

LISTENING PART 3

TOPIC 1: Office Talk



1. What are the speakers discussing?
(A) A tax law
(B) An accounting document
(C) A local event
(D) A company manager
2. What does the woman mean when she says, "That's not all"?
(A) She has more to say.
(B) The company will make more money.
(C) The company will expand its size.
(D) She isn't the only one who worked on the report.
3. What will the man do next?
(A) Call a contractor
(B) Talk to another department
(C) Send a check
(D) Speak to a manager



4. What are the speakers discussing?
(A) Scheduling a meeting
(B) Delivering mail
(C) Copying documents
(D) Documents from another company
5. What is mentioned about the post office?
(A) It does door-to-door mail pick-up.
(B) It is under construction.
(C) It is open every day.
(D) It is near the office.
6. What does Courtney say she will most likely do next?
(A) Contact a courier service
(B) Complete a document
(C) Deliver a package
(D) Visit a post office



7. Why did the man miss the meeting?
(A) He was traveling on vacation.
(B) He was taking sick leave.
(C) He was out on business.
(D) He was working at home.
8. What did Deanna propose at the meeting?
(A) Spending money on R&D
(B) Advertising to younger customers
(C) Hiring more college students
(D) Organizing a business meeting
9. According to the man, why won't management like the idea?
(A) They want something with a clear target.
(B) They want to market to older clients.
(C) They prefer a global fan base.
(D) They prefer the old advertising campaign.

10. Who is holding a meeting?

- (A) Sheila
- (B) John
- (C) The director
- (D) The president

11. What does the woman offer to do?

- (A) Ask for more time
- (B) Get a project finished
- (C) Write a report
- (D) Give a presentation

12. When will the man likely submit his report?

- (A) Monday
- (B) Tuesday
- (C) Wednesday
- (D) Friday

Morton's Office Supplies Invoice		
Black Pens	5	\$10
Stapler	1	\$3
Box Cutters	2	\$6
Bookends	2	\$12
	Total	\$31

13. What problem does the man mention?

- (A) An order was incomplete.
- (B) Some extra goods were sent in a package.
- (C) An item was damaged during shipping.
- (D) Some supplies were never delivered.

14. Look at the graphic. How much of a refund will the man receive?

- (A) \$10
- (B) \$3
- (C) \$6
- (D) \$12

15. What will the man probably do next?

- (A) Speak with a colleague
- (B) Order some more supplies
- (C) Call a bookstore
- (D) Talk to a supply company