

Developing

TACTICS for LISTENING

THIRD EDITION

Worksheets & Audio Scripts Book

Jack C. Richards

with Grant Trew

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OXFORD

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More listening. More testing. More effective.

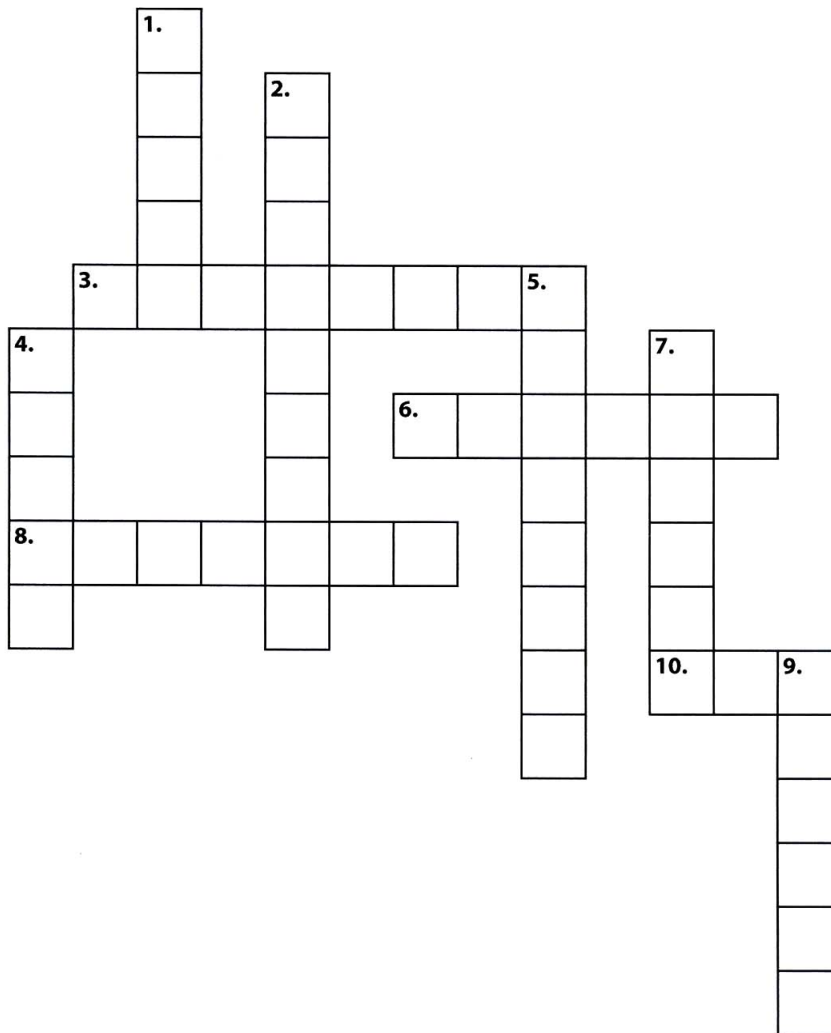
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Vocabulary Worksheet 1

Developing Tactics for Listening Third Edition

Use the words in the box to complete the crossword.

novel
beach
pleasant
exhausted
contest
terrific
borrow
boring
muscle
gym



ACROSS

3. pleasing in manner
6. to take something temporarily
8. a competition
9. a part inside your body
10. a place you go to exercise

DOWN

1. a fictional book
2. very tired
4. where the land meets the ocean
5. great; exciting
7. not interesting

Part 1

Match the words and phrases on the left to their definitions on the right.

- | | |
|---------------|---|
| 1. in a hurry | A. a boat that transports people regularly |
| 2. fare | B. a piece of paper that you buy to travel on public transportation |
| 3. reasonable | C. someone on a plane, train, bus, etc. |
| 4. ticket | D. moving fast; rushing |
| 5. emergency | E. fair; acceptable |
| 6. ferry | F. a serious or dangerous situation |
| 7. expensive | G. costing a lot of money |
| 8. passenger | H. not polite |
| 9. rude | I. the price of a train, subway, or bus ride |
| 10. safe | J. not dangerous |

Part 2

Use the words or phrases from Part 1 to complete the sentences below.

- | | |
|--|--|
| 1. She paid the _____ to ride the subway. | 6. The _____ asked the flight attendant for a glass of water. |
| 2. I bought a _____ to travel by train. | 7. I thought the price was very _____, so I bought a ticket. |
| 3. He always takes the _____ across the bay. | 8. They quickly called the police about the _____. |
| 4. I drove to my cousins' house, because flying was too _____. | 9. Although many people are afraid of air travel, it is actually very _____. |
| 5. We were late and _____ to catch the train. | 10. The customs official was _____ when he spoke. |

Part 1

Find the words in the box in the word search.

annoying	neighbor
burglar	normally
elderly	nosy
impolite	request
inconsiderate	shy

W L S N K P Y F I P U B R
P H K O A E D J N E M C S
O D U R N H U F C Y R E W
L N I M N I M P O L I T E
F B K A O S V A N P X S L
A H I L Y W N O S Y E E D
B G S L I O E P I M V U E
K U T Y N R I H D L O Q R
U B R D G M G O E R B E L
L V I G O P H Y R V R R Y
G T O J L I B N A K L T P
O S H Y K A O P T M G I R
E B E J A R R O E L F R Q

Part 2

Use the words in Part 1 to complete the sentences below.

- Children can learn a lot from _____ people.
- May I _____ a table by the window?
- My new _____ moved in while I was away.
- He is very _____, so he doesn't have many friends.
- That loud noise is really _____.
- It is very bad manners to be _____ to your host.
- I'm sorry. Jim doesn't _____ act that way.
- The server was _____. He didn't refill my water glass.
- The _____ woman is always getting into other people's business.
- After a long chase, the police caught the _____.

Vocabulary Worksheet 4

Look at the words and the definitions below. Make a sentence using each word.

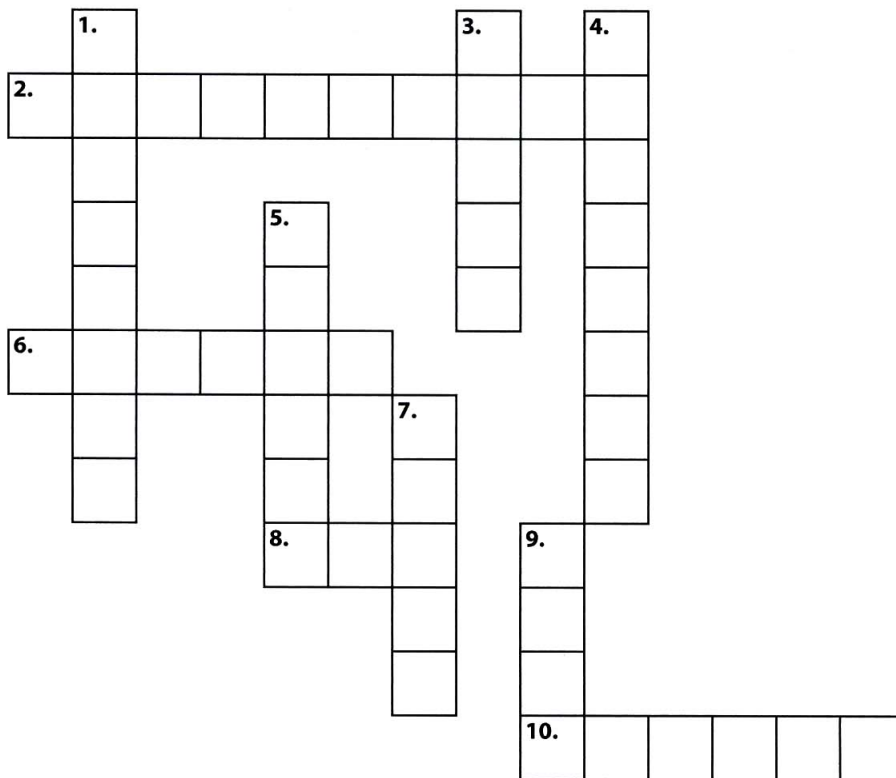
WORD	DEFINITION	MY SENTENCE
anniversary	<i>noun</i> , the yearly celebration of a special event in the past	
barbecue	<i>noun</i> , a gathering where food is cooked over an open fire	
blow out	<i>verb</i> , to make a fire go out by blowing on it	
buffet	<i>noun</i> , a meal where people serve themselves	
delicious	<i>adjective</i> , tasting very good	
grill	<i>verb</i> , to cook food over an open fire	
guest	<i>noun</i> , someone who is visiting your home	
host	<i>noun</i> , someone who has a party	
introduce	<i>verb</i> , to present someone to new acquaintances	
mood	<i>noun</i> , atmosphere; feeling	
serve	<i>verb</i> , to give food or drink to guests	
snack	<i>noun</i> , a small amount of food eaten between meals	

Vocabulary Worksheet 5

Developing Tactics for Listening Third Edition

Use the words in the box to complete the crossword.

chef
convenient
décor
downtown
eat out
empty
flavor
polite
starving
tip



ACROSS

- 2. useful, easy, quick to do
- 6. having good manners
- 8. extra money you give to a server
- 10. the taste of something

DOWN

- 1. the center of a city
- 3. style and design of a room
- 4. very hungry
- 5. to have a meal at a restaurant
- 7. containing nothing
- 9. a cook at a restaurant

Part 1

Match the words and phrases on the left to their definitions on the right.

- | | |
|----------------|--|
| 1. already | A. jewelry that you wear around your wrist |
| 2. bracelet | B. the items in a recipe |
| 3. cotton | C. a reminder of a special occasion |
| 4. graduation | D. being liked by most people |
| 5. ingredients | E. coming from nature only |
| 6. natural | F. a soft material for clothes |
| 7. necktie | G. someone who works at a store |
| 8. popular | H. a ceremony to celebrate completing high school or college |
| 9. salesclerk | I. before now |
| 10. souvenir | J. a piece of clothing that you wear around your neck |

Part 2

Use the words from Part 1 to complete the sentences below.

- | | |
|--|---|
| 1. She bought all the _____ to bake a pie. | 6. The sweater is made of soft _____. |
| 2. I gave her a pretty _____ for her birthday. | 7. Mark was _____ at work when the boss arrived. |
| 3. John bought a T-shirt as a _____. | 8. My older brother's high school _____ was a happy day. |
| 4. Everybody likes Kate. She is very _____. | 9. She doesn't eat foods with chemicals; she only eats _____ foods. |
| 5. I need a nice _____ to go with my suit. | 10. He asked the _____ about the price of the chocolates. |

Part 1

Find the words in the box in the word search.

aisle	customs
board	economy
bumpy	fasten
check in	route
crowded	seat belt

A	B	H	D	C	H	E	C	K	I	N	U	P
G	O	U	F	J	I	B	U	N	P	G	V	C
F	R	W	A	B	L	O	S	T	Y	E	R	D
Q	I	L	S	R	B	F	T	E	D	R	E	C
P	N	O	T	G	O	I	O	J	T	D	C	P
R	A	B	E	K	A	C	M	U	W	H	O	K
Y	O	G	N	B	R	O	S	O	I	M	N	V
E	R	U	D	E	D	P	R	B	Q	Y	O	I
B	F	R	T	S	G	C	O	K	H	V	M	Y
R	A	E	Q	E	X	A	B	U	M	P	Y	C
F	I	L	G	B	T	Y	R	N	W	O	J	D
O	J	S	N	T	S	E	A	T	B	E	L	T
G	U	I	B	M	P	O	O	B	U	C	R	E
V	O	A	D	H	I	J	T	L	F	R	U	L

Part 2

Use the words from Part 1 to complete the sentences below.

- When you arrive at the airport, you must first _____.
- The _____ will keep you safe during the flight.
- Please _____ your seat belts.
- The flight attendant asked passengers to _____ the plane.
- The fastest _____ to New York was the highway.
- I got out of the _____ so that other passengers could walk by.
- The flight was sold out, so the plane was very _____.
- Because of the storm, the airplane ride was _____.
- I showed my passport to the officer at _____.
- She could only afford a ticket for _____ class.

Vocabulary Worksheet 8

Look at the words and the definitions below. Make a sentence using each word.

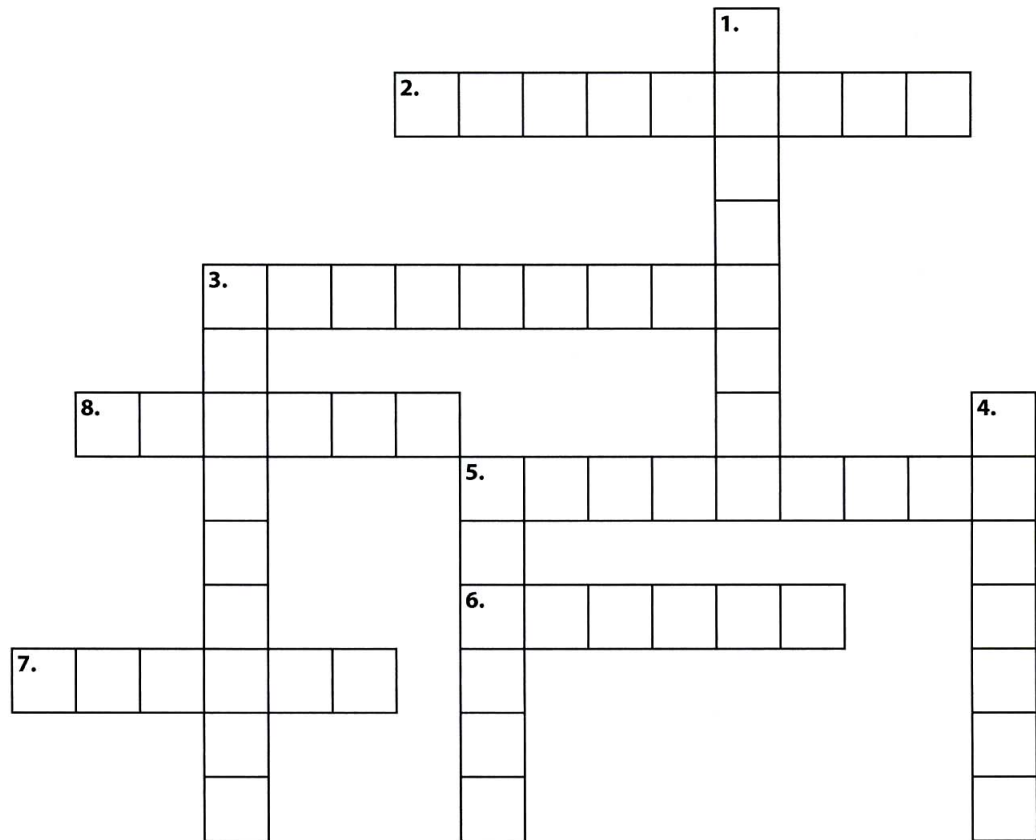
WORD	DEFINITION	MY SENTENCE
apologize	<i>verb</i> , to say you're sorry	
charge	<i>verb</i> , to collect a fee for goods or services	
clogged	<i>adj.</i> , to be blocked, like a drain pipe	
directions	<i>noun</i> , instructions on how to get to a place	
ink	<i>noun</i> , substance used in pens and printers	
manager	<i>noun</i> , boss	
mishap	<i>noun</i> , a mistake; an accident	
puddle	<i>noun</i> , a small pool of water	
soda	<i>noun</i> , a sweet flavored drink with bubbles in it	
solution	<i>noun</i> , the way to fix a problem	
spill	<i>verb</i> , to turn over a glass filled with liquid	
suggest	<i>verb</i> , to say what you think someone should do	

Vocabulary Worksheet 9

Developing Tactics for Listening Third Edition

Use the words in the box to complete the crossword.

architect
assistant
autograph
bellhop
client
colleague
creative
design
invite
salary



ACROSS

2. a famous person's signed name
3. someone who designs buildings
5. coworker
6. to ask someone to an event
7. the amount of money a worker gets paid
8. to draw a plan that shows how to make something

DOWN

1. having a lot of new ideas
3. a person who helps other workers
4. a person who carries guests' bags at a hotel
5. a person who pays a professional for help or advice

Part 1

Match the words and phrases on the left to their definitions on the right.

- | | |
|--------------|--|
| 1. aerobics | A. eating habits |
| 2. diet | B. to make better |
| 3. in shape | C. surgery |
| 4. give up | D. accustomed to; familiar with |
| 5. go out | E. to stop trying to do something |
| 6. goal | F. in good health |
| 7. improve | G. to leave your house for fun |
| 8. operation | H. about love |
| 9. romantic | I. something that you want to do very much |
| 10. used to | J. exercise that is good for the heart |

Part 2

Use the words and phrases from Part 1 to complete the sentences below.

- | | |
|---|---|
| 1. Jogging was difficult at first, but I became _____ it. | 6. I realized that I couldn't do it, so I decided to _____. |
| 2. The girl needs an _____ to remove her tonsils. | 7. Why don't we _____ tonight for dinner and a movie? |
| 3. I hope to _____ my health by exercising daily. | 8. My _____ is to lose 10 pounds in three months. |
| 4. My _____ consists mostly of fruits and vegetables. | 9. The candles made the restaurant feel more _____. |
| 5. _____ give you more energy. | 10. My doctor said I should get _____ so I don't get sick. |

Part 1

Find the words in the box in the word search.

accept	invitation
afterward	my place
calendar	plans
free	refuse
instead	rent

T O N G H I Q L F R E E J
 X U M P L R O C E Y G L I
 C J I N V I T A T I O N Q
 P A G U T B Y F P U M C R
 R Y L M O A D T B V T O X
 B O G E E C Y E S U F E R
 T R E B N J P R H S G W J
 A T G O J D X W N K E M L
 G V O T B C A A C C E P T
 R X W E J F L R Y P H O I
 Q E U M T P O D I T V A Q
 K A N G I N S T E A D J O
 B F O T O V M Y P L A C E

Part 2

Use the words and phrases from Part 1 to complete the sentences below.

- Did you get an _____ to Mike's party?
- We are seeing a movie with our friends _____.
- I would rather see a scary movie _____.
- Let's have the surprise party at _____.
- Look at the _____ and choose a date for the wedding.
- I am _____ this weekend if you want to go out.
- I can't _____ your invitation because I'm busy on Saturday.
- Why did you _____ my invitation to dinner?
- We will _____ tuxedos to wear to the wedding.
- I haven't made any _____ for the weekend.

Vocabulary Worksheet 12

Look at the words and definitions below. Make a sentence using each word.

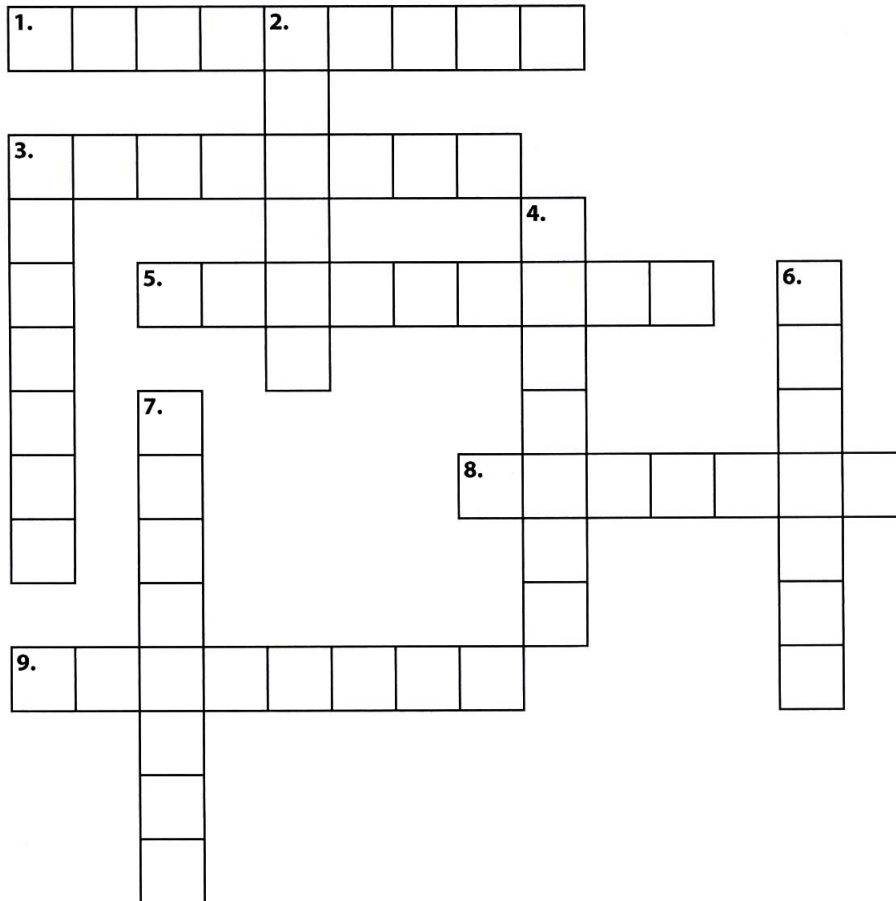
WORD	DEFINITION	MY SENTENCE
cafeteria	<i>noun</i> , a restaurant where you choose your meal and carry it to a table	
campus	<i>noun</i> , the area where the buildings of a university are	
experiment	<i>noun</i> , a scientific test that you do to see if something is true	
gym	<i>noun</i> , a place where people exercise	
history	<i>noun</i> , the study of important past events	
interesting	<i>adj.</i> , making you want to pay attention or know more	
modern	<i>adj.</i> , of the kind that is usual now	
office	<i>noun</i> , a room where people work, usually at desks	
outdoor	<i>adj.</i> , being outside	
professor	<i>noun</i> , a teacher at a university or college	
schedule	<i>noun</i> , a list of times when things will happen	
unfair	<i>adj.</i> , not treating everyone the same	

Vocabulary Worksheet 13

Developing Tactics for Listening Third Edition

Use the words in the box to complete the crossword.

adventure
collect
concert
free time
gardening
history
nature
painting
pastime
outdoors



ACROSS

1. an exciting trip
3. a picture that someone makes with paint
5. planting flowers, vegetables, etc.
8. to bring together similar things
9. the area outside, away from buildings

DOWN

2. the natural world
3. a way to spend time
4. past events
6. a public performance of music
7. time when you are not busy

Part 1

Match the words and phrases on the left to their definitions on the right.

- | | |
|---------------|---|
| 1. bargain | A. camera for making videos |
| 2. camcorder | B. how big or small a piece of clothing is |
| 3. compare | C. broken |
| 4. damaged | D. dirt on clothing that is difficult to remove |
| 5. exchange | E. to trade one thing for another at a store |
| 6. guarantee | F. an unusually low price |
| 7. impossible | G. a short time when prices are reduced |
| 8. sale | H. a promise |
| 9. size | I. to think about things together so you can see how they are different |
| 10. stain | J. not able to happen |

Part 2

Use the words and phrases from Part 1 to complete the sentences below.

- | | |
|--|---|
| 1. I looked at many stores to _____ their prices. | 6. At only \$10, the leather gloves were a _____. |
| 2. She wanted to _____ the boots for a sweater. | 7. The new boots were not her _____, and did not fit her. |
| 3. It is _____ to satisfy every customer all the time. | 8. He used his _____ to record the birthday party. |
| 4. There was a large red _____ on the blouse. | 9. For two days only, the store is having a _____ on TVs. |
| 5. I returned the camera because it was _____. | 10. The store will _____ a refund for bad products. |

Part 1

Find the words in the box in the word search.

bags	mattress
blanket	occupied
concierge	reservation
front desk	room service
laundry	towel

W R E S E R V A T I O N
D A R Y G V S F O U M E
H B O K F I B K W D R G
W D A C V O O G E B O R
B U H G Y F R O L L O E
F M W O S E C R B A M I
G A F R O C A Q T N S C
D T L A U N D R Y K E N
R T U P I B N D W E R O
P R I F W Q U I P T V C
L E G D R I A N S W I K
D S R L O J M D G V C E
K S E D T N O R F O E B

Part 2

Use the words and phrases in Part 1 to complete the sentences below.

- I asked the housekeeper to wash my _____.
- She paid her hotel bill at the _____.
- The _____ made dinner reservations for us.
- We ordered dinner in our room from _____.
- The _____ on the bed was hard and lumpy.
- Our room was still _____ by the previous guests.
- I requested a warmer _____ for the bed.
- The bellhop carried our _____ to the room.
- He made a _____ for two nights.
- I went downstairs to get more soap and a fresh _____.

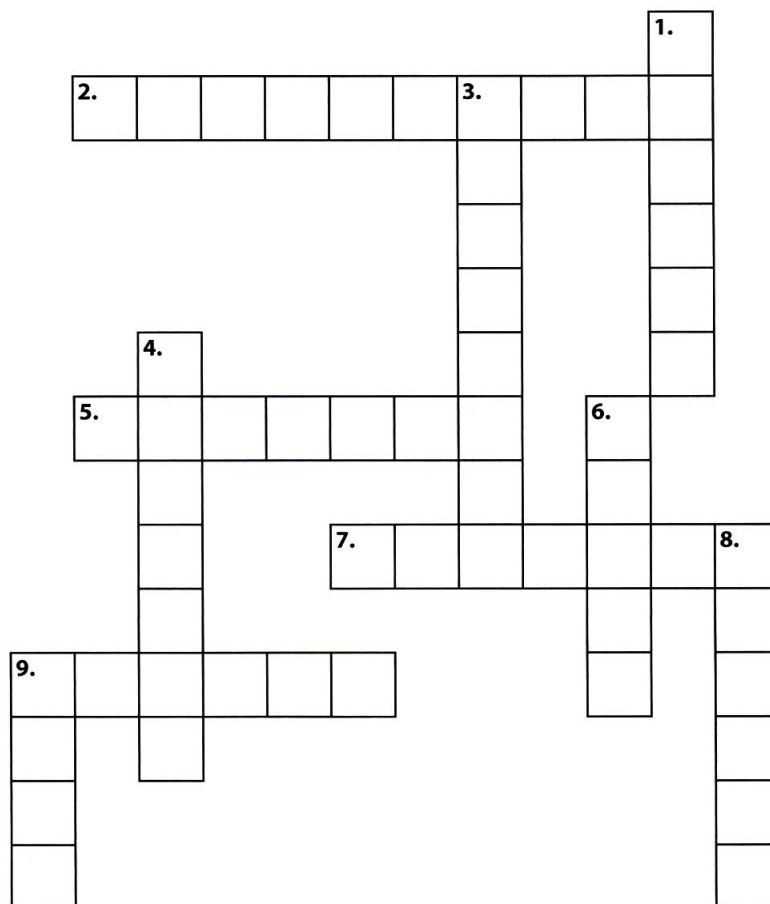
Vocabulary Worksheet 16

Look at the words and the definitions below. Make a sentence using each word.

WORD	DEFINITION	MY SENTENCE
action	<i>noun</i> , exciting things that happen	
animation	<i>noun</i> , movies made from drawings	
audience	<i>noun</i> , the people watching a movie	
century	<i>noun</i> , 100 years	
comedy	<i>noun</i> , funny movie	
cowboy	<i>noun</i> , a man who rides a horse and takes care of cows	
danger	<i>noun</i> , the possibility that something bad may happen	
excitement	<i>adj.</i> , a feeling of happiness and enthusiasm; not calm	
frightening	<i>verb</i> , scary	
handsome	<i>adj.</i> , good-looking	
hilarious	<i>adj.</i> , very funny	
horror movie	<i>noun</i> , a scary movie	

Use the words in the box to complete the crossword.

brake
confidence
creepy
drown
engineer
nearly
nervous
realize
seaweed
scream



ACROSS

2. the feeling that you can do something well
5. to become aware of something
7. worried, anxious
9. causing a feeling of unease

DOWN

1. almost
3. person who uses science to solve practical problems
4. plants that grow in the ocean
6. to die by swallowing water
8. make a loud, high noise with your voice
9. a jacket

Vocabulary Worksheet 18

Developing Tactics for Listening Third Edition

Part 1

Find the words in the box in the word search.

appointment	memorize
cash	message
confirm	neighbor
deliver	package
extension	repair

B K E R P I G F C A S H R
O M R I F N O C E P G K B
P V U T W D O J F P O P D
R F E N E I G H B O R T J
E N V P D Q E M L I N V P
V D E R A C B P G N E D A
I G M E S S A G E T A F C
L M D P C V I R P M X L K
E S R A T W E A J E G R A
D F P I G B A D C N R Q G
H O E R Q L M S A T E W E
X U J B E Z I R O M E M O
J K I N E X T E N S I O N

Part 2

Use the words from Part 1 to complete the sentences below.

1. Did you get the _____ I left on your voicemail?
2. He tried to _____ the broken car himself.
3. She did not have enough _____ to buy the necklace.
4. I will have the restaurant _____ the food to us.
5. A new _____ moved in next door to us.
6. It's easy for me to _____ phone numbers.
7. I called the hotel to _____ my reservation.
8. He made an _____ to see the doctor.
9. Is this the correct _____ to call Marie Green?
10. She did not receive the _____ in the mail.

Vocabulary Worksheet 19

Developing Tactics for Listening Third Edition

Look at the words and the definitions below. Make a sentence using each word.

WORD	DEFINITION	MY SENTENCE
cemetery	<i>noun</i> , a place where dead people are put under the ground	
charge	<i>verb</i> , to buy something with a credit card	
exhausted	<i>adj.</i> , very tired	
iron	<i>verb</i> , to make clothes smooth	
joke	<i>noun</i> , a short, funny story you tell to make people laugh	
local	<i>adj.</i> , of a place near you	
mansion	<i>noun</i> , an extremely large house	
picnic	<i>noun</i> , a meal that you eat outside, away from home	
rink	<i>noun</i> , a place where people skate	
souvenir	<i>noun</i> , something you keep to remember a special place or event	
stuffy	<i>adj.</i> , not having fresh air	
temple	<i>noun</i> , a building where people go to say prayers to a god or gods	

Part 1

Match the words and phrases on the left to their definitions on the right.

- | | |
|--------------|--|
| 1. announce | A. leaving a place |
| 2. arrival | B. quick and effective |
| 3. board | C. to tell a lot of people something important |
| 4. delayed | D. the place where passengers get on a plane |
| 5. departure | E. coming to a place |
| 6. distance | F. to get on a plane, train, boat, etc. |
| 7. efficient | G. to watch closely |
| 8. fairly | H. late |
| 9. gate | I. how far it is from one place to another place |
| 10. monitor | J. more than a little, but not very |

Part 2

Use the words and phrases from Part 1 to complete the sentences below.

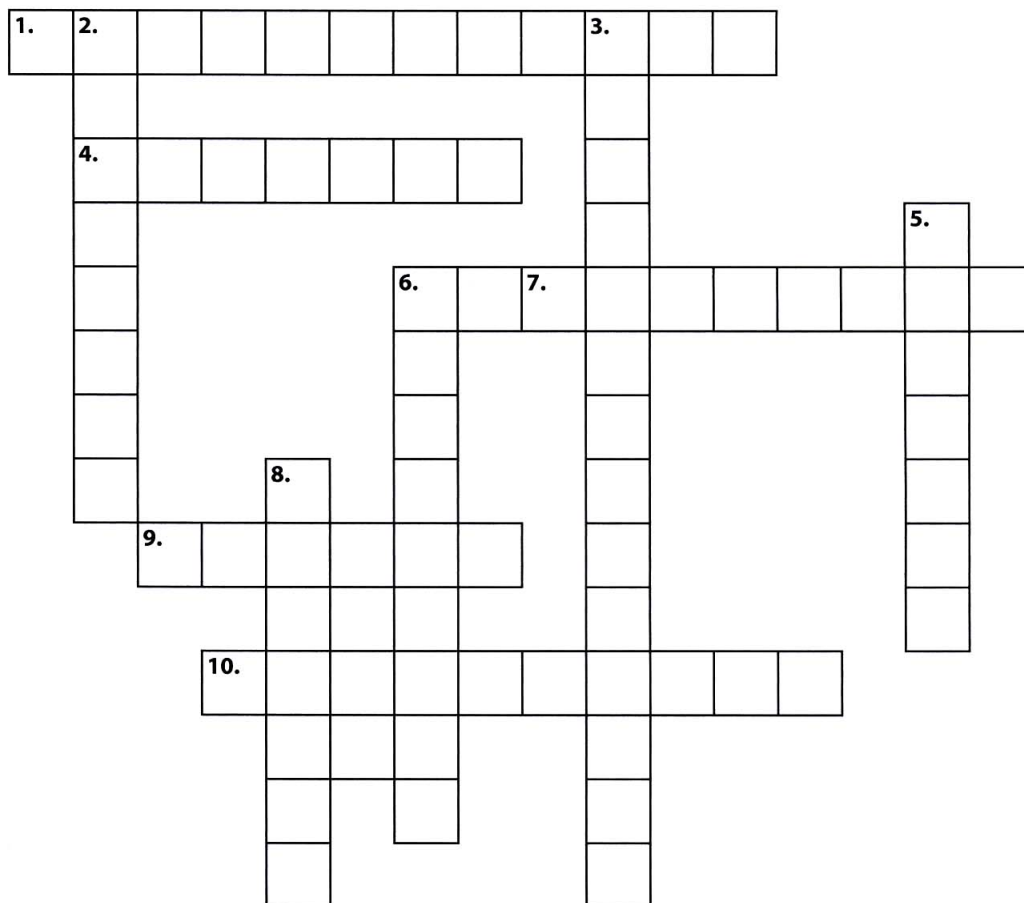
- | | |
|--|--|
| 1. The flight attendant asked passengers to _____ the plane. | 6. I searched for the _____ where I was to board my flight. |
| 2. The company had a very _____ process for building cars. | 7. The security guards closely _____ the terminal. |
| 3. The roasted duck was _____ good, but the vegetables were delicious. | 8. Because of ice and snow, her flight was _____. |
| 4. They will _____ the winner at the end of the tournament. | 9. The _____ between the two cities is 210 miles. |
| 5. Upon his _____, he was greeted by his family. | 10. He fastened his seat belt as the plane prepared for _____. |

Vocabulary Worksheet 21

Developing Tactics for Listening Third Edition

Use the words in the box to complete the crossword.

arrange
complaint
confirmation
deposit
facilities
freeway
hardly
identification
ordinary
standard



ACROSS

1. assurance of your reservation
4. a payment to hold a reservation
7. normal; not special
9. almost not
10. services, rooms, equipment, etc. that make it possible to do something

DOWN

2. not special or unusual
3. a document that shows who you are
5. a wide road where vehicles can travel fast
6. when you say you don't like something
8. to put things in a certain order

Part 1

Match the words and phrases on the left to their definitions on the right.

- | | |
|---------------|--|
| 1. ambulance | A. happening every year |
| 2. annual | B. in the place of someone or something |
| 3. avoid | C. not common; surprising |
| 4. collision | D. rows of traffic |
| 5. congestion | E. when a car hits an object or another car |
| 6. instead | F. a special vehicle that takes people to hospitals |
| 7. lanes | G. to stay away from |
| 8. pollution | H. heavy traffic |
| 9. quality | I. dirty and dangerous materials that harm the environment |
| 10. unusual | J. how good or bad something is |

Part 2

Use the words from Part 1 to complete the sentences below.

- | | |
|---|--|
| 1. I called the doctor to schedule my _____ checkup. | 6. The city roads were bumpy and of poor _____. |
| 2. The narrow _____ on the road caused many accidents. | 7. An _____ arrived to help the victims of the crash. |
| 3. Traffic _____ is high during the morning commute. | 8. I took the subway _____ of driving to work. |
| 4. The traffic jam was _____ for the middle of the afternoon. | 9. The truck lost control and caused a _____ with another car. |
| 5. He decided to _____ the highway because of construction. | 10. _____ in the air is worst on hot days. |

Part 1

Find the words in the box in the word search.

argument	neat
awful	reliable
bother	snore
considerate	sociable
mess	studious

D S A P H A N S G U B I S
 B O J T I R V N D E W A S
 I C Y N O G M O E D F B E
 K I A W F U L R C A R Y M
 H A U W G M B E L I T J O
 F B O D B E A P T N L C I
 O L Y O O N R U G F D E Q
 B E F I S T U D I O U S K
 C O N S I D E R A T E O G
 J T T J U K B O P R Y I M
 N Y R H P G L U B M W V L
 H M O R E L I A B L E P Y
 T V U K A R J B E L L A T

Part 2

Use the words from Part 1 to complete the sentences below.

- The cat made a _____ when it turned the plant over.
- Let me know if the noise begins to _____ you.
- He was very _____ about being quiet when his roommate was studying.
- The apartment was always very clean and _____.
- My _____ roommate reads and writes all the time.
- Do you _____ when you're sleeping?
- Last weekend, they had an _____ about household chores.
- Having a bad roommate can be an _____ experience.
- Mike was very _____; he loved to go to parties.
- Her roommate was _____ about paying the rent.

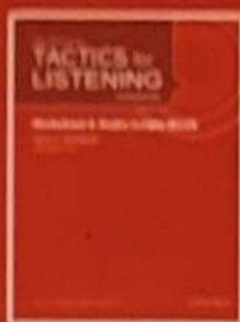
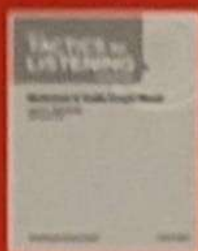
Vocabulary Worksheet 24

Developing Tactics for Listening Third Edition

Look at the words and the definitions below. Make a sentence using each word.

WORD	DEFINITION	MY SENTENCE
backpack	<i>verb</i> , travel with a large bag on your back	
completely	<i>adverb</i> , in every way	
cousin	<i>noun</i> , the child of a parent's brother or sister	
flu	<i>noun</i> , an illness like a very bad cold that makes your body sore and hot	
pleased	<i>adj.</i> , happy	
relaxed	<i>adj.</i> , without stress or worry	
remove	<i>verb</i> , to take away or off	
research	<i>verb</i> , to look for information	
slight	<i>adj.</i> , small; not important or serious	
upset	<i>adj</i> , unhappy or worried	
wallet	<i>noun</i> , for small, flat case for money and credit cards	

Developing
**TACTICS for
LISTENING**
THIRD EDITION



More listening. More testing. More effective.

Tactics for Listening Third Edition is a three-level listening series featuring Jack Richards' practical-English methodology and easy-to-teach format. The series has been comprehensively revised and expanded to provide more listening input and a new focus on developing test-taking skills.

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