

25. Why was the meeting postponed?
(A) Use the mail or the phone.
(B) The meat market is across from the post office.
(C) **Because the participants were ill.**
26. When was this memo written? (A) The menu was in French. (B) On the computer.
(C) **The same day it was sent.**
27. Where are our suitcases?
(A) **In the hall closet.**
(B) I came in case you needed me. (C) They're very nice suits.
28. Susan's train gets in at four thirty. (A) **I'll meet her at the station.** (B) I'll get the tickets next week. (C) I don't think it'll stain.
29. Doesn't your receptionist speak other languages?
(A) **No, only English.**
(B) The linguist's lecture was well received. (C) She speaks very softly.
30. What will you do when you retire?
(A) I'll read this book before going to bed. (B) There are new tires on the car.
(C) **I plan to play a lot of golf.**
31. When will the exhibition close?
- (A) The models are on exhibit.
 - (B) **It will be open for another two weeks.**
 - (C) I put my clothes in the closet.

Part 3: Conversations

SKILL 1 QUESTIONS ABOUT PEOPLE

Man: Sand this wall until it's smooth. Don't forget to sand all the way down to the end of the room.

Woman: Then it'll be ready for the first coat of paint. We're using semi-gloss, right?

Man: Actually we're using this other kind of paint. My father says he prefers at. I'll help you mix the color.

Woman: Thanks. This is a lot of work. I sure hope your father likes his new house once we're finished with it.

- Who are the speakers? B
- Who will prepare the wall? B
- Who owns the house? A

Man: So you want a buffet dinner for twenty- five people?

Woman 1: Yes, with both meat and vegetarian options.

Man: Of course. And for dessert, would you like an assortment of pastries?

Woman 2: Actually, we thought a large cake would be nice. It's our boss's retirement party. He deserves something special.

Man: We can do that. My partner is very good at decorating cakes. I'll have her call you to discuss ideas.

Woman 1: That sounds perfect.

Man: Also, we require a deposit before we start any job.

Woman 2: Of course. Mary, can you handle that?

Woman 1: Just send the bill to my assistant. She'll take care of it. She handles everything regarding the expense account.

4. Who is the man? B
5. Who are the women giving the dinner for? A
6. Who will pay the bill? B

SKILL 2 QUESTIONS ABOUT OCCUPATIONS

Man: I'd like you to put one in each room.

Woman: I'll have to run wires along the baseboard to do that.

Man: No problem. I'll need one on each employee's desk. We're all responsible for answering the phone here.

Woman: Right. Good customer service is important for every business.

Man: Yes, and I want to start this new business out right. Our website has brought in a lot of new clients already, and we need to be sure there is always at least one person here ready to answer questions and provide support.

Woman: I'm sure the business will do well. Lots of people need accounting services.

1. What is the woman's occupation? D
2. What is the man's job? D
3. Who is responsible for answering the phone? C

Man: I've asked everyone to be on the bus by eight forty-five. That way we'll be able to start the tour at nine sharp.

Woman: OK. So you want me to take you to the museum first, right?

Man: Right. And drive through the historic district so I can point out some of the old mansions.

Woman: All right. That's easy enough. Then after the museum, do you still want me to drive the group to the Chalet Restaurant for lunch?

Man: Yes. I spoke with the manager last week to make the reservation, and I've asked the front desk clerk here at the hotel to call the restaurant this morning to confirm it.

4. Who is the man? C
5. What is the woman's job? A
6. Who will call the restaurant? D

SKILL 3 QUESTIONS ABOUT PLACE

Woman: A package was delivered for Jim today. I told them to put it on the table in the conference room.

Man: He'll never see it there. Put it somewhere in his office.

Woman: I don't want to leave it on his desk. It's all covered with papers—mail, file folders, magazines. He won't see it in all that mess.

Man: Then put it on his computer keyboard. He won't miss it there.

Woman: Good idea. I'll do that. By the way, when is Jim due back here?

Man: He's returning from vacation tomorrow night, so he should be in first thing the following morning.

1. Where does this conversation take place? C
2. Where will the woman put the package? A
3. Where is Jim now? D

Woman: Excuse me, have you seen my coat? I thought I'd left it here in the teacher's break room.

Man: You did. It was on that chair, but it was about to fall on the floor, so I hung it in the closet.

Woman: You mean in the lobby?

Man: No, right out there, in the hall.

Woman: Oh. Thanks. Well, I've got to run. I've got to get to the station to catch a five o'clock train.

Man: I'll go with you. We can share a taxi. I'm headed to that part of town, too, for an appointment with my accountant. Just wait a sec while I get my things out of my classroom.

4. Where are the speakers? C
5. Where is the woman's coat? D
6. Where is the woman going? B

SKILL 4 QUESTIONS ABOUT TIME

Man: It's getting late, and I have an early appointment tomorrow. I need to go in about ten minutes.

Woman: Your appointment isn't until eight thirty. You can stay for another hour, can't you? Man: Let's compromise. I'll leave in half an hour.

Woman: Good. That will leave you plenty of time to get home and get to sleep early. You can get to your house from here in forty-five minutes easily.

1. How much longer will the man stay? C
2. When is the man's appointment? B
3. How long will it take the man to get home? D

Don't forget the monthly staff meeting is tomorrow.

Already? It seems like we just had one last week. We'll be finished before lunch, I hope.

Didn't you get the memo? It's in the afternoon this time.

The boss has to see a client in the morning, so he changed the meeting to after lunch.

What time, exactly?

One. It should only last a couple of hours, though. Then we'll be free.

4. How often is there a staff meeting? C
5. When will the meeting start? A
6. How long will the meeting last? B

SKILL 5 QUESTIONS ABOUT ACTIVITIES

Man: Turn left here. I think the movie theater is just up this street.

Woman: I can't turn left. This is a one-way street. I knew we should have bought a map.

Now we'll get there after the show has started.

Man: We don't need a map. I can find the theater. Just make a left up ahead. We shouldn't have spent so much time in the restaurant. Woman: What did you want me to do? Skip dinner? I was starving.

1. What are they doing? D
2. What did they do earlier? C
3. What will they do next? D

Man: I can't get this machine to work.

Woman: What's the matter? The copies aren't dark enough?

Man: No, the copies look fine. I just added toner. But the machine is supposed to staple, too. But, look, the copies are all coming out without staples.

Woman: Oh, how annoying.

Man: It certainly is. A repair person was in here just last week so everything should be working fine.

Woman: You should probably report it to the office manager.

Man: Yes, I suppose I should. I'll have to do it later though, because I think he's out until tomorrow.

Woman: Oh, too bad.

Man: That's OK. There's another machine down on the third floor. I'll just go use that one.

4. What is the man trying to do? A
5. What does the woman suggest doing? D
6. What will the man do next? B

SKILL 6 QUESTIONS ABOUT OPINIONS

That speaker was really funny. I've never laughed so hard.

I know. Where did he get those jokes?

And this hotel is such a great place for a banquet. The food they gave us to eat was fantastic, and I couldn't believe how big the portions were.

You're right about the food, and the décor is so lovely. But, you know, it's a bit on the expensive side. I'd expected it to be cheaper. I was uncomfortable when I found out the price.

1. What did they like about the speaker? B
2. What is the man's opinion of the hotel? B
3. What does the woman think of the hotel? A

Well, that meeting certainly wasn't too long.

No, it wasn't. The new director definitely knows how to run a meeting. Everything was so well organized.

Yes, we got a lot of information in a short time. By the way, have either of you had a chance to talk with the new director individually?

Not yet. He's a bit timid, hard to talk to.

He is the quiet type, but seems smart and well-qualified. So, are we all headed to the cafeteria for lunch?

Let's not go there. It's always full of people at lunch time. Let's try that café across the street.

Yes, it's quieter there. It's just as cheap and the food is better.

4. what does the man say about the meeting? C
5. What's the women's opinion about the new director? D
6. What does the man think of the cafeteria? C

SKILL 7 GRAPHIC

Number 1

Woman: Today's Monday, isn't it?

Man: Yes. Why?

Woman: Because Jim's at the reception desk. I'm looking at the schedule, and it says that Sue should be covering reception today.

Man: Right. But she was needed to help out with setting up for this afternoon's meeting, so she asked Jim to cover the desk for her.

Woman: Oh. So, then Sue will work the reception desk on Jim's scheduled day? Man: Right.

Look at the graphic. When will Sue work at the reception desk? D

Number 2

Woman: We need a new printer. The one we have has completely stopped working.

Man: I'm sorry, but we're already over budget for office supplies.

Woman: I know. But we can't do anything without a printer. We have to have one that works.

Man: Of course, you're right. I guess we could come up with a little money. So, OK, get the new printer, but I can only authorize one hundred and fifty dollars. Don't spend any more than that.

Look at the graphic. Which printer will the woman buy? A

Number 3

Man: We really made the right decision when we hired Mr. Kim to be the new marketing manager.

Woman: Oh, yes. He's really turned things around.

Man: And so fast. The month after we hired him, sales were up for the first time all year. Woman: I know. It's truly amazing. And the new advertising campaign he plans to launch next month should be very effective, too. Look at the graphic. When was Mr. Kim hired? B

Number 4

Man: Here's the agenda for this afternoon's meeting.

Woman: Great. Oh, there's a problem.

Man: Really? What?

Woman: Robert's going to be a bit late, so we'll need to put his presentation last and start the meeting off with Maya's report. Can you fix that?

Man: Sure. No problem. I'll change that and then make copies for everyone.

Look at the graphic. What topic will be discussed first at the meeting? B

Number 5 Woman: Man: Woman: Man: Woman:

Do you want to meet for lunch tomorrow?

Sure. How about that new place at the Downtown Shopping Mall?

Do you mean the Garden Café? The one next to the shoe store?

Yes, the Garden Café, but it's not by the shoe store. It's across from the bookstore. I know the place. I'll meet you there at twelve thirty.

Look at the graphic. Where will they meet for lunch? A

SKILL 8 MEANING IN CONTEXT

Why are you at the office so late?

I have to have this project finished soon.

I wouldn't do it like that. It will take you forever to finish.

How's your job hunt going? I heard it was very slow for a while.

Yes, but things have picked up. In fact, I have a job interview tomorrow. Oh, I'm glad to hear that.

They're almost done with the redecorating. What do you think of the new look? Well, I wonder who chose that new carpet in the front office. I mean, that color! I know. It's certainly not one that would be at the top of my list.

I thought that meeting would never end.

I know what you mean. I almost fell asleep in the middle of it. Looks like it's time for a coffee break!

This report is going to need a lot of editing, and we need it ready for the meeting tomorrow.

Don't worry. I'm on top of it.

OK. I'm counting on you.

1A 2B 3B 4A 5B

PART 3: CONVERSATIONS - PRACTICE

Questions 32–34 refer to the following conversation.

You look like you're all dressed up for the office. Have you found a job?

Not yet, but maybe soon. I'm on my way downtown right now for an interview, and I should get going. The bus will be leaving soon. Here, you'd better take my umbrella. It looks like rain. And sorry I can't offer to drive you, but I've got a doctor's appointment in the opposite direction.

32. Where is the man going? [8-second pause] B

33. How will he get there? [8-second pause] A

34. What does the woman give the man? [8-second pause] C

Questions 35–37 refer to the following conversation.

Man: I think I'm all set for my trip to Washington. I've got the client meetings scheduled, my presentation's all ready . . .

Woman: You're flying out on Monday, right?

Man: No, Sunday. Just two days away. But I think I'm ready. I've booked my room at the

Peacham Hotel . . .

Woman: The Peacham? I wouldn't stay there if I were you. The beds are lumpy, and it's not very clean.

35. Why is the man going to Washington? [8-second pause] D

36. When is he leaving? [8-second pause] B

37. What does the woman mean when she says, "I wouldn't stay there?" [8-second pause] A

Questions 38–40 refer to the following conversation.

Woman: Oh, hi. I didn't expect to see you here in the middle of the day. Where are you going?

Man: I have an appointment with my lawyer. You?

Woman: I'm on my way to the mall to get a little shopping done during my lunch hour. I'll probably get back to the office a bit late, but I don't care. Oh, here's my stop. Man: I'll get off and walk with you as far as the mall. I have a little extra time. I'm not due at the lawyer's till one fifteen.

38. Where does this conversation take place? [8-second pause] D

39. What time is the man's appointment? [8-second pause] B

40. What will the man do next? [8-second pause] A