

Part 3



Listen and fill in the blanks.

1.

W: Good morning, Mrs. Cole. This is Sophia from Travel Abroad. I have arranged your _____ and hotel in New York from January 4th to 8th. I am going to send you a flight _____ and a summary of your hotel _____ by email. Please check them and give me a call for _____. Then I will send you a flight _____ and directions to the hotel. Thank you.

2.

M: Hi, Tom. This is Arthur. I got _____ this morning. I don't think I can _____ by myself. Do you think you can send me some of your workers who are _____? I _____ 25 wooden tables and 100 chairs to start off. Then I have to make 45 bookshelves in three weeks. Please call me right away after you _____. Thank you.