WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

accommodate	attending	location	select
arrangements	get in touch	overcrowded	sessions
associations	hold	register	take part in

Many (1) _____ and organizations hold annual conferences so that their members can (2) _____ with each other and (3) _____ educational programs. When planning a conference, event coordinators try to have a variety of (4) _____ so people (5) _____ can (6) _____ a workshop or meeting that best suits their needs. When making (7) _____ for a conference, they look for a site that will (8) _____ all their needs. The site should be able to (9) _____ the number of people expected to attend, without the meeting rooms being (10) _____. Good event coordinators tour the site before making a final decision because brochures cannot show all the necessary details. Having meetings in a fun (11) _____ can really encourage people to (12) _____ for the meeting.

LIVEWORKSHEETS

WORD PRACTICE

LISTENING COMPREHENSION

Part 1 Photo

CD1
Track 5

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.



1. Ⓐ Ⓑ Ⓒ Ⓓ

Part 2 Question–Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. Ⓐ Ⓑ Ⓒ

3. Ⓐ Ⓑ Ⓒ

Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best response.

4. Why are they having difficulty arranging a site for the conference?
   (A) It's a busy time of year.
   (B) They procrastinated.
   (C) Their group is large.
   (D) The coordinator has been sick.

5. When will the conference take place?
   (A) At the end of this month.
   (B) Next month.
   (C) At the end of this year.
   (D) Next year.

6. How many people do they expect at the conference?
   (A) Two hundred.
   (B) Four hundred.
   (C) Five hundred.
   (D) Ten hundred.

Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

7. What is the topic of the talk?
   (A) Accommodating disabled people.
   (B) Legal responsibility for off-site events.
   (C) Arranging conferences.
   (D) Preparing convention catalogs.

8. Where are the speakers?
   (A) In a hospital.
   (B) Off site.
   (C) At a party.
   (D) At a convention center.

9. How should attendees request a special interpreter?
   (A) By asking for one at the time of registration.
   (B) By getting in touch with the head of the facility.
   (C) By registering ahead of the other attendees.
   (D) By requesting one when they arrive at a session.

LIVEWORKSHEETS

READING

Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. The banquet room could _____ up to 750 for dinner.
    (A) accommodated (C) accommodation
    (B) accommodate (D) accommodating

11. Helen made the final _____ for use of the conference room with the hotel's general manager.
    (A) arranging (C) arrangement
    (B) arrange (D) arranged

12. For most people, Samco is _____ with computer chip production.
    (A) associate (C) associating
    (B) associated (D) association

13. We expect that fewer guests will _____ the evening gala.
    (A) attend (C) attention
    (B) attending (D) attendance

14. The association's members were asked to _____ for the special session well in advance because space in the lecture hall was limited.
    (A) register (C) registering
    (B) registration (D) registrar

15. By adding more class _____, the staff was able to please more members.
    (A) select (C) selecting
    (B) selective (D) selections

Part 6 Text Completion

All members of the Countywide Small Business Owners Association are invited to take part in our annual conference, to be held on March 31 at the Grand Hotel in Marysville.

The conference begins at 8:30 A.M. with an address by this year's guest, Cynthia Quinn, owner of Designs by Cynthia, Inc., and winner of numerous business and community awards. Morning small group sessions begin at 9:30. Attendees can __16__ from a variety of session topics including Financing Your New Business; Selecting the Best Location; and Formulas for Success. Lunch will be served at 12:30, followed by afternoon small group sessions at 2:00.

This is the Association's most popular event, so __17__ early to assure your place. Fill out the form below and send it to the Association Secretary by March 1. To arrange overnight __18__ at the Grand Hotel, get in touch with the hotel reservations clerk at 498-1231. Mention the conference in order to get a special discount price.

16. (A) select
    (B) selection
    (C) selective
    (D) selectively

17. (A) will register
    (B) must register
    (C) registering
    (D) register

18. (A) accommodate
    (B) accommodating
    (C) accommodations
    (D) accommodates

LIVEWORKSHEETS

Part 7 Reading Comprehension

Questions 19–23 refer to the following two e-mails.

To: Max Sullivan
From: Martha Reynolds
Subj: Conference

Max,

I have been working on the arrangements for our upcoming conference. I've looked into the City Convention Center, and I think it is the most convenient location. It is close to public transportation and hotels. The accommodations are also excellent. The rooms are large, and we can reserve up to ten meeting rooms. However, the price is almost 50% more than we agreed we could spend. The other choice is the Mayfield Hotel. Many associations hold their conventions there. It is a nice place, and the price is reasonable. However, it is not close to the subway. Also, it is much smaller than the Convention Center. I think we could only get three meeting rooms. Would that be enough? Please get in touch with me today to let me know what you think. I need to reserve a place soon.

Martha

To: Martha Reynolds
From: Max Sullivan
Subj: Re: Conference

Martha,

In regard to selecting a location for the conference, I think the Convention Center is better than the Mayfield Hotel. The hotel is much too small. Remember, we plan to hold at least five sessions at a time. We couldn't do that at the hotel. We expect more people to take part in the convention this year, so it is important to have a space that can accommodate everyone. About the price, I think we can rearrange the budget a bit in order to be able to pay for it. So go ahead and reserve the space at the Convention Center.

Max

19. What are these e-mails about?
    (A) The date of the conference.
    (B) The conference site.
    (C) The topics of the conference sessions.
    (D) The number of conference attendees.

20. How many meeting rooms will they need?
    (A) Only three.
    (B) At least five.
    (C) Up to ten.
    (D) Almost 50.

21. What does Max prefer about the Convention Center?
    (A) The price.
    (B) The location.
    (C) The size.
    (D) The people.

22. The words *get in touch* in line 14 of the first e-mail are closest in meaning to
    (A) offer
    (B) discuss
    (C) provide
    (D) contact

23. The word *selecting* in line 1 of the second e-mail is closest in meaning to
    (A) choosing
    (B) reserving
    (C) comparing
    (D) seeking

LIVEWORKSHEETS