（在此卷上答题无效）

2026-2027 学年福州市高三年级适应性练习

英　语

（全卷满分：150 分，考试时间 120 分钟）

注意事项：

1. 答题前，考生务必将自己的姓名、考生号、考场号、座位号填写在答题卡上。

2. 回答选择题时，选出每小题答案后用铅笔把答题卡上对应题目的答案标号涂黑。如需改动，用橡皮擦干净后，再选涂其他答案标号。回答非选择题时，将答案写在答题卡上。写在本试卷上无效。

3. 考试结束后，将本试卷和答题卡一并交回。

第一部分 听力（共两节，满分 30 分）

做题时，先将答案标在试卷上。录音内容结束后，你将有两分钟的时间将试卷上的答案转涂到答题卡上。

第一节（共 5 小题；每小题 1.5 分，满分 7.5 分）

听下面 5 段录音。每段录音后有一个小题，从题中所给的 A、B、C 三个选项中选出最佳选项。听完每段录音后，你都有 10 秒钟的时间回答有关小题和阅读下一小题。每段录音播放两遍。

1. How will the man probably get to the concert?

A. By taxi.　　B. On foot.　　C. By subway.

2. What did the man probably do yesterday?

A. He went camping.　　B. He stayed at home.　　C. He played a sport.

3. Why is the woman worried?

A. She may be late.

B. She has missed the bus.

C. She cannot find the office.

4. When will the wild elephant survey take place?

A. On Tuesday.　　B. On Wednesday.　　C. On Thursday.

. What are the speakers talking about?

A. A piece of artwork.　　B. A children's book.　　C. A public sign.

第二节 （共 15 小题；每小题 1.5 分，满分 22.5 分）

听下面 5 段录音。每段录音后有几个小题，从题中所给的 A、B、C 三个选项中选出最佳选项。听每段录音前，你将有时间阅读各个小题，每小题 5 秒钟；听完后，每小题都有 5 秒钟的作答时间。每段录音播放两遍。

听第 6 段录音，回答第 6、7 题。

6. Why does the woman come to the man?

A. To fix the old lamp.

B. To buy a new lamp.

C. To get some new parts.

What does the man suggest the woman do?

A. Replace the power adapter.

B. Bring the power adapter.

C. Buy new parts.

听第 7 段录音，回答第 8 至 10 题。

8. What is the GoPro 13 probably for?

A. A movie project. B. A surprise for Lisa. C. Amy's birthday party.

9. Where is Lisa probably now?

A. At the woman's place. B. In a movie theater. C. In a camera shop.

10. What will the woman do next?

A. Watch a film. B. Buy a gift. C. Decorate a house.

听第 8 段录音，回答第 11 至 13 题。

11. Who is Ms. Green?

A. Daniel's mother. B. Daniel's teacher. C. Daniel's friend.

12. What do we know about Daniel?

A. He skips listening homework.

B. He does writing practice carefully.

C. He does listening exercises quickly.

13. What do the speakers agree to do?

A. Stop the listening task for a week.

B. Ask Daniel to start with shorter sentences.

C. Let Daniel listen to the words before reading.

听第 9 段录音，回答第 14 至 16 题。

14. What is the main purpose of the Green Shelf projcct?

A. To help students reuse things.

B. To raise money for the school.

C. To sell cheap clothes on campus.

15. What things can students leave on the Green Shelf ?

A. An old pan.

B. A new dress.

C. A broken lamp.

16. What will the project do next term?

A. Open a bigger shop.

B. Check items online first.

C. Show available items online.

听第 10 段录音，回答第 17 至 20 题。

17. What consultation service is provided on Tuesday afternoons?

A. Academic writing.

B. Mental health support.

C. Examination techniques.

18. Who should students meet if they fail to get along with roommates?

A. Mr. Zhang. B. Ms. Chen. C. Ms. Parker.

19. How many advisers are there in the Student Support Center?

A. 4. B. 5. C.6.

20. Where can students find the booking steps?

A. On the university website.

B. At the Student Life Office.

C. In a guidebook in the pack.

第二部分　阅读（共两节，满分 50 分）

第一节（共 15 小题；每小题 2.5 分，满分 37.5 分）

阅读下列短文，从每题所给的 A、B、C、D 四个选项中选出最佳选项。

A

Atlanta Botanical Garden — This Month at the Garden

Atlanta Botanical Garden is the go-to destination in the heart of Atlanta for plant lovers and families alike. Its calendar is always packed with family activities, and evening events.

Upcoming Events

Event	Date & Time
Garden Playtime (little kids, nature activities)	Every Tuesday, 10:00 AM
Storybook Time (nature-inspired stories)	Every Wednesday, 10:00 & 10:45 AM
Summer Party (live music, lantern walk)	Saturdays, June, Evening
Exploring Orchids (adults, drawing program)	Tuesdays, June 9 — July 14

Dining at the Garden

When visiting Atlanta Botanical Garden, you are never far from a great meal or a light snack. Inside the Garden, Longleaf Restaurant offers a full sit-down contemporary dining experience in an air-conditioned setting — perfect for a relaxing break. For those in a hurry, the Quick Café provides casual bites and refreshments at convenient locations throughout the grounds. Several bars can also be found across the Garden, serving drinks during evening events. Please note that outside food and drinks are not permitted inside the Garden.

Parking

On-site parking is available for Garden guests, accessible via the Piedmont Avenue entrance. Guests must enter through the correct entrance to receive the hourly rate with proof of admission. Rates are as follows: the first 30 minutes are free; 31- 60 minutes costs $3; each additional 30 minutes costs $2; and the maximum daily rate is $30. Those who do not provide proof of admission will pay $35 upon exiting the parking lot. The parking system is card-only — no cash is accepted.

21. Which event is held on the weekend?
    A. Garden Playtime.　　B. Storybook Time.
    C. Summer Party.　　D. Exploring Orchids.
22. What does Longleaf Restaurant provide?
    A. Tickets for events.　　B. Casual bites.
    C. A comfortable setting.　　D. Live music.
23. How can visitors park at the hourly rate?
    A. They leave within two hours.
    B. They pay cash at the entrance.
    C. They enter via Monroe Drive.
    D. They show proof of admission.

B

Whenever I complained that I was bored, my mother would not hand me a phone or switch on the television. Instead she would move from shelf to shelf, and return with some books in her arms. She would sit on the edge of my bed, describing each in a few words.

My mother used books as a form of communication. It wasn't simply the exchange I've just described — her giving me books she'd read and loved as a child, and hoping I would love them too — but the words in the books themselves. If we drove towards the Gladesville Bridge at night, the lights of cars streaming down, she would quote her favourite poet, who described headlights on the bridge as "the immaculate sigh of stars". To her, books gave voice to what she noticed.

My mother's gift for noticing small moments reflected an important quality: she deeply valued sensory details. She was always pointing them out to me, like young ducks, the fluff (绒毛) all over their bodies pale yellow, as though they wore bath towels. I didn't realise it then, but those moments were quietly shaping the way I would later understand the world.

Now as a literature teacher, I value sensory details as well. I often find myself encouraging my students to notice them, just as my mother once encouraged me. When talking about the Harry Potter series, I ask my students to consider whether it's the lists of richly imagined foods, the all-flavour jellybeans and the butter beer that are the books' real attraction.

Only now do I realise how much of my mother I carry with me. What stays with me is not the titles she chose or the quotes she gave, but the habit of looking closely at the world. Borrowing lines from the books to describe our own lives, we're adding depth to what we've seen or felt or heard.

24. What did the mother use to relieve the writer's boredom?

A. Television. B. Phones. C. Books. D. Food.

25. Why did the mother quote "the immaculate sigh of stars"?

A. To vividly describe a small moment. B. To briefly explain a bridge structure.

C. To express her love for the universe. D. To talk about her most beloved poet.

26. What does the writer emphasize in her teaching?

A. Challenging literary classics. B. Paying mindful attention to details.

C. Quoting the Harry Potter series. D. Developing creative imagination.

27. What does the writer learn from her mother?

A. Poetic writing techniques. B. Vital communication skills.

C. A method of self-reflection. D. A habit of close observation.

C

A massive concrete-and-glass structure hangs above traffic on Wilshire Boulevard. It is the new home of the Los Angeles County Museum of Art (LACMA), the largest art museum in western America. Its daring architecture is not the only unusual thing about it.

"We've given up traditional categories of geography," says Michael Govan, LACMA's director. "The idea is to wander." The museum's single floor treats all artworks equally: no one movement is presented as more important than another. The museum is loosely organized around oceans to emphasize trade and cultural exchange. The Indian Ocean section, for example, includes Turkish ceramics (瓷器) with blue-and-white flower patterns, influenced by earlier Chinese designs.

LACMA's break from conventional organization symbolizes a movement towards global galleries as the global economy expands. London's Tate Modern traditionally centered on Western European art. However, it rearranged its works by theme after 2000 to highlight cultural links. The press hated it. In 2019, the Museum of Modern Art (MoMA) rejected fixed long-term displays. Van Gogh's "Starry Night" will probably always be on view but the neighbouring wall will sometimes hold photography. Such an adaptable approach allows for unexpected encounters. Yet not everyone may appreciate it.

What is a thoughtful contrast to one visitor may be hard to understand for another. At LACMA a giant coffee table shows off ceramics from various eras. Why? Visitors who can scan QR codes will find out; the rest will merely wonder. But if such experiments fail to impress, curators (策展人) can rearrange the art again.

Museums should not be inflexible palaces for artworks, many curators argue: they should reflect their surroundings and times. At the new LACMA, says Govan, "We don't go into a dark box and somebody tells us what to think." Rather, it tries to be in conversation with Los Angeles (LA). Architecturally, the museum's uneven shape and floor-to-ceiling windows frame the palm trees (棕榈树) and hills, putting LA itself on display.

28. What is special about the new LACMA?

A. Displaying artworks flexibly. B. Stressing ocean movement.

C. Treating artworks differently. D. Featuring Chinese designs.

29. Why does the writer mention Tate Modern and MoMA?

A. To compare them with LACMA. B. To highlight an exhibition trend.

C. To promote long-term displays. D. To explain economic globalization.

30. What is a potential problem with the new exhibition style?

A. It limits the variety of artworks. B. It depends on QR code technology.

C. It brings little profit to art galleries. D. It causes confusion for some visitors.

31. What can be inferred about the new museum from the last paragraph?

A. It values architecture over artworks.

B. It may raise argument over art styles.

C. It can mirror environments and times.

D. It guides how visitors view the art world.

D

Cities are 1–3°C hotter than surrounding rural areas, a phenomenon called the urban heat island effect. This heat threatens human safety, causing heat exhaustion and even death during extremely hot spells. Urban trees act as natural air conditioners through ground shading and the release of water from leaves, yet their cooling power is distributed unevenly across the globe.

Researchers analyzed temperature and tree cover data of nearly 9,000 global cities housing 3.6 billion residents, comparing real urban environments with an imagined situation without any trees. Unlike previous satellite studies measuring overheated building and road surfaces, this research centered on air temperature that directly reflects people's real experience of heat. The outcome exceeded expectations: trees nearly halve urban heat island warming, cooling most cities by 0.5 – 1.5°C and effectively relieving heat pressure for over 200 million people. Cooling effects differ greatly — dry hot cities show obvious temperature differences between leafy and bare lands, while mild temperate (温带的) cities enjoy gentler, more consistent cooling.

However, a city's trees are not spread evenly. They're often concentrated in wealthier neighbourhoods and suburban areas. Cities in cooler or more humid (湿润的) climates tend to have more. There's a strong link with wealth. In the United States, lower-income areas average 15% fewer trees than wealthier areas — and are 1.5°C hotter. This means vulnerable populations who need free cooling from trees the most are often the least likely to receive it.

Though low-cost and beneficial to air quality and mental health, trees alone cannot fix urban overheating. Current urban trees only reduce 10% of predicted heat rise under

moderate (适度的) climate conditions, and ambitious tree planting can merely raise ... proportion to 20% Therefore, cities must combine targeted tree planting in heat-baked neighborhoods with reflective building materials, green roofs and well-designed airflow plans. All local cooling strategies still depend on deep reductions in greenhouse gas emissions to slow global climate change and secure comfortable living spaces for future urban residents.

32. How is the new research different from earlier studies?

A. It covers more global cities.

B. It focuses on building surfaces.

C. It tracks actual air temperature.

D. It models a treeless environment.

33. What can we learn about tree cooling effects from paragraph 2?

A. They change with climate types.

B. They match the predicted heat rise.

C. They average a 1.5°C drop globally.

D. They work best in low-income cities.

34. What does the underlined word "vulnerable" in paragraph 3 probably mean?

A. Permanent. B. Uneducated.

C. Disadvantaged. D. Urbanized.

35. What does the writer suggest to deal with urban overheating effectively?

A Stopping greenhouse gas release.

B. Focusing on low-cost roof projects.

C. Adopting multiple measures together.

D. Expanding living spaces for the youth.

第二节（共 5 小题；每小题 2.5 分，满分 12.5 分）

阅读下面短文，从短文后的选项中选出可以填入空白处的最佳选项。选项中有两项为多余选项。

Many teenagers regard volunteering as a boring task required for school graduation. They often complain that voluntary work takes up their spare time and brings no real benefits to their study. This common misunderstanding makes them treat community service passively. ___36___

Last vacation, I took part in a community volunteer project designed to assist elderly residents living alone. My main duties included purchasing daily necessities for seniors, teaching them basic smartphone skills and accompanying them on daily walks ___37___ The endless repeated chores made me feel the work simple and repetitive.

Gradually, my attitude changed completely. I found that most lonely seniors suffered more from emotional loneliness than a lack of material support. ___38___ Every time I patiently listened to their life stories and chatted with them, I could see obvious warmth and relief on their faces.

___39___ It enables us to contact different groups of people, understand real social needs and develop empathy (共情). Unlike textbook knowledge that stays theoretical, volunteer practice turns moral education into real feelings and actions.

Indeed, volunteering is a journey of mutual benefit. ___40___ For teenagers growing up in a fast-paced society, such valuable spiritual growth is irreplaceable.

A. They were eager for communication and company.

B. Spiritual growth is the least that volunteering can give.

C. Few truly realize the long-term value of such an experience.

D. At first, I participated merely to finish my school service hours.

E. We warm others while building our responsibility and commitment

F. Many people believe volunteering mainly benefits those receiving help.

G. Volunteering offers teenagers a chance to break away from their routine student life.

第三部分 语言运用（共两节，满分 30 分）

第一节（共 15 小题；每小题 1 分，满分 15 分）

阅读下面短文，从每题所给的 A、B、C、D 四个选项中选出最佳选项。

When I first went river rafting（漂流）with my family, I was only 12 years old. The bus ride down the rocky roads was ___41___, and we loved passing the scenic mountains along the way.

When we finally ___42___ the rough waters, our guide led us onto a large raft. Over the rapid currents, my brother learned to pull his weight in rowing, while I learned to read the river and ___43___ hitting the rocks. We both learned to ___44___ each other and work as a team.

And now, I have my son. Last summer I decided to take him rafting so he could ___45___ the same lessons. Just like my own trip years ago, our tour guide taught him the fundamentals of the ___46___. He showed my son the ___47___ of leaning into the rapids — a lesson that I hoped would encourage him to ___48___ all of life's challenges.

At first ___49___ made him shake, yet he gradually calmed down and ___50___ navigated (驾船) the rough rapids without my help. The rafting trip taught my son how to stay ___51___ instead of being distracted, and how facing hardships directly is better than ___52___ halfway.

Watching him overcome his inner fright ___53___ me of the young 12-year-old version of myself on that long-ago trip. I hope my son learns that, though the waters may be ___54___ and unexpected challenges may come about on the way, with ___55___ and courage, he can navigate them with strength and ease.

41. A. tiring	B. enjoyable	C. frightening	D. ordinary
42. A. crossed	B. discovered	C. reached	D. approached
43. A. imagine	B. ignore	C. risk	D. avoid
44. A. forgive	B. persuade	C. judge	D. trust
45. A. plan	B. teach	C. learn	D. preview
46. A. culture	B. project	C. sport	D. tradition
47. A. importance	B. danger	C. pressure	D. evidence
48. A. face	B. question	C. reject	D. assess
49. A. excitement	B. fear	C. surprise	D. disappointment
50. A. nervously	B. confidently	C. aimlessly	D. hesitantly
51. A. focused	B. relaxed	C. curious	D. uncertain
52. A. breaking up	B. cheering up	C. dressing up	D. giving up
53. A. convinced	B. informed	C. reminded	D. freed
54. A. dangerous	B. calm	C. shallow	D. dirty
55. A. determination	B. appreciation	C. expectation	D. inspiration

第二节（共 10 小题：每小题 1.5 分，满分 15 分）

阅读下面短文，在空白处填入 1 个适当的单词或括号内单词的正确形式。

A Terracotta Warrior figurine (塑像) workshop in Xi'an, Shaanxi province, has gained increasing attention from visitors. The sound of clay hitting a wooden worktable fills the air as foreign visitors try crafting Terracotta Warrior sculptures ___56___ (use) ancient techniques.

One such visitor is Yun Ye-chan, a 15-year-old South Korean student, who ___57___ (come) to Xi'an last month specifically to make a figurine. He hoped to see how the 2,000-year-old warriors were made after learning about them in books. Yun said that making figurines ___58___ hand was more rewarding than just visiting, as it helped him understand ancient wisdom and craftsmanship.

Yun, visiting China for the first time, is among ___59___ growing number of foreign tourists heading for Emperor Qinshihuang's Mausoleum Site Museum to create their own _____ (meaning) experiences and feel Qin Dynasty's charm. This trend in recent years ___61___ draws numerous foreign visitors to nearby hands-on workshops. There visitors can make small Terracotta Warriors, ___62___ allows them to touch ancient history in person.

For thousands of years, the Terracotta Warriors have stood as a ___63___ (share) cultural treasure linking all nations. Thanks to China's ___64___ (steady) expanded visa-free transit policies (过境免签政策) and rising ___65___ (popular) of experiential travel, international visitors are no longer content merely to admire the warriors — they hope to make figurines of their own. Each clay figurine acts as a cultural bridge, helping strengthen cross-cultural ties.

第四部分　写作（共两节，满分 40 分）

第一节　（满分 15 分）

假定你是李华，你校英语节计划举办一场英语短视频比赛。负责人 Jenny 提出"The joy of travelling"和"Music lights us up"两个主题，向大家征集意见。请给 Jenny 写一封邮件，内容包括：

1. 你的选择；
2. 阐述理由。

注意：

（1）写作词数为 80 左右；

（2）请按如下格式在答题卡的相应位置作答。

Dear Jenny,

I really like the idea of English short video competition.

Yours,

Li Hua

第二节 （满分 25 分）

阅读下面材料，根据其内容和所给段落开头语续写两段，使之构成一篇完整的短文。

I was riding down a mountain bike trail (小路) one Sunday morning when I suddenly felt a strange pain in my chest. Because I had worked as a doctor for years, I knew at once that something was seriously wrong. My heart began to race, and fear quickly filled my mind. I realized I was having a heart attack halfway down the mountain, where no ambulance could easily reach me.

Fighting against the growing pain, I carefully rode my bike to the bottom of the track. Every second felt like forever, but I knew stopping was not an option. By the time I reached the car park, my chest felt as if something were pressing against it. I grabbed my phone from the car and called an ambulance, trying to keep my voice calm as I told the operator exactly where I was.

Soon I became too weak to stand. Afraid that the ambulance workers might not be able to find me, I lay down beside my car. My vision gradually became blurry (模糊的), and I felt weaker with every passing minute. As more cyclists disappeared into the distance without noticing me, I began to wonder whether help would come in time.

Just as I was beginning to lose hope, someone stopped nearby and asked whether I was all right. I managed to whisper that I thought I was having a heart attack and that an ambulance was on its way. The stranger immediately stayed by my side, speaking to me calmly and reassuring me that help would arrive soon. He told me he was Leo, a regular rider on this trail.

While waiting for the ambulance, I was extremely worried about what would happen to my mountain bike. After all, mountain bikes weren't cheap.

注意：

（1）续写词数应为 150 左右；

（2）请按如下格式在答题纸的相应位置作答。

Leo noticed my anxious look fixed on the bike. After I recovered days later, I called the number to get my bike back.

2026-2027学年福州市高三年级适应性练习

英语试卷参考答案

第一部分

1-5 CCACC　　**6-10** ABBAA　　**11-15** BBCAA　　**16-20** CBABC

第二部分

21-23 CCD　　**24-27** CABD　　**28-31** ABDC　　**32-35** CACC

36-40 CDAGE

第三部分

41-45 BCDDC　　**46-50** CAABB　　**51-55** ADCAA

56. using　　57. came　　58. by　　59. a　　60. meaningful

61. has drawn　　62. which　　63. shared　　64. steadily　　65. popularity

注: 56-65 题如出现可接受的答案，由评卷点裁定，酌情给分。此次大小写错误不扣分。

第四部分

（略）

听力部分原文

Text 1

W: The rain has stopped. Are you still taking a taxi to the concert?

M: I intended to, but traffic is terrible downtown, **[1] and the subway station is only a five-minute walk from here.**

Text 2

W: Are you joining us for the March Camping event tomorrow?

M: **[2] I planned to, but I'm worn out after yesterday's match.** I just want to stay home and get some rest.

Text 3

W: **[3] The bus hasn't moved for nearly ten minutes, and my job interview starts at nine.**

M: Don't worry. The office is only two blocks away. You can take a shared bike from here.

Text 4

M: **[4]① Is the wild elephant survey still going ahead on Tuesday?** A typhoon is expected to make landfall that day.

W: We've double-checked the latest weather forecast. **[4]② To ensure everyone's safety, we've postponed it by two days.**

Text 5

W: I like this one. The pictures are clear, and children can understand it easily.

M: I agree, but we should add a line asking visitors not to walk on the plants.

Text 6

M: Hello. How can I help you?

W: **[6]① My lamp stopped working. I was going to buy a new one, but it was a gift from my grandfather.**

M: **[6]② Then let's see if we can save it.** Oh, I've repaired this model before. We have some spare parts for it.

W: Are parts expensive?

M: I'll need to check it before I know what needs replacing. Do you still have the power adapter?

W: Yes, but I left it at home.

M: **[7] Take that along.**

W: OK. I'll come back after lunch.

Text 7

W: Lisa doesn't know you're out buying a GoPro 13 camera this morning, does she?

M: No. I told her I had to work overtime today. So please keep her at your house as long as possible.

W: Got it. Let's keep it a surprise.

M: Thank you so much.

W: **Lisa just said she wanted to watch a movie. I will keep her company.** Do you need a hand with the decorations? Amy is available to help. She's very experienced in decorating for birthday parties.

M: Oh, that would be great!

Text 8

W: Good evening, Mr. Brown. This is Ms. Green from Lakeside Primary School.

M: Good evening. Is anything wrong with Daniel?

W: No. I'm calling about Daniel's listening homework. **[12] He does the other exercises carefully—he gets an A in writing—but he often skips the listen-and-write part.**

M: How come?

W: He says it takes too long. He likes to look at the listening script first. If he does that, it's only reading practice instead of listening practice.

M: Oh, this is indeed a problem.

W: Exactly. I don't expect every word to be right. **[13]① I just want him to try before checking the text.** However, I don't want him to feel forced. **[13]② Would he accept a smaller task?**

M: **[13]③ Probably. Two sentences a day may work better than five.** I'll encourage him at home, but not push too hard.

W: Great. Let's try it for a week.

Text 9

M: Welcome to our radio program. Today we're talking with Anna, who helps run the campus Green Shelf project. Anna, could you tell us more about it?

W: **[14]① It's a small corner in the student center where students can leave things they no longer need and take something useful in return.**

M: So it's like a shop?

W: Not really. **[14]② The idea is to reduce waste and help students save money, especially at the beginning of a new term.**

M: What can students bring?

W: **[15] Textbooks are the most popular. We also get notebooks, desk lamps, small baskets and sometimes kitchen things. But we don't accept clothes or broken electronics, since clothes are harder to check, and broken electronics may be unsafe.**

M: Any plans for the future?

W: Yes. We'll put photos of the available items on the school website, so students can check before they come.

Text 10

W: Good morning, everyone. Today I'd like to introduce the Student Support Center.

The center offers several kinds of help. If you need support with writing, Ms. Parker can help with essays, lab reports, and research papers on Thursday afternoons.

Some students may feel stressed before exams. **[17] Mr. Adams from the Wellbeing Center can show you simple ways to relax, including breathing exercises. You can meet him on weekday afternoons.**

If you want to get more involved in campus life, Ms. Chen from the Student Life Office can suggest clubs, part-time jobs, and internships. She is available on Monday and Wednesday mornings.

[18] There are also Mr. Brown and Mr. Zhang, general student advisers. You can talk to them about interpersonal relationship problems. They have drop-in hours during the lunch break on weekdays.

To book a meeting, please visit the university website. **[20] The procedure is explained in the handbook in your welcome pack.**