

**LISTENING 1 (Items 1-7)**

You are going to hear a conversation between a man and a woman. They work for the same company. Listen and shade in the bubble (○) next to the correct option.

1. They must complete the questionnaire _____.
☐ today ☐ tomorrow ☐ next week
2. Its aim is to improve _____ in the company.
☐ Sales ☐ Facilities ☐ teamwork.
3. There are _____ people in their section.
☐ seven ☐ eight ☐ nine
4. They hold work meetings _____.
☐ every day ☐ twice a week ☐ once a week
5. They have problems in the section because of _____.
☐ a heavy workload ☐ lack of equipment ☐ a difficult colleague
6. Their answer to the last question is _____.
☐ 'Excellent' ☐ 'Good' ☐ 'Needs Improvement'
7. As they fill in the questionnaire, the man becomes more and more _____.
☐ interested ☐ annoyed ☐ suspicious

Important Vocabulary

urgent	عاجل / مُلح	heavy workload	عبء عمل ثقيل
questionnaire	استبّاقَة	lack of equipment	نقص المعدات
sales	مبيعات	colleague	زميل عمل
facilities	مرافق / تسهيلات	interested	مهتم
teamwork	عمل جماعي	tricky	مخادع / ماطر
once a week	مرة كل أسبوع	meet deadline	يفي بالموعد النهائي
twice a week	مرتان كل أسبوع	the working atmosphere	جو العمل
suspicious	مثير للشك	annoyed	متضايق