

Unit 4: HOW/ WHEN/ WHAT

FILE 1:

1. Attending
2. Airport
3. Finish the project
4. The materials
5. Spacious

File 2

1. How do I use this fax machine?
(A) No, it's not necessary.
(B) I'll show you.
(C) It was out of paper.
2. How much time do you need for the project?
(A) I'll have time this afternoon.
(B) The projector is on the desk.
(C) At least another week.
3. How often do you visit the home office?
(A) Twice a month.
(B) It is located on 5th Street.
(C) Tomorrow would be fine
4. How did the presentation go?
(A) I usually walk, but today I drove my car.
(B) yes, I went there by bus.
(C) Fairly well, thanks.
5. (A) How much does this suitcase cost?
(A) 55 dollars.
(B) On the shelf.
(C) In the front hallw
6. How long have they lived in this neighborhood?
(A) In half a year.
(B) At the end of the week.
(C) For 3 years.

7. How much do you think it costs to get in?

(A) Less than five dollars.

(B) They admit people.

(C) It is raining outside

8. How long would you like to rent this house for?

(A) Over two years

(B) It lasted at least an hour.

(C) The largest one available

File 3

Listen and choose the correct answer

1. How many people have signed up for the seminar so far?

A. Wednesday would be good

B. Just thirty five

C. Thanks for inviting me

2. How does Nielson spell his name?

A. That's what I'm talking about

B. Kate spilt the milk

C. N-I-E-L-S-O-N

3. How was it possible for you to assemble that DVD player so fast? A. It comes with a remote control

B. It will make it simple

C. Pedro helped me with it

4. How much is the package tour to South Africa?

(A) It comes to two hundred and fifty dollars.

(B) It includes airfare.

(C) At the airport.

5. How many applicants applied for the position?

(A) Send your cover letter by e-mail.

(B) The position has already been filled.

(C) Eight people have sent in résumés

6. How is the book you bought the other day?

(A) He is doing fine.

(B) It's a page turner.

(C) I booked it already.

7. How long is the trip?

(A) To the mountains.

(B) About two weeks.

(C) About ten centimeters long.

8. How can I register for the course? (

A) I have to consider it first.

(B) Yes, it's due today

(C) Fill out a form.

9. How did you get to the seminar?

(A) I rented a car

(B) It was held at the Plaza Hotel.

(C) Actually, it was boring

10. How much rent do you pay each month?

(A) I got a six-month lease.

(B) I own the house.

(C) Seven hundred dollars

When

File 4

1. Supposed to begin
2. Finish the report
3. Taking your vacation
4. The report due
5. Reserve

Practice 2

1. When are you going away?

2. When is the deadline for the proposal?
3. When can you finish editing this portion of the film?
4. When can I reschedule you for the meeting?
5. When will we be ready to roll out our new product line?
6. When do we have to have the document faxed?
7. When do you want to have a job interview?
8. When will Mr. Smith come back from his business trip?

File 6

1. 1. When is the board meeting?
(A) It was really boring.
(B) At 9 o'clock tomorrow
2. When is our next payment due?
(A) The end of the month.
(B) Please pay the bill.
3. When do you start your new job?
(A) Yes, let's get started.
(B) They will let me know soon
4. When do we have to announce the company merger?
(A) Not until they find the right person.
(B) It is scheduled for Monday.
5. When will the new product be released?
(A) The exact date has not been confirmed yet.
(B) It was delivered yesterday.
6. When does the supermarket close?
(A) In the open-air market.
(B) At 10 o'clock
7. When is Samantha moving into her new apartment?
(A) Probably next weekend.
(B) She hasn't come in yet

8. When are you going to start the project?

(A) It is going very well.

(B) Soon, I think

9. When are we supposed to hear from them?

(A) They have already left.

(B) Someday next week, I hope.

10. When is the flight from Los Angeles supposed to arrive?

(A) At the Incheon International Airport.

(B) At 7:15.

File 7

**1.(B) 2.(A) 3.(C) 4.(B) 5.(A) 6.(C) 7.(A) 8.(C) 9.(A) 10.(C) 11.(A) 12.(B) 13.(C)
14.(B) 15.(C)**

1. When is the training session?

(A) At the conference room.

(B) Next Monday at 3 p.m.

(C) I will take a train.

2. When does the shipment arrive?

(A) It's being delayed.

(B) All of them.

(C) By ship

3. When did you get back from Hong Kong?

(A) I haven't met them yet.

(B) I will be back soon.

(C) It has been a week

4. When will the rent increase take effect?

(A) 15 percent.

(B) From November.

(C) The room has been rented out.

5. When are you going abroad?

(A) Next Tuesday.

(B) To Spain.

(C) For two weeks.

6. When is the company planning to hire a new receptionist?

(A) At the reception desk.

(B) I have not seen her yet.

(C) Next month

7. When do we have to hand in the application form?

(A) Wednesday at the latest.

(B) It is a handmade product.

(C) Several people applied for the position 8.

When can you finish editing the proposal?

(A) I will propose to her someday this week.

(B) I have not read the editorial yet.

(C) By the end of this week

9. When is the train scheduled to depart?

(A) At 7:30.

(B) It will arrive soon.

(C) It is from Chicago.

10. When do you expect to publish the result of your review?

(A) Before lunch yesterday.

(B) I have to be there by six.

(C) By the end of this month

11. When should I call you back?

(A) How about tomorrow morning.

(B) Yes, she will be back soon

(C) Through the back gate

12. When are you going to send the budget report?

(A) I will come back tomorrow.

(B) Before noon at the latest.

(C) To the Personnel Department.

13. When is she scheduled to give a speech?

(A) About team building.

(B) She does not like long speeches.

(C) At the general meeting next week. `4.

When will you be done with the filing?

(A) You can leave the file here.

(B) By Thursday afternoon.

(C) Yes, I'm free now.

15. When is the proposal due?

(A) That's enough for now.

(B) Due to heavy rain.

(C) Early next week.

File 8

1. When did your boss accept your cost reduction proposal?

(A) I put it in the mailbox.

(B) It will cost more in five years.

(C) Two days ago.

2. When did the board approve the change in the benefits policy?

(A) No. he didn't say okay.

(B) Sometime last week.

(C) Because the policy has been changed a lot

3. When did the bank say your mortgage application has been approved?

(A) She said the application has been rejected.

(B) They didn't mention the date.

(C) I will approve it soon.

4. 4. When does the cornpany plan to hire new employees?

(A) For senior positions.

(B) In about a month.

(C) At the job fair

5. When did Ms. Olson send this fax to Hong Kong?

(A) At about five o'clock.

(B) Four pages.

(C) She took a ten p.m. flight

6. When will they start to install the new computers?

(A) You should restart your computer.

(B) They will be here tomorrow. (

C) My computer was upgraded last month.

7. When will the report be ready?

(A) I should have it for you in an hour.

(B) Don't worry. I'm ready to go now.

(C) It's more complicated than I expected

8. When do you expect the executives to return from their field trip?

(A) The boss is away on vacation for three days.

(B) I was told that they had a great time.

(C) Before the end of the day at the latest.

9. When was the last time you drove to work?

(A) Because I usually take the subway to work.

(B) A week ago, Why?

(C) I arrived here at nine o'clock this morning.

10. When can you come to repair the photocopier?

(A) Yes. I can.

(B) After three pm.

(C) At the repair shop.

What

File 9

1. Arrive
2. The purpose
3. Come from
4. New plan
5. Called

File 10

1. 1. What time do you have lunch?
That's a good idea Sorry,
I don't have time
Around one, usually
2. What did the clients thinks of your presentation?
They loved it
It's a wonderful gift
Yes, they did
3. What are you watching on TV?
It's a new watch
An old movie
Is that the tree?
4. What do you want to eat?
A window seat would be fine
We should meet soon
Just a salad
5. What's the plan for today?
I'm not sure
The plane will be late
No, I'd like to pay
6. What happened to your car?
Yes, it's my car
I had an accident
It's not very far
7. What will the transportation cost?
It's on the coast
No, it's not lost It
won't be cheap
8. What does the director think?
I asked for a drink
She didn't say
I think so

File 11

1.(B) 2.(A) 3.(B) 4.(A) 5.(A) 6.(B) 7.(A) 8.(B) 9.(B) 10.(A)

1. What's the problem with the project?

(A) It is broken.

(B) We can't finish it on time

2. What did you order?

(A) Pizza.

(B) Yes, it will be in order.

(A) Pizza.

(B) In twenty minutes.

4. 4. What do you think of the new office?

(A) It is better than the old one.

(B) It's not time

5. What do you intend to do after finishing the project?

(A) I will have a few days off.

(B) Yes, it is very nice

6. What's the round-trip fare?

(A) Three hours.

(B) 12 dollars

7. What ingredients do you need to make it?

(A) I will show you the recipe.

(B) I don't need it anymore

8. What is the weather forecast for the weekend?

(A) I am considering whether to buy or not.

(B) We are expected to have sunny days.

9. What type of training programs does the company provide?

(A) I am in the construction business.

(B) It varies from department to department

10. What is the best way to get information on the new product?

(A) Visit our website.

(B) The service is very poor.

File 12

1.(C) 2.(B) 3.(B) 4.(A) 5.(A) 6.(B) 7.(C) 8.(C) 9.(A) 10.(C) 11.(B) 12.(C)
13.(C) 14.(B) 15.(A)

1. What is Linda's job?

(A) She lives in Washington.

(B) She has not finished her work yet.

(C) She is a doctor.

2. What time does the bank close?

(A) You can do it on the Internet.

(B) At five o'clock.

(C) I will open an account tomorrow

3. What sort of business are you involved in?

(A) Don't involve me in the business.

(B) I work in the travel industry.

(C) I have not done it yet.

4. What does the package include?

(A) A book of instructions.

(B) Yes, I will send the package to her.

(C) You should pack them in groups of dozens

5. What is your estimated budget for the plan?

(A) It will be in the range of 30,000 to 40,000 dollars

. (B) We will need at least 30 workers.

(C) It will take about an hour.

6. What will you do after graduation?

(A) Before the summer ends.

(B) Go to Germany

(C) It will be finished on time. 7.

What would you like to drink?

(A) That's a great idea.

(B) Don't drink and drive.

(C) Can I have some lemonade?

8. What will Thomas discuss with his manager?

(A) In his office.

(B) He is leading the discussion group.

(C) He is going to ask for sick leave

9. What do you think of the client's complaint?

(A) It has some validity.

(B) I think that's a good idea.

(C) She is not my client

10. What kind of sports are you interested in?

(A) Thank you for your kindness.

(B) Can I get a higher interest rate

(C) Swimming

11. What is the retail price of this product?

(A) It is a brand-new product.

(B) It will be sold for 24 dollars.

(C) It is a European style

12. What is the weather forecast for this weekend?

(A) Yes, we are looking forward to it.

(B) It will not last long.

(C) It is likely to snow.

13. What time did Mr. Jackson leave the office?

(A) He went to airport.

(C) At three o'clock this afternoon

14. What is the best way to recover the loss?

(A) Try to find it at the lost and found.

(B) Reduce management costs.

(C) Why don't you get some rest?

15. What does Mr. Davies intend to do after he retires?

(A) He will run a donut shop.

(B) It is not my intention.

(C) He will replace the tire.

File 13.

1. (C) 2. (C) 3. (B) 4. (B) 5. (A) 6. (B) 7. (B)
8. (C) 9. (A) 10. (A)

1. What bank financed your new factory?

- (A) Yes, the bank financing is satisfactory.
- (B) The factory is located in another area.
- (C) We used a federal loan.

2. Why did you come to work so late this morning?

- (A) No, she doesn't work today.
- (B) Because I was late for work this morning.
- (C) Because there was a road construction on the way here.

3. How did you complete the proposal so quickly?

- (A) The highway is quicker.
- (B) In fact, Jane gave me some help.
- (C) I should finish it by tomorrow.

4. How about sending the shipments by air?

- (A) No, by air.
- (B) It sounds like a good plan.
- (C) We should send the shipments by the end of this week.

5. What time do you start serving lunch to customers?

- (A) From 11 sharp.
- (B) You don't need to make a reservation for lunch.
- (C) Sorry, I don't have time.

6. Why don't you join us for coffee after work?

- (A) Well, I prefer coffee to tea.
- (B) Sure, who is coming with us?
- (C) Because I didn't join the team yet.

7. How should we honor Mr. Kang's retirement?

- (A) He will resign next month.
- (B) Don't worry. Tom and Mary are handling that matter.
- (C) We will have to replace all the tires.

8. What do you think about the new computer software?

- (A) No, we are waiting for the program to be installed.
- (B) I don't think so.
- (C) It's much faster than the old program.

9. Why is Sophia moving to Eastern Europe?

- (A) She's transferring to a new office.
- (B) No, I'm going to Asia this winter.
- (C) Yes, she's from Europe.

10. How late are they open?

- (A) They're open until 10 p.m.
- (B) Could you open it right now?
- (C) I haven't seen them lately.

File 14.

1. (A) 2. (B) 3. (A) 4. (B) 5. (A) 6. (B) 7. (C)
8. (C) 9. (C) 10. (B)

1. How soon will you know whether the car will be on sale?

- (A) My assistant is bringing me that information right now.
- (B) Yes, the sale will continue through the weekend.
- (C) I don't know how to fix the car.

2. What city did you grow up in?

- (A) That's been many years ago, but it still feels like yesterday.
- (B) On the south side of Chicago, but that was a long time ago.
- (C) I just got back from an incredible vacation in New York City.

3. Why did you congratulate your colleague?

- (A) She just received a special promotion.
- (B) Yes, she was very motivated.
- (C) At the awards banquet.

4. What time are we going to the stadium?

- (A) The game will last two hours.
- (B) We will leave right after lunch.
- (C) Yes, I'm a big sports fan.

5. How much of a discount applies to this refrigerator?

- (A) You can get 30% off.
- (B) It's \$300.
- (C) That's a real bargain.

6. Why wasn't I notified of the changes in plan?

- (A) Not until next week.
- (B) I just found out about it myself.
- (C) You're very kind. Thank you.

7. How did you do on your math test you were studying for?

- (A) I studied all day for three days.
- (B) No, I majored in economics.
- (C) I think I did well.

8. Why was the delivery delayed?

- (A) No, they delivered it.
- (B) For about two hours.
- (C) The heavy traffic slowed it down.

9. What did you do with the twenty-dollar gift certificate?

- (A) The certification is no longer valid.
- (B) The gift was expensive.
- (C) I gave it to my daughter yesterday.

10. Why don't you e-mail your order directly to the store manager?

- (A) On the main street.
- (B) I want to, but he didn't tell me his address.
- (C) The store is open until 10 p.m.