HOMEWORK

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

1. Who most likely is the woman?

A. An office supply company employee
C. An engineer
B. A bank representative
D. A salesperson

2. Why did the woman call the man?

C. To confirm an address
C. To ask about payment
D. To advertise a new service
D. To request a credit card number

3. What will the man probably give the woman?

A. A copy of the order form
C. A billing address
B. His telephone number
D. His account information

4. What is the purpose of Ms. Howe's phone call?

A. To ask for a price list
C. To make a dinner reservation
B. To inquire about shipping services
D. To find out the status of an order

5. What does the man tell Ms. Howe?

A. The items have not been ordered
C. The items have been shipped
B. The items are out of stock
D. The items were damaged

6. What does Ms. Howe request?

A. A refund for her purchase
C. A purchase of kitchen supplies
B. Faster delivery of the order
D. Discussion with the manager

7. What problem are the speakers discussing?

A. A deadline has changed
C. The fax machine is out of order
B. A meeting was canceled
D. The reports aren't finished

8. When is the deadline for the reports?

A. Today
C. This weekend
B. Tomorrow
D. Next week

9. What does the man offer to do?

A. Deliver some documents
C. Make some copies
B. Buy a new machine
D. Call a courier company.

LIVEWORKSHEETS

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

1 Why is Ms. Dandridge unavailable?

A. She is out for lunch
B. She is on vacation
C. She is visiting a factory
D. She is meeting a client

2 What does the man need?

A. An extension number
B. A client's file
C. Authorization
D. Sales reports

3 What does the woman offer to do?

A. Leave the document
B. Sign the authorization form
C. Call the man later
D. Schedule an appointment

4 What is the main topic of the conversation?

A. The man's vacation plans
B. An upcoming business trip
C. Hotel reservation
D. Airport transportation

5 What does the man ask the woman about?

A. Tourist attractions
B. A hotel
C. Public transportation
D. An airline

6 According to the woman, what does the hotel offer for free?

A. Shuttle service from the airport
B. Tickets for a city tour
C. Breakfast
D. City maps

7 What is the man mainly looking for in an apartment?

A. Good access to public transportation
B. Modern utilities
C. Low monthly rent
D. Location in the financial district

8 How much is the rent for the apartment?

A. $200 per month
B. $500 per month
C. $900 per month
D. $1000 per month

9 Why does the man ask about the other apartment?

A. The first apartment is too small
B. He wants something cheaper
C. He needs to move immediately
D. The first apartment is far from his office

10 When will Mrs. Garret start work in Auckland?

A. This Monday
B. This Thursday
C. Next Wednesday
D. Next Friday

LIVEWORKSHEETS

11 What will happen on Thursday?

A. Mrs. Garret will attend a conference
B. There will be a staff meeting
C. A farewell party will be held
D. They will meet for lunch

12 Why is Mrs. Garret staying longer than expected?

A. To interview some applicants
B. To train a successor
C. To organize her files
D. To pack her luggage

13 What does the woman say about the briefcase?

A. She likes the color
B. It is a gift for a friend
C. The price is too high
D. It is the ideal size

14 Why is the woman unable to make the purchase tomorrow?

A. She will be in a meeting
B. She has to go on a business trip
C. She will not be in a city
D. She needs it for a party this evening

15 What will the man probably do next?

A. Talk to the manager
B. Give the woman a receipt
C. Check the stockroom
D. Take the woman's contact information

16 What was the topic of the presentation?

A. A new line of products
B. An advertising campaign
C. The product packaging
D. The company's logo

17 How does the woman describe Emily?

A. She is very efficient
B. She is experienced
C. She is well organized
D. She is creative

18 What will the man do in two months?

A. Conduct a training seminar
B. Work on an advertising project
C. Design a new logo
D. Hire a new assistant

19 What are the speakers discussing?

A. A work schedule
B. A medical appointment
C. A development proposal
D. A meeting with a client

20 What time is the man's appointment?

A. 1:30 p.m
B. 2:00 p.m
C. 4:30 p.m
D. 7:00 p.m

21 What does the woman suggest?

A. Working late
B. Postpone the appointment
C. Asking for an extension
D. Writing a proposal

LIVEWORKSHEETS

22 What are the speakers discussing?

A. Scheduling an event
B. Problems with a delivery
C. Dinner reservations
D. Finding a new supplier

23 How will the woman contact the supplier?

A. By fax
B. By telephone
C. By email
D. By courier

24 What does the woman want the supplier to do?

A. Refund their purchase
B. Exchange some merchandise
C. Send a price list
D. Deliver the rest of an order

25 Where are the speakers discussing?

A. A new restaurant
B. Evening plans
C. A visiting relative
D. Movie reviews

26 What did the man's sister say about the movie?

A. It was entertaining
B. It was too long
C. It received poor reviews
D. It was boring

27 When will the speakers most likely meet?

A. At 6:00 p.m
B. At 7:00 p.m
C. At 8:30 p.m
D. At 9:30 p.m

28 Where does this conversation most likely take place?

A. At a train station
B. At a bank
C. At a post office
D. At an airport

29 What is the woman's problem?

A. She missed her train
B. She lost her bag
C. She doesn't have her bankbook
D. She lost her passport

30 What will the woman probably do next?

A. Use a cash machine
B. Purchase a ticket
C. Return to the office
D. Provide some identification

LIVEWORKSHEETS