

## 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) | 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 04-03

- |   |   |
|---|---|
| 1 _____ Mr. Banks _____<br>back to the office?<br>(A) No, I _____ him.<br>(B) You'll have to _____.<br>(C) _____ the building.                              | 5 _____ the mayoral election _____?<br>(A) _____ of March.<br>(B) A few _____.<br>(C) At the community center.                            |
| 2 _____ are you _____<br>the new branch office in Chicago?<br>(A) Next week.<br>(B) _____ 5 <sup>th</sup> Avenue _____<br>Broadway.<br>(C) For three weeks. | 6 _____ out<br>the agenda for the 11 o'clock meeting?<br>(A) Conference room A is the best.<br>(B) 12 o'clock _____.<br>(C) Please _____. |
| 3 _____ can I _____ this _____?<br>(A) At the post office _____ our<br>building.<br>(B) Yes, I can help you.<br>(C) The _____.                              | 7 _____ Jack place<br>the confidential documents?<br>(A) He has a key to the safe.<br>(B) _____ him?<br>(C) There _____.                  |
| 4 _____ you at the hotel?<br>(A) In the lobby.<br>(B) All the rooms _____.<br>(C) It _____ seven o'clock.   | 8 _____ set up the projector?<br>(A) Sometime next week.<br>(B) In conference room A.<br>(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?<br>(A) Three should be _____.<br>(B) _____.<br>(C) Star Furniture is _____ now.                                   | 5 _____ leave early today?<br>(A) I think I should.<br>(B) You _____.<br>(C) I'm sorry I'm _____.                                |
| 2 _____ does your company conduct _____?<br>(A) Only _____.<br>(B) The show was _____.<br>(C) I got an 8 out of 10.                       | 6 _____ does this suitcase _____?<br>(A) How about the blue one?<br>(B) We don't _____.<br>(C) _____ with my manager.            |
| 3 _____ with Mr. Brown this afternoon?<br>(A) In the conference room _____.<br>(B) _____ 5 hours.<br>(C) _____ the new accounting system. | 7 _____ was _____ so bad?<br>(A) _____ there's a _____.<br>(B) I checked the _____.<br>(C) Yes, I think so too.                  |
| 4 _____ your new job _____?<br>(A) It is _____.<br>(B) I _____ it yesterday.<br>(C) To have a _____.                                      | 8 _____ can I _____ my driver's license?<br>(A) There's an _____ available.<br>(B) _____ my relatives.<br>(C) _____ March first. |

Vocabulary

enough  
approximately

have a sale  
apply for

performance review  
relative