

LISTENING PART 3

TOPIC 1: Office Talk



1. What are the speakers discussing?
 - (A) A tax law
 - (B) An accounting document
 - (C) A local event
 - (D) A company manager
2. What does the woman mean when she says, "That's not all"?
 - (A) She has more to say.
 - (B) The company will make more money.
 - (C) The company will expand its size.
 - (D) She isn't the only one who worked on the report.
3. What will the man do next?
 - (A) Call a contractor
 - (B) Talk to another department
 - (C) Send a check
 - (D) Speak to a manager



7. Why did the man miss the meeting?
 - (A) He was traveling on vacation.
 - (B) He was taking sick leave.
 - (C) He was out on business.
 - (D) He was working at home.
8. What did Deanna propose at the meeting?
 - (A) Spending money on R&D
 - (B) Advertising to younger customers
 - (C) Hiring more college students
 - (D) Organizing a business meeting
9. According to the man, why won't management like the idea?
 - (A) They want something with a clear target.
 - (B) They want to market to older clients.
 - (C) They prefer a global fan base.
 - (D) They prefer the old advertising campaign.



4. What are the speakers discussing?
 - (A) Scheduling a meeting
 - (B) Delivering mail
 - (C) Copying documents
 - (D) Documents from another company
5. What is mentioned about the post office?
 - (A) It does door-to-door mail pick-up.
 - (B) It is under construction.
 - (C) It is open every day.
 - (D) It is near the office.
6. What does Courtney say she will most likely do next?
 - (A) Contact a courier service
 - (B) Complete a document
 - (C) Deliver a package
 - (D) Visit a post office

10. Who is holding a meeting?

- (A) Sheila
- (B) John
- (C) The director
- (D) The president

11. What does the woman offer to do?

- (A) Ask for more time
- (B) Get a project finished
- (C) Write a report
- (D) Give a presentation

12. When will the man likely submit his report?

- (A) Monday
- (B) Tuesday
- (C) Wednesday
- (D) Friday

Morton's Office Supplies Invoice		
Black Pens	5	\$10
Stapler	1	\$3
Box Cutters	2	\$6
Bookends	2	\$12
	Total	\$31

13. What problem does the man mention?

- (A) An order was incomplete.
- (B) Some extra goods were sent in a package.
- (C) An item was damaged during shipping.
- (D) Some supplies were never delivered.

14. Look at the graphic. How much of a refund will the man receive?

- (A) \$10
- (B) \$3
- (C) \$6
- (D) \$12

15. What will the man probably do next?

- (A) Speak with a colleague
- (B) Order some more supplies
- (C) Call a bookstore
- (D) Talk to a supply company