

Exercises

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

MP3 02-02

1 (A) (B) (C)
2 (A) (B) (C)
3 (A) (B) (C)
4 (A) (B) (C)

5 (A) (B) (C)
6 (A) (B) (C)
7 (A) (B) (C)
8 (A) (B) (C)

B Listen again and fill in the missing words to complete the gaps.

MP3 02-03

1 _____ does the bank _____?

(A) At nine o'clock.
(B) On Wednesday.
(C) Yes, it's _____ the ATM.

5 _____ on the fiftieth floor?

(A) A meeting is _____.
(B) No, it's _____.
(C) _____ the ceremony.

2 _____ I _____ about ordering office supplies?

(A) Mr. Smith is _____ that.
(B) No, I didn't place the order.
(C) We have _____.

6 _____ does this briefcase _____?

(A) I put it _____.
(B) That's Karen's.
(C) Mr. Cho _____.

3 _____ the hotel for the New York conference?

(A) Maybe next month.
(B) Ms. Choi from _____.
(C) For five days.

7 _____ did you _____ for tonight?

(A) Ruth Dining _____.
(B) _____, the food was _____.
(C) It's seven o'clock.

4 _____ the new software?

(A) My computer _____.
(B) Yes, that's _____.
(C) It is _____ the _____.

8 _____ the presentation on the _____?

(A) Yes, I am.
(B) The _____ is _____.
(C) Ask Ms. Johnson in the _____.



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

Exercises

A Listen and choose the best response to each question.

MP3 04-02

1 (A) (B) (C)
2 (A) (B) (C)
3 (A) (B) (C)
4 (A) (B) (C)

5 (A) (B) (C)
6 (A) (B) (C)
7 (A) (B) (C)
8 (A) (B) (C)

B Listen again and fill in the missing words to complete the gaps.

MP3 04-03

1 _____ Mr. Banks _____ back to the office?

(A) No, I _____ him.
(B) You'll have to _____.
(C) _____ the building.

5 _____ the mayoral election _____?

(A) _____ of March.
(B) A few _____.
(C) At the community center.

2 _____ are you _____ the new branch office in Chicago?

(A) Next week.
(B) _____ 5th Avenue _____ Broadway.
(C) For three weeks.

6 _____ out the agenda for the 11 o'clock meeting?

(A) Conference room A is the best.
(B) 12 o'clock _____.
(C) Please _____.

3 _____ can I _____ this _____?

(A) At the post office _____ our building.
(B) Yes, I can help you.
(C) The _____.

7 _____ Jack place the confidential documents?

(A) He has a key to the safe.
(B) _____ him?
(C) There _____.

4 _____ you at the hotel?

(A) In the lobby.
(B) All the rooms _____.
(C) It _____ seven o'clock.

8 _____ set up the projector?

(A) Sometime next week.
(B) In conference room A.
(C) I bought it _____.



secretary
package
mayoral
candidate
safe

in front of
next to
election
agenda
set up

branch office
book
take place
confidential

Exercises

A Listen and choose the best response to each question.

MP3 06-02

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 06-03

1 _____ should I order?	5 _____ leave early today?
(A) Three should be _____.	(A) I think I should.
(B) _____.	(B) You _____.
(C) Star Furniture is _____ now.	(C) I'm sorry I'm _____.
2 _____ does your company conduct _____?	6 _____ does this suitcase _____?
(A) Only _____.	(A) How about the blue one?
(B) The show was _____.	(B) We don't _____.
(C) I got an 8 out of 10.	(C) _____ with my manager.
3 _____ with Mr. Brown this afternoon?	7 _____ was _____ so bad?
(A) In the conference room _____.	(A) _____ there's a _____.
(B) _____ 5 hours.	(B) I checked the _____.
(C) _____ the new accounting system.	(C) Yes, I think so too.
4 _____ your new job _____?	8 _____ can I _____ my driver's license?
(A) It is _____.	(A) There's an _____ available.
(B) I _____ it yesterday.	(B) _____ my relatives.
(C) To have a _____.	(C) _____ March first.

Vocabulary

enough
approximately

have a sale
apply for

performance review
relative