

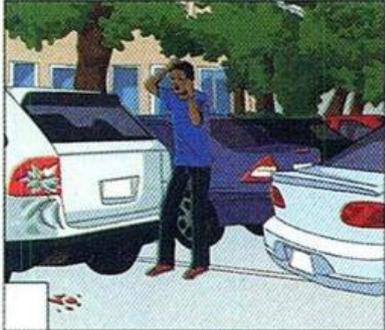
BUSINESS LISTENING

UNIT 4: VOICEMAILS

Task 1. People are leaving voicemail messages. Why are they calling? Listen and choose the correct answer.

1 a. to say congratulations b. to make a suggestion	3 a. to make an offer b. to give a reminder	5 a. to give a reminder b. to make a suggestion
2 a. to give an invitation b. to make an apology	4 a. to make a request b. to make an apology	6 a. to give an invitation b. to say congratulations

Task 2A. People are leaving voicemail messages. Listen and number the pictures.



A.



B.



C.



D.



E.



F.

Task 2B. Listen again. How does each caller sound? Choose the correct answer.

1 Olivia sounds a pleased b angry c apologetic	3 Anne sounds a apologetic b excited c please	5 Emily sounds a excited b angry c worried
2 Nathan sounds a scared b apologetic c excited	4 Brandon sounds a angry b bored c apologetic	6 Mrs. Parker sounds a apologetic b scared c angry

Task 3. Listen to the phone message and answer the questions.

1. Where is Bill going to tomorrow?

- a. To a game
- b. To a party
- c. To a dance

2. Why does Hank have to work late?

- a. He needs to attend a meeting.
- b. He needs to close the office.
- c. He needs to write a report.

3. When will Hank probably finish his work?

- a. By 7:00 p.m.
- b. By 8:00 p.m.
- c. By 9:00 p.m.

4. Why is Hank going to visit Lisa?

- a. Lisa is sick in bed.
- b. Hank must return something.
- c. Hank is going to take Lisa to Bill's house.

5. Where is Hank going to get snacks?

- a. At his work
- b. At the store
- c. At his house

Task 4. Listen to a voicemail message and fill in the blanks.

- I'm not here at the moment, so please (1) a message and I'll call you back.
- Your (2) Alex gave me your phone number.
- My phone number is (3)
- Also, can you please email me your new (4) and (5) about your prices?
- My email address is (6), dot (7), at (8) hyphen toys dot com.