

Script – Diagram 1

Good evening, everyone I I'm glad you could all make this planning meeting for what promises to be the biggest and most colourful free rock festival ever held in the south-east So whether you're a performer, a craft exhibitor or an artist, we all extend a big welcome to you.

Could we turn first to the plan so I can familiarise you with the layout of the site - which as you know is an old football stadium

- we're really lucky to have so much space this year. You can see the main gate at the bottom of the plan

- have you found it?

- that's where most visitors will enter. It's also the entrance for those taking part in the craft fair: we've set the stalls just inside the gate on the left, in a circle.

If you walk straight ahead from the gate along the path without turning right, you'll come to some steps up to the football stadium. On the left of the steps is the Fringe Stage. This is for alternative artistes - they include folk singers, poets and other acts which are more suited to a smaller stage - and they should also enter by the main gate. On the opposite side of the steps is a restaurant, and adjoining that is the main festival information point. Here you can get extra programmes and up-to-the-minute information about events, and you can discuss any last-minute problems - although we hope everything will be running smoothly when the festival opens.

Right, coming back to the plan, you go up the stairs to the stadium. The entrance for the rock bands is on the far side, and on your right is the main stage, which will have powerful illumination and amplification throughout the weekend. There will probably be TV vehicles adjacent-that's in this area only – for recording purposes.

If you look at the outside of the plan, you can see a third gate for exhibitors opening onto a side path. A little way down the path, before you get to the trees, IS the building where the Art Exhibition's being housed. Then finally there's just one more building marked on your plan - quite near the main gate. It's divided into lock-up garages. So I hope you now feel quite familiar with the main festival area.

Script – Diagram 2

Instructor Good morning everybody. I'd like to welcome you to Rose's Health Club which is part of the nationwide Rose Group of Health and Fitness centres. Today I hope to tell you everything about the Glenfield centre and the facilities it offers.

First, have a look at the map of the centre I have put up here - there's a copy of it in your information packs. As you can see we have a range of facilities.

We are here at the meeting point, next to the reception desk. If you get lost, which is unlikely, make your way here. The main feature of the health club is, of course, the swimming pool. This is a 25-metre pool divided into three or four lanes. Access to the pool is normally through the changing rooms, for obvious reasons. To get to these, bear left as you come through reception and, as you follow the corridor, they are the two doors immediately to your right, first the female changing room, then the men's. If you follow the corridor right to the back of the building you'll find one of our most popular features - three state-of-the-art squash courts. We keep them in very good condition, so if you're keen on that sport, I'm sure you'll appreciate the quality. Right then, I'm sure what many of you are thinking of joining for is access to the gym facilities and activities like yoga. We've got lots of space for this, and these are all situated on the left-hand side of the main corridor, opposite the changing rooms and squash courts. At the far end, you'll find the fixed and free weights room - there are lots of fixed weights machines, and you'll also find exercise bikes and rowing machines. Next to that, directly opposite the changing rooms, there's access to our sports hall. This is where yoga classes, martial arts, circuit training, and other classes take place. We even have badminton and table tennis sometimes. OK, moving on from the sports, there are two other things to point out. One is a small door next to reception, to the left as you come in. This takes you into the staff training room. This is important because you'll know where to find us in an emergency, and it doubles as a first aid room in those circumstances. Finally, last but not least, there is another corridor to the right as you come in, and that leads you to the cafe lounge on one side and the viewing area for the swimming pool on the other.

Script – Diagram 3

Hi. Can I help you?

Erm - yes - I wanted to join the library.

OK. First of all, let me show you round the library and explain a few things for you.

OK, now we're here at the main entrance. You can see the reception, which is where you bring back and take out books and also we can order books and answer your questions there. Next to the reception, where you can see those old desks, is where we keep the magazines because you can sit down and read there. They're divided into sections for Sciences, Geography, Arts, etcetera. Then, at the back of the library you can see the section for old books. Next to that is where the books proper start. That used to be the Science section but now on those shelves you'll find the Arts section. We had a big re-organisation in the summer, which I think has made it clearer. The numbering is standard so you should be able to find what you want quite easily. However, if you can't find something, it probably means it's been borrowed. OK, then in the corner, next to the reference section, is where we thought it was quietest, and away from the phones and printers and things, so we've put the study desks there. They all have computer access, if you need it for your laptop. We do ask that you don't just read magazines there, though. OK, then there's the reference section where you can look up the files. Then, as we come back to the main entrance, is the next section, where we used to have the languages. It got very busy and noisy, so when we moved everything round we decided to put the law books here. Also, because it's a smaller section it fits quite well here. OK, then we're back at the main entrance. Over there, by reception, there's a door that goes to the extension and we have further sections, such as Languages, and study desks through there so you could have a look round when we've finished. Then just between reception and the door here is where we decided to put the computers but the computer magazines are in the magazine section as we found too many went missing here! OK, is that everything...

Script – Diagram 4

The trumpet is quite a remarkable instrument. Take the B-flat type for instance, the kind of trumpet most people use today. If we stretched one out in a straight line, it would measure nearly 140 centimetres in length. What we see in the diagram, then, is a very long brass tube wrapped around itself in order to save space. To produce its characteristic sound, the musician blows continuously into the small metal cup on the left called the mouthpiece, which is shaped to fit the lips. The air travels along the lead pipe and round the tuning slide, which can be moved in or out to change the instrument's pitch. The air then reaches the feature that distinguishes the trumpet from, for instance, a bugle: the three valves that extend from above the top to below the bottom of the instrument. Each valve can send the air flow one of two ways: either along the main pipe, the shortest route, or else into an extra length of tube, thus lowering the pitch of the sound being played. The musician does this by pressing one of the finger buttons at the top, diverting the air into the first tube if the first is pressed, into the second - and shortest - by using the second, or into the longest one - the third - by pressing number three. The air then continues its way round the bend in the lead pipe and along to the end at the widest part of the body, known as the bell, which projects the powerful sound forwards. Incidentally, all this breath forced through the metal of the instrument does of course contain water vapour, and this will start to condense and form droplets after a certain amount of playing. The result is a 'gurgling' sound from the trumpet, so to avoid this there is a device on the tuning slide called the water key, which, when pressed, lets the water drip out.