

Student's First Name: _____ Last Name: _____ Group: 9- _____
Date: _____

General Instructions: Read carefully the instructions for each part. You have only one opportunity to solve this strategy. Write your name, last name, group you are in and the date.

I PART.

Multiple Choice. Choose the correct option according to the concept/definition you hear.

Number 1 A) Binder B) Supervise C) Memory stick D) Serve

Number 2 A) Whiteboard B) Scanner C) Deal D) Spreadsheet

Number 3 A) Whiteboard B) Scanner C) Deal D) Spreadsheet

Number 4 A) Binder B) Supervise C) Memory stick D) Serve

Number 5 A) Manage B) Scanner C) Deal D) Colleague

Number 6 A) Binder B) Deliver C) Supervise D) Spreadsheet

Number 7 A) Colleague B) Serve C) Deal D) Scanner

Number 8 A) Manage B) Scanner C) Deal D) Colleague

B. Listen to a recording about a situation in an office. Choose the correct option

Situation: A business partner cancels an appointment by leaving a voice mail message.

1. Who is the message for?
 - A. Adam Swanson
 - B. Ron Jaworski
 - C. Pete Schilling
 - D. Crystal Gains
2. What is the main purpose of the message?
 - A. To reschedule an appointment
 - B. To explain a meeting cancellation
 - C. To propose a new meeting topic
 - D. To change a meeting location
3. What will the listener probably do next?
 - A. Cancel Monday's meeting
 - B. E-mail Crystal Gains
 - C. Return the phone call
 - D. Take a long vacation

c. Listen to a recording about an advertisement. Choose the correct option.

Situation: A business man is leaving voice mail for his secretary asking to her to rearrange this schedule

1. Who is most likely listening to the message?
 - A. A wife
 - B. A CEO
 - C. A secretary
 - D. A child
2. Where is the speaker now?
 - A. In his office
 - B. In his car
 - C. At his home
 - D. At the Steakhouse
3. What does the speaker ask the listener to do?
 - A. Telephone his wife
 - B. Have lunch with him
 - C. Make dinner reservations
 - D. Adjust his schedule

D. Listen to a recording about travel arrangements and choose the correct option.

1. What is the man's destination?
 - A. New York City, USA
 - B. Salt Lake City, USA
 - C. Los Angeles, USA
 - D. Helsinki, Finland

2. When is the man's departure date?
 - A. the twenty- fifth
 - B. the twenty-third
 - C. the twenty-fourth
 - D. the twenty-second

3. What is the flight number for the second part of his trip?
 - A. 90
 - B. 555
 - C. 1070
 - D. 1170

4. How long is the man's layover between flights?
 - A. less than three hours
 - B. less than two hours
 - C. less than an hour
 - D. more than a day.

5. The man asks for _____.
 - A. a special meal
 - B. early check in
 - C. an aisle seat
 - D. only dessert

E. Listen to six descriptions. Choose the correct option that describes each photograph.



1. (A) (B) (C) (D)



2 (A) (B) (C) (D)



3. (A) (B) (C) (D)



4. (A) (B) (C) (D)



5. (A) (B) (C) (D)



6. (A) (B) (C) (D)

II PART

SHORT ANSWER. HOMOPHONES. Complete the empty spaces with the words you hear according to the corresponding context.

1. He goes to the office _____ car.
2. His trip will keep him away from the office _____ a week.
3. How many _____ a day do you spend in your office.
4. I called her office but _____ one answered.

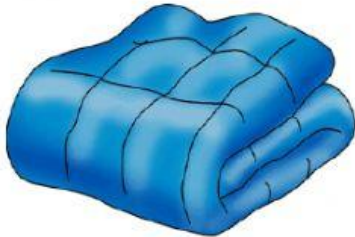
B. Listen carefully to the following short talk about a situation in an office and write the missing words.

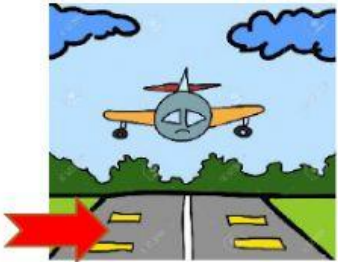
Situation: A supervisor is showing new employee office and eating facilities.

All right, here's your _____. The bottom drawer locks, so you'll want to put any valuables in there, and make sure you keep your key! Now over here is the break room. There are two vending _____, as well as the coffee maker there. Extra filters and bags are in the cupboards above. There are also bowls, and silverware in the _____ next to the microwave. Everyone is responsible for cleaning their own dishes, thank you. OK, the bathrooms are down the hall on the right. The _____ room is opposite the restrooms, and the manager's _____ is around the corner from the conference room... the door at the end of the hall. The employees' lunch room is on the second floor, and the gym/relaxation _____ is on the fourth floor. That just about does it, I guess. Do you have any questions?

c. Listen carefully to the following audio and write each corresponding word on the corresponding space.

		
1.	2.	3.

		
4.	5.	6.

		
7.	8.	9.


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