

B Listen again and fill in the missing words to complete the gaps.

MP3 04-03

- 1 _____ Mr. Banks _____
back to the office?
(A) No, I _____ him.
(B) You'll have to _____.
(C) _____ the building.
- 2 _____ are you _____
the new branch office in Chicago?
(A) Next week.
(B) _____ 5th Avenue _____
Broadway.
(C) For three weeks.
- 3 _____ can I _____ this _____?
(A) At the post office _____ our
building.
(B) Yes, I can help you.
(C) The _____.
- 4 _____ you at the hotel?
(A) In the lobby.
(B) All the rooms _____.
(C) It _____ seven o'clock.
- 5 _____ the mayoral election _____?
(A) _____ of March.
(B) A few _____.
(C) At the community center.
- 6 _____ out
the agenda for the 11 o'clock meeting?
(A) Conference room A is the best.
(B) 12 o'clock _____.
(C) Please _____.
- 7 _____ Jack place
the confidential documents?
(A) He has a key to the safe.
(B) _____ him?
(C) There _____.
- 8 _____ set up the projector?
(A) Sometime next week.
(B) In conference room A.
(C) I bought it _____.

B Listen again and fill in the missing words to complete the gaps.

MP3 06-03

- 1 _____ should I order?
(A) Three should be _____.
(B) _____.
(C) Star Furniture is _____ now.
- 2 _____ does your company conduct _____?
(A) Only _____.
(B) The show was _____.
(C) I got an 8 out of 10.
- 3 _____ with Mr. Brown this afternoon?
(A) In the conference room _____.
(B) _____ 5 hours.
(C) _____ the new accounting system.
- 4 _____ your new job _____?
(A) It is _____.
(B) I _____ it yesterday.
(C) To have a _____.
- 5 _____ leave early today?
(A) I think I should.
(B) You _____.
(C) I'm sorry I'm _____.
- 6 _____ does this suitcase _____?
(A) How about the blue one?
(B) We don't _____.
(C) _____ with my manager.
- 7 _____ was _____ so bad?
(A) _____ there's a _____.
(B) I checked the _____.
(C) Yes, I think so too.
- 8 _____ can I _____ my driver's license?
(A) There's an _____ available.
(B) _____ my relatives.
(C) _____ March first.