

Exercises

A Listen to the questions and possible responses, then choose the best response to each question.

MP3 02-02

- 1 (A) (B) (C)
- 2 (A) (B) (C)
- 3 (A) (B) (C)
- 4 (A) (B) (C)

- 5 (A) (B) (C)
- 6 (A) (B) (C)
- 7 (A) (B) (C)
- 8 (A) (B) (C)

B Listen again and fill in the missing words to complete the gaps.

MP3 02-03

1 _____ does the bank _____?

- (A) At nine o'clock.
(B) On Wednesday.
(C) Yes, it's _____ the ATM.

5 _____ on the fiftieth floor?

- (A) A meeting is _____.
(B) No, it's _____.
(C) _____ the ceremony.

2 _____ I _____ about ordering office supplies?

- (A) Mr. Smith is _____ that.
(B) No, I didn't place the order.
(C) We have _____.

6 _____ does this briefcase _____?

- (A) I put it _____.
(B) That's Karen's.
(C) Mr. Cho _____.

3 _____ the hotel for the New York conference?

- (A) Maybe next month.
(B) Ms. Choi from _____.
(C) For five days.

7 _____ did you _____ for tonight?

- (A) Ruth Dining _____.
(B) _____, the food was _____.
(C) It's seven o'clock.

4 _____ the new software?

- (A) My computer _____.
(B) Yes, that's _____.
(C) It is _____ the _____.

8 _____ the presentation on the _____?

- (A) Yes, I am.
(B) The _____ is _____.
(C) Ask Ms. Johnson in the _____.



close to
in charge of
Human Resources
briefcase
budget

ATM
place an order
think of
belong to
Personnel Department

office supplies
plenty of
attend
book

Exercises

A Listen and choose the best response to each question.

MP3 04-02

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

MP3 04-03

- | | |
|---|---|
| 1 _____ Mr. Banks _____
back to the office?
(A) No, I _____ him.
(B) You'll have to _____.
(C) _____ the building. | 5 _____ the mayoral election _____?
(A) _____ of March.
(B) A few _____.
(C) At the community center. |
| 2 _____ are you _____
the new branch office in Chicago?
(A) Next week.
(B) _____ 5 th Avenue _____
Broadway.
(C) For three weeks. | 6 _____ out
the agenda for the 11 o'clock meeting?
(A) Conference room A is the best.
(B) 12 o'clock _____.
(C) Please _____. |
| 3 _____ can I _____ this _____?
(A) At the post office _____ our
building.
(B) Yes, I can help you.
(C) The _____. | 7 _____ Jack place
the confidential documents?
(A) He has a key to the safe.
(B) _____ him?
(C) There _____. |
| 4 _____ you at the hotel?
(A) In the lobby.
(B) All the rooms _____.
(C) It _____ seven o'clock. | 8 _____ set up the projector?
(A) Sometime next week.
(B) In conference room A.
(C) I bought it _____. |



secretary
package
mayoral
candidate
safe

in front of
next to
election
agenda
set up

branch office
book
take place
confidential

Exercises

A Listen and choose the best response to each question.

MP3 06-02

- | | | | | | |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

MP3 06-03

- | | |
|---|--|
| 1 _____ should I order?
(A) Three should be _____.
(B) _____.
(C) Star Furniture is _____ now. | 5 _____ leave early today?
(A) I think I should.
(B) You _____.
(C) I'm sorry I'm _____. |
| 2 _____ does your company conduct _____?
(A) Only _____.
(B) The show was _____.
(C) I got an 8 out of 10. | 6 _____ does this suitcase _____?
(A) How about the blue one?
(B) We don't _____.
(C) _____ with my manager. |
| 3 _____ with Mr. Brown this afternoon?
(A) In the conference room _____.
(B) _____ 5 hours.
(C) _____ the new accounting system. | 7 _____ was _____ so bad?
(A) _____ there's a _____.
(B) I checked the _____.
(C) Yes, I think so too. |
| 4 _____ your new job _____?
(A) It is _____.
(B) I _____ it yesterday.
(C) To have a _____. | 8 _____ can I _____ my driver's license?
(A) There's an _____ available.
(B) _____ my relatives.
(C) _____ March first. |

Vocabulary

enough
approximately

have a sale
apply for

performance review
relative