

Business Listening
Unit 9: Making arrangements
HOMEWORK

A. In the first of three recordings of people making and changing meeting arrangements, Nikki (from Scotland) asks Catrina (from Canada) for some advice.

Task 1 – Track 24. Listen and choose the correct answer (A, B, or C).

1. Why is Nikki calling?

- A. To ask about the hotel reservation
- B. To get directions from the airport
- C. To confirm the flight time

2. When is Nikki visiting Catrina?

- A. This weekend
- B. Next week
- C. Tomorrow morning

3. What is her 'best option' for getting to the office?

- A. Taking a taxi
- B. Walking from the airport
- C. Taking a shuttle bus

4. How much does the shuttle bus cost?

- A. About \$2
- B. About \$3
- C. About \$5

5. How much would a taxi cost?

- A. About \$23
- B. About \$24
- C. About \$25

Task 2 – Track 24. Listen again and fill in the blanks.

1. When you arrive, there is _____ straight outside.
2. If you need to _____, (that's a) that's a good option.
3. OK, but you'd _____ a taxi, would you?
4. How much do you think that would cost, _____?
5. [It] shouldn't _____ more than twenty minutes.
6. So I should have plenty time _____ our three o'clock meeting, then.
7. No _____. [I'll] look forward to seeing you.

B. In this recording, John, who is from southern England, calls Bernardo, who is from Rio de Janeiro in Brazil, to check some arrangements.

Task 3 – Track 25. Listen and choose the correct answer (A, B, or C).

1. Why did John call Bernardo?

- A. To confirm the meeting time
- B. To cancel the meeting
- C. To ask for hotel recommendations

2. Who is Rafael?

- A. Bernardo's manager
- B. Bernardo's colleague
- C. John's assistant

3. Why can't Rafael attend the meeting?

- A. He has a hospital appointment
- B. He has another business trip
- C. He is on vacation

4. Which day and time do they fix for the meeting?

- A. Thursday at 2 p.m.
- B. Friday morning
- C. Friday afternoon at 2 p.m.

5. Where will they meet?

- A. At Bernardo's office
- B. At John's hotel
- C. At the airport

Task 4 – Track 25. Listen again and fill in the blanks.

1. Good. I _____ to let you know that I'm still landing at Rio ...
2. I think _____ for 2 p.m.?
3. Ah, yeah, I'm _____, actually, 'cos ...
4. My colleague. Rafael, _____ be attending the meeting.
5. Would you like to _____ any other time?
6. Friday morning is _____ difficult for me.