1. How is the book structured?

The book consists of three main parts and two appendices.

Part One

A short introduction that serves as a background to the tasks:

- Modern language examinations,
- CEF scales,
- Description of the listening process,
- Spoken text types,
- Listening skills,

Part Two

• Practice tasks for listening

Part Three

• Key to the tasks

Appendices

- "Guidelines for writers of listening tests" is a collection of practical suggestions for those who wish to design tasks
- The contents of the two CDs that accompany the book

2. How do the introductions to the chapters help me?

- Problems that might occur (for example, students skipping the instructions to the task)
- Practical tips on how to solve the task (for example, how to eliminate unnecessary options in matching tasks)
- Advice on how to prepare your students for solving the task (for example, to use note form in tablecompletion tasks, etc.)

3. Why is it useful to do the sample tasks and read the explanations of the answers?

- It helps you to foresee the problems your students might have (for example, unknown words, the traps students might fall into when answering the questions)
- It helps you to learn how best to answer each type of task: it helps you to understand the logic of the questions and how to arrive at the correct answer