32-34

W: Hello. I _____an _____on the radio about the _____ _____you're_____. They said it's running all week, and there will be several demonstrations about _____gardening_____. Could I _____the demonstration _____for Wednesday?

M: Sorry, but that _____'s just been canceled. The person _____it had another_____.

W: Oh, too bad. So are all of the demonstrations canceled?

M: No, the demonstration for Saturday is still on. That's at 1 P.M. I can _____you for that session. Just get there about 15 minutes before it starts so you'll get a good_____.

35-37

W: I have all these _____from different companies for _____the brick _____in the _____ of our office building, and they're all really_____. How can I decide?

M: We're just having the patio at the _____ _____, right?

W: Well, we also need a new _____ _____around the garden and to have some _____ pathways laid out across the lawn. It's actually quite a _____ job.

M: Oh. Maybe talk to Mr. Lukich in sales. His _____ is in_____, so maybe he has familiarity with some of the _____ and can help you pick one.

W: That's a good idea.

LIVEWORKSHEETS

38-40

W: Hi. I'm the _____ manager of the Sunrise Mall Shopping Center in town. I heard your _____ _____ last month at the _____ fair and got your contact information. I really enjoyed your music.

M: Thank you! We're a local band and it's always a _____ to hear from our_____.

W: The _____ I'm calling is that I'm wondering if you'd be interested in playing music at the shopping center on a Saturday afternoon sometime. The _____ can be_____.

M: Sure. We can play the first Saturday of March. But where exactly will we be_____?

W: There's a _____ map of the shopping center on our Web site. It'll show you where our _____ _____is.

41-43

M: Hi, Kirstin! I'm _____ to finally see you. Looks like you've been busy!

W: Yes, this show is _____ popular. Jose's paintings really _____ a_____. He's _____ a lot of them, too!

M: Oh, they're great. I'm thinking of buying one myself.

W: You should... sorry I've been so _____ _____. I've been swamped at_____, _____it's taken a lot to plan this show. Hey, would you want to get _____with Janet and Miko for _____ next week?

LIVEWORKSHEETS

M: Sure, sounds great.

44-46

W: Thanks for _____ by, Lin. I'd like to _____the _____ we _____ yesterday for the legal _____ position. I was very _____ with Mr. Smith's work history.

M: Yeah, he has a lot of _____ experience in the legal _____, but he didn't answer our questions very_____.

W: Still, I think he'd be a great help preparing the legal _____for our clients.

M: I'd _____for Ms. Wong. Not only was she clear and_____, but I called one of her_____, and her former supervisor couldn't _____her enough.

W: That's good to know.... Let me take another look at her work history.

47-49

M: Good morning! This is the front desk. How may I help you?

W: Yes... Hi... it's 7 A.M., and I am hearing _____ in the room _____ me.

M: That's right. We are doing _____ _____on that floor. We _____ _____about the _____near the check- in desk and around the_____.

W: I have a _____call at 8 A.M.

M: Let me see about finding an alternate _____ for you in another wing.

W: That would be great. _____ ____ a schedule change, I will be working from my room all day.

LIVEWORKSHEETS

50-52

W: I like your idea, Mark, about producing a new line of_____, voice-activated _____ _____ . But if we were going to do that, we'd need to hire a new consultant familiar with that technology, which would not be_____.

W: Given that we went over on our _____ _____last year, it doesn't seem likely we'd have the_____.

M: What if we _____ our spending on advertising temporarily and used the _____ to _____ the new consultant? The _____ in advertising might cause a _____ _____ in_____, but I think we should make up for it when we _____ the lamps.

53-55

M: Have you been having any problems with the therapeutic ultrasound_____? My _____just said he didn't feel his muscles were _____ as_____.

W: It has been _____ funny. _____ we should call the_____?

M: Maybe. I'm _____it's getting pretty old, though. We may need to _____it.

W: OK, I'll _____ Barbara since she has to sign off on all_____.

M: By the way, can you see Mr. Cohen for me tomorrow? He just needs to do some _____for his wrist. He's been responding well to the_____.

LIVEWORKSHEETS

56-58

M: I'm preparing the _____ report for our _____meeting, but, can I ask you about the bill for_____? It seems very high.

W: Keep in mind that they _____ the parking area and outdoor_____.

M: Well, the real issue is that we share the expenses with the _____ clinic next door. With _____coming to the clinic, they use far more parking _____than we do. And the way we _____ the _____ should _____ that.

W: I think you're right. l'll e-mail the clinic about it.

59-61

W: Thank you _____for that lovely dinner. What a nice way to _____that our two companies will be working together in the future.

M: We've often _____ _____dinners here. Say, I wanted to mention how much I liked the _____ you gave at our meeting today. Very_____!

W: Ah, thank you... So, I'm in town until tomorrow afternoon. Ms. Rice, should come by your office in the morning to _____ the last few_____?

W: Yes, I'll be in at eight thirty... well, actually, _____that nine. Does that give you _____ time before your_____?

W: Yes, that should be plenty of time.

LIVEWORKSHEETS

62-64

M: Are we all ____ for the event? The food is prepared, and the _____ are ready. They're _____ the _____now. I _____the music and other_____. And I think we'll arrive early.

W: That's good because I was actually _____that one hour wouldn't have been enough to get everything ready.

M: I agree. How does the _____ of the schedule look?

W: The _____ looks good. I wonder if we could actually _____ up early at the end of the night. Why don't you tell Pierre to bring the truck back at eleven_____?

M: OK, He should be finished with his hotel _____ by then.

65-67

W: Are you all set for the environmental fair our company is putting on at the park this weekend? I just finished finding _____for my game about _____.

M: Yes, I've finished _____the questions for the environmental trivia game I'm_____. Hey, I wanted to check with you: What else can I do to be _____ that day? Would you like me to _____ _____or something? Help _____?

W: One thing we could use is someone to _____ at the park entrance and _____ people to the pavilion where the fair will take place.

M: Wait, aren't there several entrances to the park?

LIVEWORKSHEETS

W: Yes, but only the entrance on Court _____is open on_____.

68-70

W: I came by in _____to see how the _____of my town house is proceeding. I was a bit _____ after that _____ you sent me yesterday.

M: Yes, we finished stage three of the project last week, but as I said in my text, there'll be a delay for stage four.

W: I understand there's a problem with the _____ of drywall_____?

M: There's a delay right now. _____ we should get them next week.

W: Is there anything we can do while we wait?

M: I _____ you start working with your interior _____ to decide on the finishing_____ . As soon as the drywall_____, we'll be ready to finish the interior.

LIVEWORKSHEETS