**9d Page 112 AUDIOSCRIPT**

Pre-Intermediate Student’s Book

Life

2.19

**H = College helpdesk, C = Caller**

**H:** Hello, Corfield College. This is Melanie speaking.

**C:** Oh hello. I’m calling about your evening classes starting this term. Are there any places left?

**H:** Er, one moment. Let me take a look. I know one of them is full …

**C:** It’s called *Preparing more effective Powerpoint presentations*.

**H:** Oh yes. That is a popular course … there is one place but I suggest you enrol soon.

**C:** Well can I do it today?

**H:** Yes, it’s all online so you need to go to the website. When you click on the ‘ENROL NOW’ button, the first thing you’re asked to do is to fill in an enrolment form.

**C:** Right.

**H:** Have you seen the website?

**C:** Yes, but I didn’t know if I had to fill in the form for a short course. There isn’t an interview, is there?

**H:** No, no. Nothing like that. But when you’ve completed the online enrolment form, a copy is sent to us here at the office and also to the course trainer.

**C:** And do I pay when I send you the form?

**H:** It’s up to you. Payment is accepted either when you enrol or no later than six weeks before the course starts. But you must pay a deposit so a place is reserved for you.

**C:** Well, I can pay it all straight away because my employer is paying.

Life

**H:** Fine. After we’ve received payment, a receipt is emailed to your employer.

**C:** And then what happens?

**H:** Before the course starts, you mean?

**C:** Yes.

**H:** Once you’ve enrolled, you’re sent a list of books to buy or any course materials. But actually … for your course … I don’t think … no, all the materials are provided by the trainer. He’ll provide those on the first day.

**C:** OK. Well, I’ll book it now in that case. Thanks for your help.

**H:** You’re welcome.