

PROGRESS TEST 4

PART A: LISTENING

Listening 1: Listen and answer the questions

1. Who is calling?
A. Monique B. Duncan Ross C. Receptionist
2. Why do they have an appointment?
3. When will they meet?
4. What time will they meet?
5. Where will they meet?

Listening 2: Listen and answer the questions

1. When are the visitors from China arriving?
2. How long are they staying?
3. What does Max do on Tuesday?
4. Where are the visitors going on Wednesday?
5. When are they going to meet?
6. Where are they going to meet?

Listening 3: Listen and choose the correct answers

- 1) Who is Joy calling?
A. A neighbor
B. A colleague
C. A friend
D. A relative
- 2) When will Joy be in the office?
A. This morning
B. Next week
C. In the afternoon
D. Tomorrow
- 3) What is Joy's number?
A. 555-844-9112
B. 555-854-9102
C. 555-844-9122
D. 555-854-9212
- 4) What does Joy ask Trudy to do?
A. Return her phone call

- B. Give Felix a message
- C. Send her an e-mail.
- D. Contact Mr. Latimer

Listening 4: Listen and choose the correct answers

1. What type of movie is *Indigo Heart*?
 - (A) A romance
 - (B) A comedy
 - (C) A mystery
 - (D) A drama
2. Which movie features Deborah Legg?
 - (A) *Monterrey*
 - (B) *Long Vacation*
 - (C) *Phantom Knight*
 - (D) *Indigo Heart*
3. According to the announcement, how can someone reserve a ticket?
 - (A) By using an online service
 - (B) By calling the ticket office
 - (C) By stopping by the theater in advance
 - (D) By sending an e-mail
4. What does Elvira Kaur do?
 - (A) She is a fashion designer.
 - (B) She decorates houses.
 - (C) She is a student.
 - (D) She writes books.
5. What happened to Ms. Kaur in September?
 - (A) She graduated from college.
 - (B) She joined the company.
 - (C) She was promoted.
 - (D) She won an award.
6. What is the topic of Ms. Kaur's talk?
 - (A) Her fashion designs
 - (B) Next year's sales target
 - (C) Her academic background
 - (D) Plans for her group
7. Where is this announcement most likely taking place?
 - (A) In a university library
 - (B) At a department store counter
 - (C) In a company meeting room
 - (D) In a restaurant dining room
8. What comes in six colors?
 - (A) The spring catalog
 - (B) The Clam Case
 - (C) The Mini-Steamer
 - (D) The Kitchen Friend
9. What is stated about the Mini-Steamer?
 - (A) It is intended for travelers.
 - (B) It is waterproof.
 - (C) It is popular with students.
 - (D) It is useful in the kitchen.
10. What is being sold?
 - (A) Exercise equipment
 - (B) A training video
 - (C) A fitness club
 - (D) An exercise book
11. What is special about this product?
 - (A) It adjusts easily.
 - (B) It is expensive.
 - (C) It can be moved quickly.
 - (D) It fits in a small space.
12. What are customers offered if they place an order now?
 - (A) An instruction manual
 - (B) Free delivery
 - (C) A video
 - (D) A discount

PART B: READING

Read last year's programme and email and complete the programme

Training Day Programme

October 23

Introduction: Mike Savill

Sessions:

Health and safety

Pension scheme

Coffee

Using the network

Lunch in Blue Room

To: Kathy
From: Steve
Subject: Changes to Training day

Dear Kathy

Please insert the following changes to last year's programme. We've replaced session one with a group work activity. The second session remains as it is. Then, we're going to have an office tour instead of session three. I'm inviting all senior managers to lunch this year, so please remind them to keep October 15 free.

Thanks
Steve

Training Day Programme

(1) Date: _____

Introduction: Mike Savill

Sessions:

(2) _____

(3) _____

Coffee

(4) _____

(5) Lunch with _____

PART C: WRITING

a. **You work for a market research agency.** Read this email you receive from an important new client and answer the question.

Why did Mario cancel the meeting?

Dear Fred

I'm very sorry, but I'm afraid I'm going to have to cancel our meeting next Thursday. There's an urgent problem in our Milan office that I have to deal with. Could we reschedule for the week after? I'm free on Monday 23rd, if that's convenient for you. Could you also let me know when you expect the results of the market research report.

Best wishes

Mario

b. **You asked your assistant to write a reply.** Read the following email. There are four spelling mistakes in the email. Can you find them and correct them?

Dear Mario

Don't worry about canceling the meeting. I'm afraid I can't do the 23rd becuase I'm going to a confrence that week. I'm back on the 25th so do you want to meet then? If that's not conveniant for you, what about the 27th?

See you soon

Fred

c. **Read the part of a letter from Mr. Jacobs, one of your company's clients.**

I'm extremely sorry, but I'm going to have to cancel our meeting next Wednesday. An urgent matter has come up in the factory. Could we reschedule the meeting for the week after? On the 8th? I apologise if I've caused any inconvenience.

Write an email to Mr. Jacobs: (about 30-40 words)

- Thanking him for his email
- Explaining why you can't meet on the 8th
- Suggest two possible dates