 10:30	Orientation Workshop (Room 1)	
	Edward Baker	Advertising in the 21 st Century (Room 14)
11:00 - 12:00	Jen Park	Management Techniques for Diversity (Room 20)
	Astley Forthwaite	Organizing for Success (Room 3)
12:00 - 1:00	Lunch	
	Dr. Keller	New Product Handout (Room 2)
2:30 - 5:00	Team-Building Workshop (Room 1)	

- Who is the speaker?
 - Edward Baker
 - the CEO of the company
 - Katly Forthwaite
 - Dr. Keller
- What is true about the conference?
 - It is being held at a university.
 - It takes place over more than one day.
 - It is hosted by Jen Park.
 - It was very expensive to attend.
- Why can't people attend both Edward Baker's and Jen Park's speech?
 - They are not interesting.
 - They take place at the same time.
 - They are on different days.
 - They are too long.
- Who is the woman introducing?
 - A politician
 - A prize winner
 - An invited speaker
 - herself
- Which is probably true about Elizabeth Bentley?
 - She came from a poor family.
 - She has written articles and books.
 - She grew up on Wall Street.
 - She won a lot of money.
- Which of the following statements was made in the announcement?
 - A prize will be given to Elizabeth.
 - The author will begin speaking.
 - The audience will leave the room.
 - The author will read from a very old book.

131 132

■ Listening Test (No time limit)

Developing Listening Skills has twelve **Listening Tests** per book. These tests help prepare students for standardized tests such as the TOEIC®. The third edition includes updated question types in line with the new test format.

In Part 1, students listen to four statements. Students must choose the statement that best matches each picture.

In Part 2, students hear a question and four possible responses. Students must choose the best response for each questions.

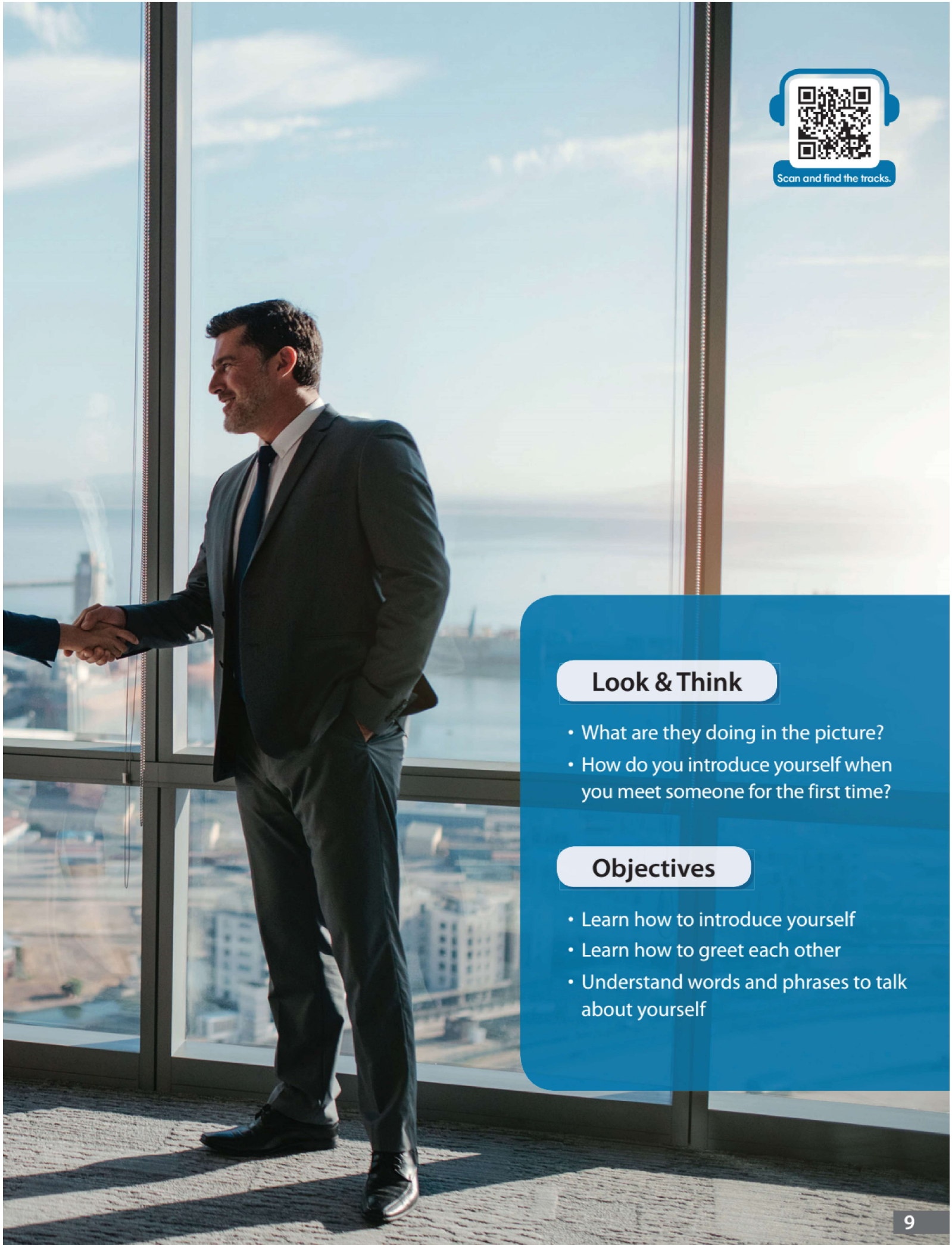
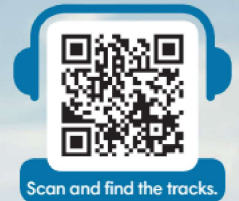
In part 3, students hear three dialogs and are asked three questions about each dialog. Students must choose the best answer to each question.

Part 4 is on Short Talks. Students hear two talks, each followed by three questions. Students must choose the best response.

UNIT 01

First Meeting





Look & Think

- What are they doing in the picture?
- How do you introduce yourself when you meet someone for the first time?

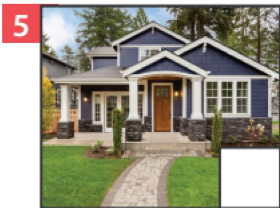
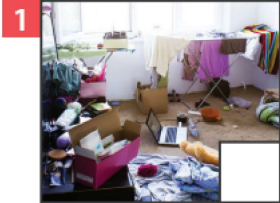
Objectives

- Learn how to introduce yourself
- Learn how to greet each other
- Understand words and phrases to talk about yourself

Vocabulary

A Match the words with the correct pictures.

- a. crowd b. anniversary c. award d. conference
e. messy f. residence g. introduce h. neighbor



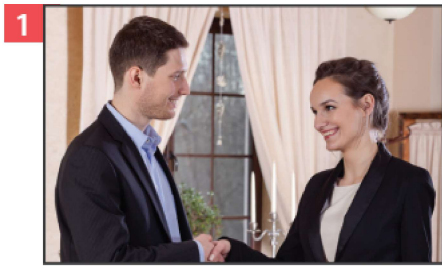
B Find the correct meanings for each word.

- a. recognize b. invest c. peak d. confidence
e. prefer f. mention g. advertisement

- ___ 1. v. to like something more than the others
___ 2. v. to speak briefly about something without going into detail
___ 3. n. the feeling of faith in someone, something, or one's self
___ 4. n. the highest, greatest, or busiest point and time
___ 5. v. to know who someone is or what something is
___ 6. n. a public notice or announcement that tells people about a product or event
___ 7. v. to spend; to put time, effort, or money into something

Warm-up

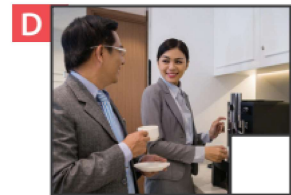
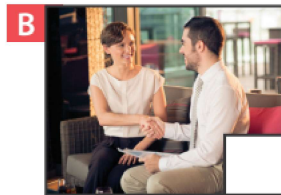
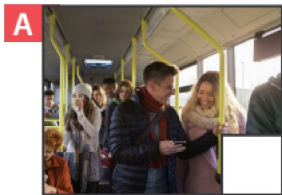
A Listen to the dialogs.



B Listen again and fill in the blanks.

1. Joe knows Karen's _____.
2. Larry didn't _____ Gloria.
3. Greg introduces his _____ to Sarah.
4. Ellen and Steve both know _____.

C Listen to the dialogs and match them to the pictures.



Listen again and choose the correct relationship.

1. (A) Classmates (B) Co-workers (C) Old friends (D) Relatives
2. (A) Classmates (B) Co-workers (C) Old friends (D) Relatives
3. (A) Classmates (B) Co-workers (C) Old friends (D) Relatives
4. (A) Classmates (B) Co-workers (C) Old friends (D) Relatives

Listening Practice

A Listen and write the answer.

Hi, I'm Paula.	Not at all. Have a seat.	I'm sure it is.
I'm fine, thank you.	No, I don't believe we have.	Not much.

1. _____
2. _____
3. _____
4. _____
5. _____

B Listen and write the question or statement.

How is it going?	It's a pleasure to meet you.	What's up?
Is this seat taken?	Hi, I'm Lisa. What's your name?	What do you need?

1. _____
2. _____
3. _____
4. _____
5. _____

Tip!

In speech, content words are stressed, while function words are not usually stressed. In the following statements, study the stressed words that are in bold letters.

Listen and repeat the sentences.

Written

- Nice to meet you, too.
- I'll be your guide for today's tour.

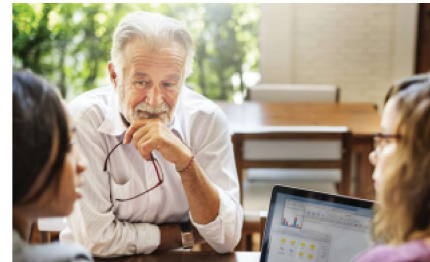
Spoken

- Nice to **meet you**, too.
- I'll be your **guide** for today's **tour**.

Short Dialogs

A Dialog 1 Listen to the dialog and questions. Choose the best answer. 9

- (A) To ask her questions (B) To find out her name
(C) To make friends (D) To welcome her
- (A) Ask him questions (B) Leave the office
(C) Talk to freshmen (D) Talk to him



B Dialog 2 Listen to the dialog and questions. Choose the best answer. 10

- (A) At a party (B) In a classroom
(C) On a bus (D) On the street
- (A) Their address (B) Their ages
(C) Their names (D) Their friends

C Dialog 3 Listen to the dialog and complete the sentences. 11

- Tanya heard about Doug from _____.
- Doug tells Tanya that he doesn't know _____.



Listen again and fill in the blanks. 12

W: It's a **1** _____ to finally meet you, Doug. I've heard so much about you.

M: Oh? From **2** _____?

W: Your sister talks about you all the time.

M: Really? Well, don't believe everything you hear from her.

W: Your sister is very **3** _____ of how well you play soccer. She has told me about several of the **4** _____ you've won.

M: I'm sorry. I didn't catch your name.

W: Oh! Sorry. I'm Tanya.

Main Dialog

A Listen to the dialog and choose the best answer. 

1. Which is true about the woman and the man?

- (A) They are in the wrong seats. (B) They are friends traveling together.
(C) They don't know each other. (D) They work for the same airline.

2. Who talks about his or her job?

- (A) The woman (B) The man
(C) Both of them (D) Neither of them

3. What do we learn about the man?

- (A) His age (B) His home town
(C) His name (D) His sister's job

B Listen again and fill in the blanks. 

W: Excuse me. That's my seat by the window.

M: Sorry, I'll move my jacket.

W: Thanks. This flight is really full.

M: It's the peak travel ¹ _____. Are you going to Berlin for business or pleasure?

W: Business. I'm ² _____ at a conference there.

M: Really? What kind of conference?

W: It is a ³ _____ conference. What will you be doing in Berlin?

M: I'm visiting my ⁴ _____. Have you been to Germany before?

W: I've been to Europe ⁵ _____ times, but this is my first time visiting Germany.

M: Oh. ⁶ _____, I'm Phillip.

W: Nice to ⁷ _____ you, Phillip. I'm Wendy.

M: I've never met a mathematician before . . .



Short Talks

A Short Talk 1 Listen to the short talk and questions. Choose the best answer.



- (A) They work together. (B) They have similar interests.
(C) They like to go to parties. (D) They fell in love.
- (A) At a conference (B) At a party
(C) In a store (D) On an airplane



B Short Talk 2 Listen to the short talk and questions. Choose the best answer.



- (A) A book (B) A class
(C) A club (D) A conference
- (A) Call (B) Go online
(C) Mail in a form (D) Meet on October 3rd

C Short Talk 3 Listen to the short talk. Match the information that goes together.



- The speaker thought that • (A) he really didn't know her.
- The girl laughed because • (B) he saw a girl named Pam.
- Then he found out that • (C) she is a neighbor of his brother's friend.

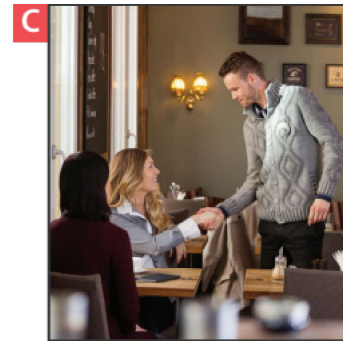
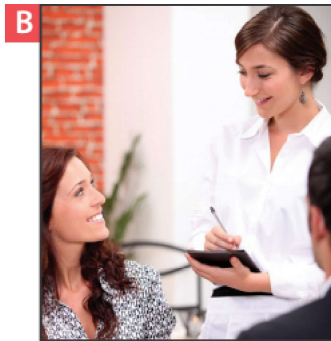
Listen again and fill in the blanks.



Yesterday, I was walking to class, and I saw this girl walking ¹ _____ me. She looked like my friend Pam, so I called out, "Hey, Pam! Long time ² _____!" Then I ran up to her. That was when I saw it wasn't Pam! The girl was ³ _____, but we both laughed about it. I was about to walk away when she asked, "Are you Joe's brother?" Surprised, I said I was! She said she thought we looked ⁴ _____. The girl turned out to be my brother's friend's neighbor.

Listening Quiz

A Listen to the dialogs and choose the correct picture.



1. (A) (B) (C)
2. (A) (B) (C)

B Listen to the dialogs and questions. Choose the best answer.



3. (A) They don't know each other. (B) They know each other.
(C) They study together. (D) They work together.
4. (A) In a dormitory (B) In a park
(C) In a store (D) On an airplane
5. (A) Their ages (B) Their hometowns
(C) Their jobs (D) Their names
6. (A) The woman's friend (B) The woman's neighbor
(C) The woman's aunt (D) The woman's colleague
7. (A) The food (B) The people
(C) The weekend (D) The weather
8. (A) Mary (B) Dottie
(C) Ms. Williams (D) Mrs. Williams
9. (A) In a classroom (B) In a house
(C) In an office (D) At a bus stop

A Pre-listening Question Talk about the questions.

1. What do you talk about when you meet someone?
2. What shouldn't you talk about when you meet Americans?



B Listening Comprehension Listen and answer the questions.

1. **Who asks the speaker about American culture?**
The people who ask her about American culture are _____.
2. **When does the speaker shake hands?**
The speaker shakes hands when the other person _____.
3. **What should the speaker's friends first talk about when they meet new people?**
The speaker suggests that they should talk about _____ or _____.

C Vocabulary Review Listen and complete the sentences.

1. The bus is _____ today.
2. It's the _____ travel season.
3. My writing is kind of _____.
4. By the way, do you _____ to go by Ms. Williams or Mary?
5. She has told me about several of the _____ you've won.
6. The girl turned out to be my brother's friend's _____.
7. I would like to _____ tonight's speaker, Elizabeth Berkley.
8. I have a friend living in this _____, too.



UNIT 02

Family and Friends





Scan and find the tracks.

Look & Think

- Who are the people in the picture?
- How many people are there in your family?

Objectives

- Learn how to talk about your family and friends
- Understand words and phrases about family and friends