



Student's Name: _____

Date: _____

Teacher's Name: _____

Part I Listening:

Listen to the conversation. Then complete the chart using words from the box. Not all the words will be used.

car repair	copying	fast	helpful
housecleaning			
printing	professional	reasonable	reliable
			tailoring

Name of business	Kind of service	Adjective to describe service
Maid to Clean	Example: housecleaning	1.
Edison's	2.	3.
Tony's	4.	5.
Sew Good	6.	7.

Grammar

Complete each sentence with the correct form of the verb in parentheses.

Example: I'd like to have this invitation printed, please.

(print)

1. My mom got me _____ to the store with her, even though I didn't want to.

(go)

2. You can have the chef _____ the menu, or you can choose your own food.

(plan)

3. If you have that picture _____ it'll look a lot better.

(frame)

4. Who can have the job _____ on time?

(finish)

5. The shoe repair place lost Bill's shoes, so he's going to get them _____ for a new pair.

(pay)

Match each word on the left with its definition on the right.

Example: reliable c
voice louder

1. agenda _____

2. podium _____

3. microphone _____

4. urgent _____
desk, for a speaker

5. procrastinate _____
to be voted on

a. something you speak into to make your

b. to put off doing things that need to be done

c. dependable

d. requiring immediate action or attention

e. a small raised platform, usually behind a tall

f. a list or plan of things to be done or matters

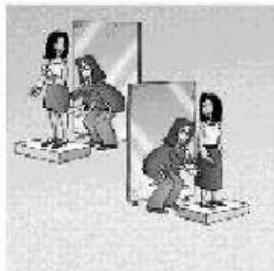
Look at the pictures. Use the passive causative to complete each sentence.

Example:



Stan wants _____ to have _____ a package delivered.

1.



Annie _____ her skirt lengthened yesterday.

2.



Can Irene have her _____ by tomorrow?

Reading

Read the article. Write the best option (a, b, or c) on the line

Book of the Month

Home and Family magazine talked to Pamela Darby, author of the new book *Time Management*. Here's some of the advice that she gives:

Making time for special treatments and things you enjoy is important. You make time for a lot of things that you *don't* enjoy, like work and housecleaning. Choose something that you really like to have done, make an appointment, and go. You could get your nails done or have someone massage your back. The important thing is to choose something that you enjoy having done.

Accept offers of help. People are so used to doing things on their own, that they don't think about letting people help them. If someone asks, "How can I help?" tell them what you need done! For example, if you're planning a class party for one of your

children, get some of the other parents to bring food. When someone offers to watch the kids, let them do it!

But, you don't have to wait for people to offer to help. Assign responsibilities to other family members. Have your spouse drop off the dry cleaning on the way to work. Get your kids to help around the house. Even young children can be responsible for certain tasks, such as putting away their toys or setting the table.

If you like these ideas, then read Pamela Darby's new book, *Time Management*, and learn how to use your time better.

1. This article points out the importance of making time for _____
 - a. housework.
 - b. responsibilities.
 - c. enjoyable activities.
2. The article suggests that people will have more time if they _____
 - a. get more help.
 - b. are more organized.
 - c. do enjoyable things.
3. The author advises the reader to demand help from _____
 - a. everyone.
 - b. neighbors.
 - c. family members.
4. The article suggests that people don't do enjoyable things because they _____
 - a. don't have time.
 - b. can't afford them.
 - c. don't have enough money.

Writing:

You have a new neighbor who has just moved in and has asked you to recommend services. Think of a business you use a lot. What can you get done there? Tell your new neighbor why you recommend this business.