LISTENING PART 4

TOPIC 2: Office Announcements 2

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1. What will be discussed today?
   (A) A new computer system
   (B) Scheduled holidays
   (C) Some department changes
   (D) Customer information

2. What is the purpose of the changes?
   (A) To distribute employee information
   (B) To introduce customers to products
   (C) To make information easier to store
   (D) To update employee training

3. What will happen later in the month?
   (A) File programming
   (B) Schedule updating
   (C) Customer meetings
   (D) Training sessions

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4. What problem is mentioned?
   (A) Clients are not showing up to meetings.
   (B) A machine is malfunctioning.
   (C) Some people have been arriving late to meetings.
   (D) Employees cannot log on to the network.

5. What are the listeners asked to do?
   (A) Update their schedules
   (B) Call tech support
   (C) Send a message
   (D) Adjust their clocks

6. What will happen on Friday?
   (A) A repair person will visit.
   (B) Some new employees will start work.
   (C) Employees will have a day off.
   (D) A new policy will be announced.

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Travel Reimbursement Form		
Item	Price	Receipt Included?
Gas	*$100*	*Yes*
Meals	*$150*	*Yes*
Hotel	*$300*	*Yes*
Photocopies	*$20*	*No*

7. What is the purpose of this discussion?
   (A) To explain a policy
   (B) To announce a change
   (C) To show the location of a document
   (D) To correct an error

8. Look at the graphic. According to the speaker, which item cannot be reimbursed?
   (A) Gas
   (B) Meals
   (C) Hotel
   (D) Photocopies

9. What will most likely happen after the meeting?
   (A) A document will be sent.
   (B) A workshop will be held.
   (C) Travel arrangements will be made.
   (D) An item will be returned.

LIVEWORKSHEETS