

HOMEWORK

Exercise 1. Choose the correct answer.

10. Attendance is mandatory for the staff meeting for next Tuesday in the council hall.

- A. has been scheduled
- B. schedule
- C. will schedule
- D. scheduled

11. The Perfect Pet Parlor is a chain of stores a large selection of pet food and pet accessories at a reasonable price with excellent sales support.

A. sell	C. sold
B. sells	D. selling

12. All commuters the main highway to get to the center of the city will face delays of up to hour today because of on-going construction.

A. use	C. using
B. used	D. will use

13. As Executive Transportation is a premier limousine company the Houston metropolitan area.

- A. serving
- B. served
- C. server
- D. serves

14. However, no liability can be accepted by INTERWORLD for any loss or damage
by any passenger or inconvenience experienced due to a delay for whatsoever reason.

- A. incur
- B. incurred
- C. incurring
- D. to incur

15. Welton Textiles Inc. made a net profit of \$500 million, it to fund its expansion across the continent.

- A. allowing
- B. allows
- C. allowance
- D. allowably

Exercise 2. Questions 1 – 3 refer to the following message chain.

GARY HARRISON	Hi, guys. I was wondering whether either of you is going to the design software training session. It's being held in the conference room on the fourth floor at 11 A.M tomorrow.	17:40
ELAINE OLIVER	Do we have to attend? It's for a program called De-Zine Pro, right?	17:42

VERA JORDAN	Mr. Hale said it's optional. I'm not going since I already know how to use De-Zine Pro. I took a course to update my skills last summer.	17:44
GARY HARRISON	I think I'll go. I'm not familiar with that program.	17:47
ELAINE OLIVIER	Me neither. I guess I should go, but I have a client meeting at that time.	17:50
VERA JORDAN	We'll be using De-Zine Pro for some major projects, so maybe you should reschedule your appointment.	17:54
ELAINE OLIVIER	I'll see if I can delay it until the afternoon, then. No promises, though.	17:56
GARY HARRISON	Let me know if you're coming. Maybe we can get lunch together after it's done.	17:57
ELAINE OLIVIER	I'll let you know later tonight. Probably around 8 or 9 P.M	17:58

1. What is indicated about tomorrow's training session?

- A. Mr. Harrison will conduct it.
- B. It is not obligatory for employees.
- C. Mr. Hale will reschedule it.
- D. It is for newly hired staff.

2. What is suggested about Ms. Olivier?

- A. She downloaded De-Zine Pro from a Website.
- B. She is not proficient in a software program.
- C. She has been unable to contact a client.
- D. She was asked to attend an afternoon session.

3. What will Ms. Olivier most likely do?

- A. Finalize a schedule for her team's upcoming projects
- B. Call a customer to cancel an appointment
- C. Meet Mr. Harrison at his office in the afternoon
- D. Notify a colleague about her availability