

# DAY 4

## HOMEWORK

### PART 1: FILE 4.1.1

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/.....

File 4.1.2: Listen then choose the correct answer and write down the details

<b>1</b>	Details
Question	
A	
B	
C	

<b>2</b>	Details
Question	
A	
B	
C	

<b>3</b>	Details
Question	
A	
B	
C	

<b>4</b>	Details
Question	
A	
B	
C	

<b>5</b>	Details
Question	
A	
B	
C	

<b>6</b>	Details
Question	
A	
B	
C	

<b>7</b>	Details
Question	
A	
B	
C	

<b>8</b>	Details
Question	
A	
B	
C	

<b>9</b>	Details
Question	
A	
B	
C	

<b>10</b>	Details
Question	
A	
B	
C	

<b>11</b>	Details
Question	
A	
B	
C	

<b>12</b>	Details
Question	
A	
B	
C	

<b>13</b>	Details
Question	
A	
B	
C	

<b>14</b>	Details
Question	
A	
B	
C	

<b>15</b>	Details
Question	
A	
B	
C	

<b>16</b>	Details
Question	
A	
B	
C	

<b>17</b>	Details
Question	
A	
B	
C	

<b>18</b>	Details
Question	
A	
B	
C	

<b>19</b>	Details
Question	
A	
B	
C	

<b>20</b>	Details
Question	
A	
B	
C	

<b>21</b>	Details
Question	
A	
B	
C	

<b>22</b>	Details
Question	
A	
B	
C	

<b>23</b>	Details
Question	
A	
B	
C	

<b>24</b>	Details
Question	
A	
B	
C	

File 4.1.2: Listen then choose the correct answer

Question	Answer	Question	Answer
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Questions 1-3 refer to the following e-mail.

NOISE

<b>From:</b>	Tom Gough <tomgough@versatileware.com>
<b>To:</b>	Marc Hammond <marchammond@versatileware.com>
<b>Date:</b>	Thursday, June 13, 4:12 P.M.
<b>Subject:</b>	Ride tomorrow?

Hi Marc,

I'm writing to ask a favor of you. My car broke down on my way home today, and I had to take it to the mechanic. Could you give me a ride to and from work tomorrow? I'm hoping it won't be too much of an inconvenience since we live on the same street and work in the same building. The mechanic says he'll have the car running again by Saturday, so I shouldn't need a ride on Monday.

Thanks,  
Tom

- What is the purpose of the message?
  - To arrange transportation
  - To recommend an auto repair shop
  - To request time off from work
  - To advertise a car for sale
- Who most likely is Mr. Hammond?
  - Mr. Gough's landlord
  - Mr. Gough's coworker
  - Mr. Gough's auto mechanic
  - Mr. Gough's customer
- What is indicated about Mr. Gough?
  - His car is being repaired.
  - He lives near his workplace.
  - He works on Saturdays.
  - His office is being remodeled.

Questions 4-6 refer to the following e-mail message.

난이도  
☆☆

**From:** Julia Chen [j.chen@sanderson.com]  
**To:** Sanderson Staff-Lakewood  
**Subject:** Fitness-at-Work Program

You've probably heard about the new fitness-at-work program initiated by the head office to encourage us to incorporate some exercise into our daily work routine. Sandra Maxwell of personnel has taken on responsibility for the fitness-at-work program at the Lakewood facility. She has nominated me to set up a walking group, to be known as Walk at Work. We are lucky to work in a beautiful area surrounded by parks, so what better place to take a walk?

Walk at Work will meet during the lunch break, beginning next Monday. The aim is to walk together along the footpaths for at least twenty minutes. There will be two walks each day, one at 12:30 P.M., led by me, and the second at 1:00 P.M., led by Jim Dixon.

This program is fully supported by Sanderson Associates, which has arranged for all staff who enroll in Walk at Work to receive a ten percent discount on membership at Lakewood Fitness Center, a state-of-the-art fitness complex with gyms, a swimming pool, and exercise classes.

We think this is a great idea, and we hope you will too, so why not join us? You can e-mail me or just meet us at the main entrance on Monday at 12:30 P.M. or 1:00 P.M.

Happy walking!  
Julia Chen

4. Who asked Ms. Chen to organize the walking group?
- (A) Lakewood Recreation Department
  - (B) Sandra Maxwell
  - (C) Jim Dixon
  - (D) The management of Lakewood Fitness Center
5. What benefit is offered to employees who join Walk at Work?
- (A) They can attend swimming classes free of charge.
  - (B) They will receive a bonus at the end of the year.
  - (C) They will be able to take a longer lunch break.
  - (D) They can save money at a local exercise center.
6. Who is Jim Dixon?
- (A) He is a representative of Lakewood Fitness Center.
  - (B) He is one of the leaders of Walk at Work.
  - (C) He is head of the personnel department.
  - (D) He is a gardener at Lakewood Parks.

Questions 7-9 refer to the following e-mail.

난이도  
☆

<b>From:</b>	customer-relations@videotrunk.com
<b>To:</b>	roberta.alvarez@LPEnterprise.net
<b>Date:</b>	January 15, 9:05:32 A.M.
<b>Subject:</b>	Order #1673

Dear Ms. Alvarez:

We have received the inquiry dated January 14 about the status of your January 5 order. We apologize for the delay in shipping the Clearvision television set. We expect to ship your complete order by February 1.

We understand the inconvenience this has caused you. Normally we take a maximum of seven days to ship online purchases. To show that we truly regret the time delay, we will not charge you for shipping and handling. We will expedite delivery of your order and send it via National Express. You should receive it no later than February 3.

If you have any further inquiries or comments, please don't hesitate to e-mail the order department, or you may call me directly at 1-777-789-0120.

Sincerely,

Brian Kim  
Assistant Sales Manager  
Videotrunk Ltd.

UNIT 1 - 여행

7. When did the customer report a problem with the order?
- (A) January 14  
(B) January 15  
(C) February 1  
(D) February 3
8. What solution is being offered in the e-mail message?
- (A) The customer will receive a full refund.  
(B) The order will be received the next day.  
(C) The customer will be contacted by telephone.  
(D) There will be a reduction in the total cost.
9. Who is Mr. Kim's employer?
- (A) Clearvision  
(B) Videotrunk Ltd.  
(C) National Express  
(D) LP Enterprise

Questions 10-12 refer to the following e-mail.

난이도  
중급

<b>To:</b>	Lisa Pak <lpak@watkins.com>
<b>From:</b>	Robert Thierry <r.thierry@cooa.ca>
<b>Subject:</b>	Final Notice
<b>Date:</b>	March 8

Dear Ms. Pak:

This reminder is being sent because your annual membership in the Canadian Organization of Accountants (COOA) will expire on March 31. If you renew now, you will not miss a single issue of *Accounting News*, which is complimentary with your associate-level membership. As you know, it is filled with informative articles and discusses current topics in the accounting world.

To maintain your active status with our organization, go to [www.cooa.ca](http://www.cooa.ca). Please use April as your renewal month when prompted in the online application form.

Finally, if you have not done so already, be sure to visit [www.cooa.ca/membersportal.html](http://www.cooa.ca/membersportal.html) to access the members-only section of our Web site. This area has up-to-date job notices, an index of relevant courses for professional development, industry-specific articles, and a video archive of past conference presentations. For access, you will need the COOA identification number listed on your membership card.

Sincerely,

Robert Thierry  
Executive Director

10. Why did Mr. Thierry send the e-mail to Ms. Pak?
- (A) To invite her to join a new organization
  - (B) To let her know about a change in benefits
  - (C) To ask her to recommend new members
  - (D) To advise her to renew her membership

11. What is indicated about Ms. Pak?
- (A) She has been receiving *Accounting News*.
  - (B) She has written articles for *Accounting News*.
  - (C) She previously contacted Mr. Thierry.
  - (D) She will attend the annual convention.

12. According to the e-mail, what is NOT available on the Web site?
- (A) Job postings
  - (B) Conference videos
  - (C) A directory of accounting firms
  - (D) A list of educational opportunities

Questions 13-16 refer to the following e-mail.

난이도  
\*\*

<b>To:</b>	All employees
<b>From:</b>	Sarwar Ahmed
<b>Date:</b>	May 13
<b>Subject:</b>	Construction notice

Starting May 18, construction will begin at Abrinton Insurance headquarters. We are very excited about the renovations to our office space and believe that they will enhance our work environment tremendously. However, during the construction period, we ask that employees make some basic changes to their office routines.

First of all, please use only the back door until May 26, as the front door will be blocked. In addition, the kitchen on the first floor will be inaccessible while it is being updated. Consequently, all employees must use the third-floor kitchen until the update is finalized on May 28. Since we will be sharing a much smaller kitchen space, please label the food items you keep in the refrigerator and minimize the time you spend on food preparation in the kitchen. Apart from some unavoidable noise and extra traffic, the second through fourth floors should not be affected by construction.

If the construction crew is able to complete the work on schedule, the renovations will be finished on June 2. Thank you in advance for your patience.

Sarwar Ahmed  
Facilities Manager

SECTION 2  
UNIT 1\_01/19

13. What is the purpose of the e-mail?
- (A) To explain temporary changes in the workplace
  - (B) To provide steps for a kitchen renovation
  - (C) To describe different construction techniques
  - (D) To repeat company policies on kitchen use
14. What are employees instructed to do?
- (A) Avoid making noise
  - (B) Use a different entrance
  - (C) Modify their work hours
  - (D) Clean out the refrigerator
15. When will the update to the first-floor kitchen be completed?
- (A) On May 13
  - (B) On May 18
  - (C) On May 26
  - (D) On May 28
16. The word "traffic" in paragraph 2, line 7 is closest in meaning to
- (A) movement through an area
  - (B) transportation of shipments
  - (C) communication
  - (D) trade

Questions 17-19 refer to the following e-mail.

1015  
A.5

**\*E-mail\***

To: Staff@holmana.co.uk  
From: Robin Ruiz, Facilities Manager  
Date: 12 October  
Subject: New Desks

Dear staff,

We will soon be replacing all employee desks with new hybrid ones that will allow you to work while either seated or standing. The new desks are due to arrive on 20 October. — [1] —. I have requested that the delivery occur early in the morning before office hours so it does not interrupt our work. — [2] —. To make the transition go faster, please move the contents of your current desk, including personal items, into a cardboard box on the 19th.

You can read more about the model we've ordered at [wilsonofficefurniture.com/hybrid56](http://wilsonofficefurniture.com/hybrid56). — [3] —. My research showed this one to be the most user-friendly option. The height of the desk can be changed by simply flipping a latch and pushing a button.

Many of you have been requesting hybrid desks for some time now, so I am glad we are able to make this happen. This is only one of the changes management plans to implement this year in our efforts to make Holmana a healthier and happier workplace. — [4] —.

Best regards,  
Robin Ruiz

17. How can employees help prepare for a delivery?
- (A) By packing their belongings
  - (B) By collecting cardboard boxes
  - (C) By completing their work in the morning
  - (D) By moving furniture out of their offices
18. Why has the desk been chosen?
- (A) It has a large storage area.
  - (B) It is easy to adjust.
  - (C) It can be delivered quickly.
  - (D) It is the cheapest option available.

19. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

"Any other ideas you have for us are welcome."

- (A) [1]
- (B) [2]
- (C) [3]
- (D) [4]

Questions 20-23 refer to the following e-mail.

난이도  
\*\*\*

E-Mail Message

To: Kyungbin Yi <kyi@moto.net>  
From: Miguel Hernández <mhernandez@mintner\_mag.com>  
Date: 3 January  
Subject: Your submission

We're writing with some good news. Your photograph *Coastline in Winter* has been chosen as the third-place winner in the "Views of Our World" landscape photography contest sponsored by *Mintner Photography Magazine*. Our judges felt that your panoramic winter scene conveys a sense of wonder at the scale of nature and that the impressionistic image you captured shows your skill as an artist.

Your photograph will appear among the other winning photographs in the March issue of *Mintner Photography Magazine*. In addition, your work will be featured in a special landscape photography exhibit in Birmingham at Perivale Art Museum from 9 May to 21 May.

You will receive a prize of £400 as well as a two-year subscription to *Mintner Photography Magazine*. A cheque in the amount of the prize will be sent to you in February, and your subscription will begin with the issue featuring your photograph.

When you submitted your photograph, you stated that you used a Fisk SLR 500 camera and a Genoma XR wide-angle lens. Please let us know if this is correct by replying to this e-mail. This information will accompany your photograph in the magazine and in the museum exhibit.

Congratulations on your success. We are looking forward to sharing your work with our international readership and hope to see more of your work in the future.

Sincerely,  
Miguel Hernández  
Editor

20. What is implied about Ms. Yi's photograph?
- (A) It is in black and white.
  - (B) It has previously been published.
  - (C) It has been purchased by a magazine.
  - (D) It depicts a landscape scene.
21. When will Ms. Yi's subscription begin?
- (A) In January
  - (B) In February
  - (C) In March
  - (D) In May
22. What is Ms. Yi asked to do?
- (A) Submit some additional photographs
  - (B) Confirm that some information is true
  - (C) Sign a release form
  - (D) Provide a mailing address
23. What is mentioned about *Mintner Photography Magazine*?
- (A) It is read around the world.
  - (B) It sponsors several contests each year.
  - (C) It is a new publication.
  - (D) It is published four times a year.