

IELTS Listening Part 1

Your essential first step to exam success

★ Why Part 1 Matters

- ✓ **First Section:** Sets the tone for your entire test experience.
- ✓ **Most Accessible:** Designed to be the easiest section of the exam.
- ✓ **High Score Opportunity:** Aim for full marks (10/10) right here.

🎓 What You Will Learn Today

- › Section breakdown and test audio structure
- › Common everyday topics & targeted details
- › Question formats: Forms, Notes & Tables
- › Essential scoring strategies & avoiding distractors

💡 **Golden Rule:** Part 1 is a great place to score high marks. Be focused and ready from the first second.

What is Part 1?

i KEY TEST FACTS	
Speakers	2 PEOPLE (Conversation)
Questions	10 Questions (Questions 1–10)
Audio Plays	ONCE ONLY
Difficulty Level	A2 / B1 — Most straightforward

 The Situation

The recording is an **everyday practical conversation**. One person needs specific information and the other person provides it.

REAL EXAM DIALOGUE EXAMPLE

Receptionist: "Hello, Grand Hotel. How can I help you today?"
Customer: "Hello. I'd like to book a room, please."
Receptionist: "Of course. What dates are you looking for?"
Customer: "From the 12th to the 15th of May."

What Will You Hear?



Common Part 1 Topics

-  **Travel & Tourism:** Booking hotels, tours, or train tickets.
-  **Services & Clubs:** Joining a gym or opening a bank account.
-  **Events:** Buying concert tickets or asking about festivals.
-  **Housing:** Renting a flat or asking about student rooms.



Information You Need to Find

-  Proper Names (people, streets, towns)
-  Phone numbers & addresses
-  Dates, days, and exact times
-  Prices, fees, and money amounts
-  Specific places and locations

 **Key Takeaway:** *The topic is simple and familiar. Your job is to focus tightly on capturing factual details.*

How is the Test Organised?

STAGE 1

Before Listening

You get time to **read the questions** before the recording starts.

🕒 Use this time to predict!

STAGE 2

During Recording

You listen **once only** and write answers directly as you listen.

⬇️ Answers follow question order!

STAGE 3

After Recording

You have time to **transfer and review** your final answers.

🔍 Check spelling & numbers!

***The Golden Rule:** The questions follow the recording line by line. Never look back during listening — always keep moving forward.*



Common Question Types



1. Form Completion

Fill in missing personal details on an official form.



2. Note Completion

Complete gapped sentences inside bulleted notes.



3. Table Completion

Fill missing information in categorized rows & columns.



4. Sentence Completion

Finish full sentences with exact words from audio.

👍 Good News for Candidates

- ✓ The answers **always come in numerical order** on the audio track.
- ✓ The layout gives clear clues about what kind of answer you need (a name, number, or time).

Form Completion

What Does It Look Like?

You fill in missing information on a standard customer record form.

SPORTS CLUB MEMBERSHIP FORM

First name: **Sarah**

Last name: **1.**

Phone number: **2.**

Preferred day: **3.**

How to Answer Well

Look at headings: Headings tell you exactly what word type to expect.

Last name: **NEED A SPELLED NAME**

Phone number: **NEED DIGITS/NUMBERS**

Preferred day: **NEED A DAY OF THE WEEK**

Key Tip: Headings give you free clues. Use them to prepare before the audio plays.

Note & Table Completion

TABLE FORMAT EXAMPLE

Activity	Time	Cost
Swimming class	9:00 AM	£10
Yoga class	4. _____ PM	5. £ _____

NOTE FORMAT EXAMPLE

- The club opens on: 6. _____
- Maximum group size: 7. _____ people

Q How to Predict Answers

- **Read across rows and columns:** Understand how data is grouped.
- **Ask targeted questions:** Is the missing item a time? A price? A headcount?
- **Check surroundings:** Look at words and symbols right before and after the blank.

Look at the context around the gap — it tells you almost everything about the answer format.

The Word Limit Rule

Always read instructions carefully! Exceeding word counts results in immediate mark loss.

Instruction	Correct Answer 	Wrong Answer 
ONE WORD ONLY	Monday	next Monday (2 words)
ONE WORD AND/OR A NUMBER	24 or Room 24	Room number 24 (3 words)
NO MORE THAN TWO WORDS	Platform 3	the third platform (3 words)

 Numbers Tip

Write numbers as figures (**3**) instead of words (**three**). Figures are faster to write and prevent spelling mistakes.

 Crucial Warning:

If you write too many words, your answer is marked **100% wrong** — even if your factual information is correct!

Predict the Answer

Question Context	Predicted Answer Type
The lesson starts at _____	➡ Time (e.g. 9:30 AM)
The course costs £_____	➡ Price / Number (e.g. 150)
Lives in _____ Street	➡ Street Name
Please call _____	➡ Name or Phone #
Nearest station is _____	➡ Place Name

Why Predict?

- ✔ **Focus:** You know exactly what sound/information to listen for.
- ✔ **Speed:** You catch answers much faster and with greater confidence.
- ✔ **Control:** You won't feel surprised or overwhelmed by fast speech.

 **Strategy:** Prediction is preparation. Use every second of preparation time effectively.

Spelling: Names & Letters

Confusing Letter Sounds

Sound Group	Common Examples
A / E / I	May, Lee, Sky
G / J	Green, Jones
B / P / V	Baker, Patel, Vera
W / U	Wood, Upton

Capitalization Rules

Always use capital letters for proper nouns:

Days of the week: (not *monday*)

Months: (not *october*)

Proper Names: (not *james*)

Spelling Rule: A correct answer with incorrect spelling gets ZERO marks. Never leave a gap blank!

Numbers, Dates & Times

#

Tricky Numbers

Listen closely to endings:

- 13 (thirteen) vs 30 (thirty)
- 15 (fifteen) vs 50 (fifty)
- "double seven" = **77**
- "oh" / "zero" = **0**



Writing Dates

All these formats are accepted:

- ✓ **17th October**
- ✓ **17 October**
- ✓ **October 17**



Writing Times

All these formats are accepted:

- ✓ **9:30 AM**
- ✓ **9.30 am**
- ✓ **half past nine**

Exam Alert: Numbers and dates are easy to mishear. Pay 100% attention when you hear digit patterns!



Watch Out for Distractors

What is a Distractor?

Information that sounds like the correct answer at first, but is **corrected or changed** moments later by the speaker.

AUDIO DIALOGUE EXAMPLE

Speaker A: "My phone number is 07700 900123."

Speaker B: "Is that 900123 at the end?"

Speaker A: "Oh, sorry — it ends in 124, not 123."

➡ **Correct Answer:** 07700 900124

Signal Words for Changes

ACTUALLY

SORRY

NO

I MEAN

INSTEAD

BUT

RATHER

The first answer mentioned is often a trap. Listen to the very end of the statement!

If You Miss an Answer

Missing an answer happens to everyone. Follow this 3-step action plan immediately:

01

Leave It

Do not stop or worry. Move your eyes away immediately.

02

Keep Listening

Focus instantly on the next question item.

03

Guess Later

Make a logical guess at the end of the section.

No Negative Marking

There are no penalty points for wrong answers. Blank = 0 marks. Guess = chance of 1 mark!

Missing 1 answer is bad; losing focus and missing 3 more answers is far worse. Keep moving!

Your Part 1 Strategy

BEFORE LISTENING

- 1. Check Instructions:** Note the word limit carefully.
- 2. Read Questions:** Underline key focus words.
- 3. Predict:** Identify name, date, time or place types.

WHILE LISTENING

- 4. Follow Order:** Track questions sequentially.
- 5. Focus on Details:** Listen for target keywords.
- 6. Watch Changes:** Beware of initial distractors.
- 7. Write Fast:** Note down answers quickly.

AFTER LISTENING

- 8. Check Spelling:** Review names and places.
- 9. Verify Digits:** Double check dates & numbers.
- 10. Word Limit:** Ensure count matches rules.

👉 **Formula:** Prepare ➡ Listen ➡ Check. Repeat this routine on every single practice test.

Checklist & Next Steps

✅ Pre-Test Student Checklist

- ☑ Know common question types (Forms, Tables)
- ☑ Always check word count restrictions
- ☑ Predict answer types before listening
- ☑ Watch for distractors and corrections
- ☑ Capitalize proper names, days, and months
- ☑ Never leave any blank answers

🔑 3 Things to Remember

1. Be completely ready before the audio starts.
2. Listen specifically for the exact information needed.
3. Immediately move forward if you miss an answer.

NEXT ACTION STEP

 **Practice with a Real IELTS Part 1 Recording**