



Unit 1 Listening

Chapter 3 Capturing Keywords

Practice 1 Read the questions and choose the best response.

- Q1: I'd like to see Ms. Raymonds. Is she available?
- a. The machine is free for every customer.
 - b. She is out for lunch.
 - c. Sorry, I won't see her today.
- Q2: Could you please mail this document for me?
- a. The document isn't very clear.
 - b. Sorry, I won't have time today.
 - c. Yes, it is in the envelope.
- Q3: Can you ask him to call me?
- a. Yes, he is going to phone me.
 - b. He hasn't asked me yet.
 - c. Certainly, Mrs. Robson.
- Q4: May I have your newspaper if you're finished with it?
- a. The news isn't on until 11.
 - b. The old newspaper is over there.
 - c. Actually, it's not mine.
- Q5: Can I borrow your calculator for a minute?
- a. I'm afraid it's broken.
 - b. I arrived 30 minutes ago.
 - c. I think these numbers are wrong.
- Q6: Would you mind passing me that magazine?
- a. Sure, here you go.
 - b. There are some interesting stories.
 - c. Yes, I passed right by it.



- Q7: Would you be able to phone Patricia when the meeting is over?
- a. Yes, call me when you are ready.
 - b. The meeting is usually finished around 5.
 - c. I'm afraid I don't have her number.

Question and Response

Practice 2 Listen to the questions and select the best responses.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Question Tags

Practice 3 Listen to the question tags and select the best responses.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.