Exercises

A Listen to the questions and possible responses, then choose the best response to each question. MP3 02-02

1	(A)	(B)	(C)	5	(A)	(B)	(C)
2	(A)	(B)	(C)	6	(A)	(B)	(C)
3	(A)	(B)	(C)	7	(A)	(B)	(C)
4	(A)	(B)	(C)	8	(A)	(B)	(C)

B Listen again and fill in the missing words to complete the gaps. MP3 02-03

1 _____ does the bank _____?
(A) At nine o'clock.
(B) On Wednesday.
(C) Yes, it's _____ the ATM.

2 _____ I _____ about ordering office supplies?
(A) Mr. Smith is _____ that.
(B) No, I didn't place the order.
(C) We have _____.

3 _____ the hotel for the New York conference?
(A) Maybe next month.
(B) Ms. Choi from _____.
(C) For five days.

4 _____ the new software?
(A) My computer _____.
(B) Yes, that's _____.
(C) It is _____ the _____.

5 _____ on the fiftieth floor?
(A) A meeting is _____.
(B) No, it's _____.
(C) _____ the ceremony.

6 _____ does this briefcase _____?
(A) I put it _____.
(B) That's Karen's.
(C) Mr. Cho _____.

7 _____ did you _____ for tonight?
(A) Ruth Dining _____.
(B) _____, the food was _____.
(C) It's seven o'clock.

8 _____ the presentation on the _____?
(A) Yes, I am.
(B) The _____ is _____.
(C) Ask Ms. Johnson in the _____.

Vocabulary

close to
in charge of
Human Resources
briefcase
budget
ATM
place an order
think of
belong to
Personnel Department
office supplies
plenty of
attend
book

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