

**Business Listening**  
**Unit 9: Making arrangements**  
**HOMEWORK**

*A. In the first of three recordings of people making and changing meeting arrangements, Nikki (from Scotland) asks Catrina (from Canada) for some advice.*

**Task 1 – Track 24. Listen and choose the correct answer (A, B, or C).**

**1. Why is Nikki calling?**

- A. To ask about the hotel reservation
- B. To get directions from the airport
- C. To confirm the flight time

**2. When is Nikki visiting Catrina?**

- A. This weekend
- B. Next week
- C. Tomorrow morning

**3. What is her 'best option' for getting to the office?**

- A. Taking a taxi
- B. Walking from the airport
- C. Taking a shuttle bus

**4. How much does the shuttle bus cost?**

- A. About \$2
- B. About \$3
- C. About \$5

**5. How much would a taxi cost?**

- A. About \$23
- B. About \$24
- C. About \$25

**Task 2 – Track 24. Listen again and fill in the blanks.**

1. When you arrive, there is \_\_\_\_\_ straight outside.
2. If you need to \_\_\_\_\_, (that's a) that's a good option.
3. OK, but you'd \_\_\_\_\_ a taxi, would you?
4. How much do you think that would cost, \_\_\_\_\_?
5. [It] shouldn't \_\_\_\_\_ more than twenty minutes.
6. So I should have plenty time \_\_\_\_\_ our three o'clock meeting, then.
7. No \_\_\_\_\_. [I'll] look forward to seeing you.

***B. In this recording, John, who is from southern England, calls Bernardo, who is from Rio de Janeiro in Brazil, to check some arrangements.***

**Task 3 – Track 25. Listen and choose the correct answer (A, B, or C).**

**1. Why did John call Bernardo?**

- A. To confirm the meeting time
- B. To cancel the meeting
- C. To ask for hotel recommendations

**2. Who is Rafael?**

- A. Bernardo's manager
- B. Bernardo's colleague
- C. John's assistant

**3. Why can't Rafael attend the meeting?**

- A. He has a hospital appointment
- B. He has another business trip
- C. He is on vacation

**4. Which day and time do they fix for the meeting?**

- A. Thursday at 2 p.m.
- B. Friday morning
- C. Friday afternoon at 2 p.m.

**5. Where will they meet?**

- A. At Bernardo's office
- B. At John's hotel
- C. At the airport

**Task 4 – Track 25. Listen again and fill in the blanks.**

1. Good. I \_\_\_\_\_ to let you know that I'm still landing at Rio ...
2. I think \_\_\_\_\_ for 2 p.m.?
3. Ah, yeah, I'm \_\_\_\_\_, actually, 'cos ...
4. My colleague. Rafael, \_\_\_\_\_ be attending the meeting.
5. Would you like to \_\_\_\_\_ any other time?
6. Friday morning is \_\_\_\_\_ difficult for me.