

B Listen again and fill in the missing words to complete the gaps.

MP3 04-03

1 _____ Mr. Banks _____ back to the office?

- (A) No, I _____ him.
- (B) You'll have to _____.
- (C) _____ the building.

2 _____ are you _____ the new branch office in Chicago?

- (A) Next week.
- (B) _____ 5th Avenue _____ Broadway.
- (C) For three weeks.

3 _____ can I _____ this _____?

- (A) At the post office _____ our building.
- (B) Yes, I can help you.
- (C) The _____.

4 _____ you at the hotel?

- (A) In the lobby.
- (B) All the rooms _____.
- (C) It _____ seven o'clock.

5 _____ the mayoral election _____?

- (A) _____ of March.
- (B) A few _____.
- (C) At the community center.

6 _____ out the agenda for the 11 o'clock meeting?

- (A) Conference room A is the best.
- (B) 12 o'clock _____.
- (C) Please _____.

7 _____ Jack place the confidential documents?

- (A) He has a key to the safe.
- (B) _____ him?
- (C) There _____.

8 _____ set up the projector?

- (A) Sometime next week.
- (B) In conference room A.
- (C) I bought it _____.

B Listen again and fill in the missing words to complete the gaps.

MP3 06-03

1 _____ should I order?

- (A) Three should be _____.
- (B) _____.
- (C) Star Furniture is _____ now.

2 _____ does your company conduct _____?

- (A) Only _____.
- (B) The show was _____.
- (C) I got an 8 out of 10.

3 _____ with Mr. Brown this afternoon?

- (A) In the conference room _____.
- (B) _____ 5 hours.
- (C) _____ the new accounting system.

4 _____ your new job _____?

- (A) It is _____.
- (B) I _____ it yesterday.
- (C) To have a _____.

5 _____ leave early today?

- (A) I think I should.
- (B) You _____.
- (C) I'm sorry I'm _____.

6 _____ does this suitcase _____?

- (A) How about the blue one?
- (B) We don't _____.
- (C) _____ with my manager.

7 _____ was _____ so bad?

- (A) _____ there's a _____.
- (B) I checked the _____.
- (C) Yes, I think so too.

8 _____ can I _____ my driver's license?

- (A) There's an _____ available.
- (B) _____ my relatives.
- (C) _____ March first.