

Agreements and Business: Practice

Instructions: Listen to the conversation. Complete the following exercises.

Exercise 1: Sentence Completion (The "Gap-Fill")

Listen for the exact words used by the speakers to fill in the blanks.

1. Jennie's top priority is to create an _____ environment.
2. Mark suggests focusing on the _____ of ergonomic furniture and better tech.
3. Jennie suggests using _____ furniture to allow for both collaboration and focused work.

Exercise 2: Who Said It?

Write the name of the person (Allan, Jennie, or Mark) who made the following statements or took on these responsibilities.

4. "We want to build trust and ensure everyone feels included." :

5. "If we spend too much on a lounge, we might face a conflict with our financial constraints." : _____
6. Responsibility: Documenting the agreement regarding the modular furniture for clarity : _____
7. Responsibility: Following up with the vendor tomorrow to get a price estimate. :

8. Responsibility: Closing the meeting by calling the negotiation "very productive." :

Exercise 3: Correct the Error

Each sentence contains one factual error based on the audio. Find it and write the correct version.

9. Sentence: The team took a final vote to decide on the "Modern Blue" color scheme.
Correction: _____
10. Sentence: Jennie will follow up with the landlord tomorrow to get a price estimate.
Correction: _____