

**LISTENING 1 (Items 1-7)**

You are going to hear a conversation between a man and a woman. They work for the same company. Listen and shade in the bubble (○) next to the correct option.

- They must complete the questionnaire \_\_\_\_\_.  
 today                       tomorrow                       next week
- Its aim is to improve \_\_\_\_\_ in the company.  
 Sales                       Facilities                       teamwork.
- There are \_\_\_\_\_ people in their section.  
 seven                       eight                       nine
- They hold work meetings \_\_\_\_\_.  
 every day                       twice a week                       once a week
- They have problems in the section because of \_\_\_\_\_.  
 a heavy workload                       lack of equipment                       a difficult colleague
- Their answer to the last question is \_\_\_\_\_.  
 'Excellent'                       'Good'                       'Needs Improvement'
- As they fill in the questionnaire, the man becomes more and more \_\_\_\_\_.  
 interested                       annoyed                       suspicious

**Important Vocabulary**

urgent	عاجل/ مُلح	heavy workload	عبء عمل ثقيل
questionnaire	استبانة	lack of equipment	نقص المعدات
sales	مبيعات	colleague	زميل عمل
facilities	مرافق/ تسهيلات	interested	مهتم
teamwork	عمل جماعي	tricky	مخادع/ ماكر
once a week	مرة كل أسبوع	meet deadline	يفي بالموعد النهائي
twice a week	مرتان كل أسبوع	the working atmosphere	جو العمل
suspicious	مثير للشك	annoyed	متضايق