

Exercises

A Listen and choose the best response to each question.

MP3 04-02

- 1 (A) (B) (C)
- 2 (A) (B) (C)
- 3 (A) (B) (C)
- 4 (A) (B) (C)

- 5 (A) (B) (C)
- 6 (A) (B) (C)
- 7 (A) (B) (C)
- 8 (A) (B) (C)

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.

- 5 _____ the mayoral election _____?
(A) _____ of March.
(B) A few _____.
(C) At the community center.

- 2 _____ are you _____
the new branch office in Chicago?
(A) Next week.
(B) _____ 5th Avenue _____
Broadway.
(C) For three weeks.

- 6 _____ out
the agenda for the 11 o'clock meeting?
(A) Conference room A is the best.
(B) 12 o'clock _____.
(C) Please _____.

- 3 _____ can I _____ this _____?
(A) At the post office _____ our
building.
(B) Yes, I can help you.
(C) The _____.

- 7 _____ Jack place
the confidential documents?
(A) He has a key to the safe.
(B) _____ him?
(C) There _____.

- 4 _____ you at the hotel?
(A) In the lobby.
(B) All the rooms _____.
(C) It _____ seven o'clock.

- 8 _____ set up the projector?
(A) Sometime next week.
(B) In conference room A.
(C) I bought it _____.



secretary
package
mayoral
candidate
safe

in front of
next to
election
agenda
set up

branch office
book
take place
confidential