Unit 03

Part 1: Photos of two people
Part 3: Personnel Issues

PART 1: PHOTOS OF TWO PEOPLE

Commonly Used Expressions

1. Two people's activities

Words	Meanings
Holding documents	
	Đóng gói đồ đạc
	Mở đồ
Handling st to others	

2. Two people's posture

Words	Meanings
	Ngồi trên ghế
Bending over the table	
	Đứng trên sân khấu
Be leaning against the wall	

LIVEWORKSHEETS

Words	Meanings
	Xin nghỉ
Paid vacation	
	Tiền ngoài giờ
Night shift	
	Gói trợ cấp thất nghiệp

HOMEWORK

Exercise 1. Listen and choose the correct answer (File 1).

1.

2.

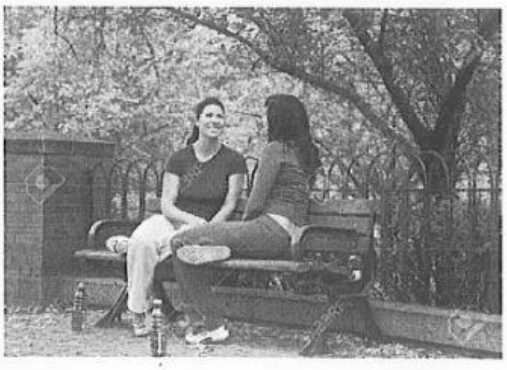
LIVEWORKSHEETS

3.

4.

5.

6.



Exercise 2. Listen and choose the correct answer (File 2).

1.

2.

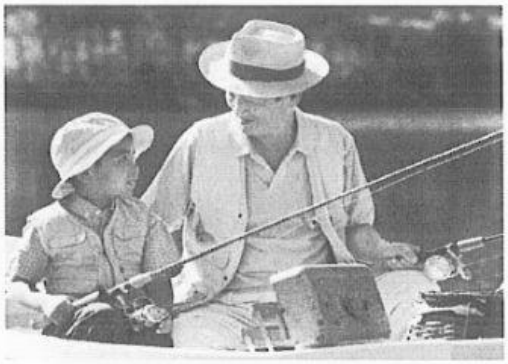
LIVEWORKSHEETS

3.

4.

5.

6.



7.

8.

LIVEWORKSHEETS

9.

Exercise 3. Listen and choose the correct answer (File 3).

1. What is the problem?

(A) A report was sent to the wrong person.

(B) A task was completed late.

(C) A typographical error was discovered.

(D) An incorrect file was transmitted.

2. Where does the woman have to go?

(A) To a product launch

(B) To a departmental meeting

(C) To a business lunch

(D) To an employee orientation

3. What does the man plan to do on Wednesday?

(A) Organize an office space

(B) Contact some employees

(C) Release a company listing

(D) Correct some charts

4. Why will the speakers meet with a Fieldstone Incorporated representative?

(A) They will sign a finalized contract.

(B) They will talk about a schedule.

(C) They will review the changed plan.

(D) They will confirm a project budget.

5. Why does the man say, "I'm helping out during the early stages"?

LIVEWORKSHEETS

(A) To stress the importance of a project

(B) To suggest that an ongoing task is almost finished

(C) To correct the woman's assumption

(D) To encourage the woman to participate

6. Who is Jenna Adams?

(A) A company executive

(B) A corporate trainer

(C) A branch supervisor

(D) A project manager

7. Who most likely is the man?

(A) A division head

(B) A documentary filmmaker

(C) A Website manager

(D) A personal secretary

8. What did the woman do last year?

(A) Implemented new regulations

(B) Moved departments

(C) Purchased instructional materials

(D) Managed a construction project

9. How will the woman share the files?

(A) By attaching them to an e-mail

(B) By uploading them to a site

(C) By placing them on a USB disk

(D) By copying them to a computer

10. Why does the woman want to place an order?

(A) Some equipment no longer works.

(B) Some products were recently released.

(C) Some items are in short supply.

(D) Some materials have been lost.

11. What does the man mean when he says, "I've got good news for you"?

(A) A special deal is available.

(B) A membership can be upgraded.

LIVEWORKSHEETS

(C) A complimentary gift will be sent.

(D) A shipping fee will be waived.

12. What does the woman say she will do?

(A) Make a payment over the phone

(B) Verify some product codes

(C) Pass on some information

(D) Read over a catalog

13.What did the woman do last I hursday?

(A) Corrected a fiscal report

(B) Started a new position

(C) Sent in a record of hours

(D) Distributed an office notice

14.What problem does the man mention?

(A) An overtime request was denied.

(B) A monthly amount was exceeded.

(C) An official document was not submitted.

(D) A printing problem was found.

Employee Directory		
Department	Head Name	Extension
Human Resources	Ian Reynolds	2341
Accounting	Wendy Krishna	2502
Marketing	Robert McKinnen	2008
Information Technology	Olivia Mendez	2729

15.Look at the graphic. Which extension will the woman probably call?

(A) 2341

(B) 2502

(C) 2008

(D) 2729

LIVEWORKSHEETS