



Unit 1 Listening

Chapter 3 Capturing Keywords

Practice 1 Read the questions and choose the best response.

Q1: I'd like to see Ms. Raymonds. Is she available?

- a. The machine is free for every customer.
- b. She is out for lunch.
- c. Sorry, I won't see her today.

Q2: Could you please mail this document for me?

- a. The document isn't very clear.
- b. Sorry, I won't have time today.
- c. Yes, it is in the envelope.

Q3: Can you ask him to call me?

- a. Yes, he is going to phone me.
- b. He hasn't asked me yet.
- c. Certainly, Mrs. Robson.

Q4: May I have your newspaper if you're finished with it?

- a. The news isn't on until 11.
- b. The old newspaper is over there.
- c. Actually, it's not mine.

Q5: Can I borrow your calculator for a minute?

- a. I'm afraid it's broken.
- b. I arrived 30 minutes ago.
- c. I think these numbers are wrong.

Q6: Would you mind passing me that magazine?

- a. Sure, here you go.
- b. There are some interesting stories.
- c. Yes, I passed right by it.



Q7: Would you be able to phone Patricia when the meeting is over?

- a. Yes, call me when you are ready.
- b. The meeting is usually finished around 5.
- c. I'm afraid I don't have her number.

Question and Response

Practice 2 Listen to the questions and select the best responses.

1.

2.

3.

4.

5.

6.

7.

8.

Question Tags

Practice 3 Listen to the question tags and select the best responses.

1.

2.

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