

Exercises

A Listen to the questions and possible responses, then choose the best response to each question. MP3 02-02

- |       |     |     |       |     |     |
|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps. MP3 02-03

- |   |  |
|---|--|
| <p>1 _____ does the bank _____?</p> <p>(A) At nine o'clock.</p> <p>(B) On Wednesday.</p> <p>(C) Yes, it's _____ the ATM.</p>                                  | <p>5 _____ on the fiftieth floor?</p> <p>(A) A meeting is _____.</p> <p>(B) No, it's _____.</p> <p>(C) _____ the ceremony.</p>               |
| <p>2 _____ I _____ about ordering office supplies?</p> <p>(A) Mr. Smith is _____ that.</p> <p>(B) No, I didn't place the order.</p> <p>(C) We have _____.</p> | <p>6 _____ does this briefcase _____?</p> <p>(A) I put it _____.</p> <p>(B) That's Karen's.</p> <p>(C) Mr. Cho _____.</p>                    |
| <p>3 _____ the hotel for the New York conference?</p> <p>(A) Maybe next month.</p> <p>(B) Ms. Choi from _____.</p> <p>(C) For five days.</p>                  | <p>7 _____ did you _____ for tonight?</p> <p>(A) Ruth Dining _____.</p> <p>(B) _____, the food was _____.</p> <p>(C) It's seven o'clock.</p> |
| <p>4 _____ the new software?</p> <p>(A) My computer _____.</p> <p>(B) Yes, that's _____.</p> <p>(C) It is _____ the _____.</p>                                | <p>8 _____ the presentation on the _____?</p> <p>(A) Yes, I am.</p> <p>(B) The _____ is _____.</p> <p>(C) Ask Ms. Johnson in the _____.</p>  |



close to  
in charge of  
Human Resources  
briefcase  
budget

ATM  
place an order  
think of  
belong to  
Personnel Department

office supplies  
plenty of  
attend  
book