

Key listening unit 3 : who where why

Practice 1: file 1

1. Working on
2. In charge of
3. Talk to
4. Presented
5. Absent from

Practice 2:

1. Who should I give this letter to?
2. Who can help me move this equipment?
3. Who is supposed to set up the conference room?
4. Who will present the award to the employee?
5. Who do you think is better qualified for the position?
6. Who is going to be in charge of the meeting?
7. Who will be assuming the president's position?
8. Who was the last person to leave the office?

Practice 3

1. Who asked you to attend the meeting?
A. My boss
B. The meeting will be held at 2 o'clock
2. Who designed the new building?
A. It was built recently
B. Did not I tell you
3. Who has the key to the meeting room?
A. The meeting has been canceled
B. I gave it to Stephanie
4. Who will notify the employees of the new policy?
A. One of the directors
B. Yes they are new employees
5. Who is in charge of safety inspections of the building?
A. The Maintenance Department
B. On a regular basis
6. Who is the woman next to Mr. Thomas?
A. That is Rebecca
B. She left an hour ago
7. Who is organizing the conference for this session?
A. The planning manager is responsible for it
B. It is a charity organization
8. Who should I call to order office supplies?
A. His office is on the first floor

B. Ask Miss Johnson

9. Who is going to take Ms. Randal to the airport?
A. The flight is from Tokyo
B. I will
10. Who is responsible for sending the invitations?
A. I have not sent them yet
B. That would be Richard

Practice 4

1. Who is the new manager of the department?
(A) Mr. Schneider can help you with that.
(B) Her name is Marge Simpson.
(C) I think I can manage.
2. Who explained this report to you?
(A) Randy will
(B) It has already been reported.
(C) Mr. Robinson did.
3. Who can pick Mr. Roper up from the airport?
(A) It is possible, I suppose.
(B) Before 5 o'clock.
(C) I am free this afternoon
4. Who oversees the Sales Department?
(A) Until the next meeting.
(B) It is under construction.
(C) It is Mr. Edward
5. Who is going to review the report before its publication?
(A) It will be published on a large scale.
(B) The project manager.
(C) We will have a press conference.
6. Who is responsible for organizing the welcome party?
(A) That would be the planning director.
(B) You will be more than welcome.
(C) You are responsible for what you said.

7. Who is going to move into the office on the second floor? (A) **An online game company will.** (

(C) They will move in tomorrow

8. Who is supposed to close up the store tonight?

(A) I think it is too late.

(B) **Mr. Ford is responsible for that.**

(C) His office is close to mine.

9. Who will represent the company at the annual stockholders' meeting?

(A) **The president of our Seoul branch.**

(B) Because the prices continued to fall today.

(C) It will not take very long.

10. Who is supposed to go to New York for the conference? (A) **The vice president.**

(B) Next Friday.

(C) To the airport

11. Who is in charge of accounting?

(B) My account is with the bank.

(C) **Mr. Ronal.**

12. Who should I call to repair the computer?

(A) It has plenty of memory.

(B) **The maintenance office.**

(C) I bought the computer

13. Who will be making the opening speech at the convention?

(A) It will open at 9:00.

(B) At the Hilton Hotel.

(C) **The president will.**

14. Who is responsible for sending the invitations to our clients?

(A) All of our clients will be invited.

(B) Sandra, the president's secretary.

(C) At the conference room on the first floor

15. Who should I contact to get a password for the computer lab?

(A) You have your own password.

(B) The computer lab is in the main building.

(C) Go to the main office.

II. where

Practice 1. File 5

1. Get the bus
2. Put this cup
3. Staff meeting
4. Put the boxes
5. Pay for

Practice 2: file 6

1. On my desk
2. To the ground floor
3. At the plaza hotel
4. In the meeting room

Practice 3 : file 7

1. Where is City Hall?

(A) Just across the street.

(B) The hall is overcrowded

2. Where can I buy tickets for tonight's show?

(A) At the box office.

(B) Two tickets, please.

3. Where was this picture taken?

(A) In my office.

(B) I will take it out.

4. Where will you stay when you go to Manhattan?

(A) I will stay there for one week.

(B) I will be at the Marriott Hotel.

5. Where did you park your car?

(A) The park is not far from here.

(B) Behind the building.

6. Where should I store these boxes?

(A) Leave them here.

(B) The bookstore sells that book.

7. Where are you transferring to next month?

(A) To the Hong Kong office.

(B) By electronic transfer

8. Where does she come from?

(A) She will come soon.

B) Taxes is her hometown

9. Where is the nearest post office?

(A) It is one mile away from here.

(B) Post it as soon as possible.

10. Where are you going to send this letter?

(A) Yes, it is written in this letter.

(B) To our central office

File 8

1. Where is the cashier?

(A) **In the left corner.**

(B) It is out of order.

(C) I don't have any

2. Where is the final destination of this train?

(A) Boston.

(B) It is on the third floor.

(C) In twenty minutes.

3. Where do you want me to put these documents?

(A) Let's meet at the hotel reception desk.

(B) Leave them on my desk.

(C) I am still working on it.

4. Where can I catch the bus to the airport?

(A) I will catch you in an hour.

(B) Every 15 minutes.

(C) There is a bus stop over there

5. Where did you learn to type so quickly?

(A) It has been over a week.

(B) I attended a class at school.

(C) Yes, she is going very fast.

6. Where should I file these documents?

(A) In the cabinet.

(B) It is empty.

(C) You can fill it with this

7. Where is Cathy going?

(A) Yesterday.

(B) I won't go.

(C) To her manager's office

8. Where is your office located?

(A) Two years ago.

(B) In downtown Tokyo.

(C) The office opens at 8:30.

9. Where will the meeting be held?

(A) In the conference room.

(B) I have not met him yet.

(C) Please hold the line

10. Where did you leave your umbrella?

(A) I don't think so.

(B) I can't remember.

(C) It is raining now

11. Where is Mark moving?

(A) Next month.

(B) To Holland. (

C) Yes, it is really moving

12. Where can I get my identification card?

(A) By credit card.

(B) Talk to your manager.

(C) I don't need one.

13. Where was your article published?

(A) I left it on the shelf.

(B) It was published last week.

(C) On the second page in the paper.

14. Where should we put this cabinet?

(A) In the left corner.

(B) Kevin is in a meeting.

(C) For two weeks

15. Where can I get the shuttle bus to the convention center?

(A) Less than twenty minutes.

(B) In front of the hotel.

(C) I will get you one.

File 9

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 did not 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 did not mention the date

C. I will approve it soon

4. when does the company plan to hire new employees

A. for senior positions

B. in about a month

C. at the job fair

5. when did Ms. Olsen send this fax to Hong Kong?

A. at about five o'clock

B. four pages

C. she took a ten pm 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 am ready to go now

C. its 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

Why

File 10

Practice 1

- 1. Leaving the company
- 2. Try a new restaurant
- 3. Been postponed
- 4. Attend the conference
- 5. Service center

File 11

- 1. Why do we have to send the application again?
 - (A) **They have not received the first one.**
 - (B) It will take two days.
 - C. yes, it is the second one
- 2. Why was the staff meeting postponed this morning?
 - (A) At 9 o'clock.
 - (B) To discuss a new project.
 - (C) Traffic was blocked by the heavy snow.**
- 3. Why didn't you report the accident immediately?
 - (A) That's a good idea.
 - (B) Two weeks from now.
 - (C) I am really sorry**
- 4. Why do you need to install a new system?
 - (A) In my office.
 - (B) It will start next week.
 - (C) We had too much trouble with the old one.**
- 5. Why have you decided on him as a member of your group?
 - (A) That's a good idea.
 - (B) I have wanted to work with him for a long time.**

(C) Yes, there is a membership fee.

6. Why were you late for the meeting?

(A) I missed the first train.

(B) That would be okay with me.

(C) I really don't know

7. Why do we have to apply for new passwords?

(A) A new security system has been installed.

(B) You should apply before Wednesday.

(C) For one week.

8. Why are you standing outside in the hall?

(A) For two hours.

(B) I am waiting for someone here.

(C) It is still raining outside.

9/ Why has our profit margin dropped recently?

(A) The price of raw materials has gone up.

(B) It is very profitable.

(C) By 5 percent.

10. Why is the shuttle bus not coming?

(A) Every 30 minutes.

(B) The shuttle buses run from here to the airport.

(C) The bus broke down in the middle of the road.

11. Why didn't you show up for the meeting yesterday?

(A) The show will start in an hour.

(B) I didn't feel well.

(C) I will show you later

12. Why don't you take a few days off?

(A) It will only take two days.

(B) I don't think I can afford that.

(C) I will contact you on Monday.

13. Why don't we start the board meeting at 8:00 tomorrow morning?

(A) Isn't that too early?

(B) We are on board.

(C) It will last an hour or so

14. Why did you turn down the proposal from the company?

(A) Another company offered a better one

(B) Yes, it was a very good offer.

(C) I will contact you tomorrow

15. Why hasn't the product I ordered arrived yet?

(A) They are checking their belongings.

(B) They have already ordered the products.

(C) The delivery has been delayed by the heavy snow.

File 12

1. Why didn't you inform me of the results?

(A) Go to the information desk.

(B) I tried to contact you.

2. Why has the meeting been postponed?

(A) Yes, it has been posted.

(B) I thought you knew the reason.

3. Why is your price higher than that of your competitor?

(A) Our product is better in quality.

(B) Yes, we won the competition.

4. Why did he retire from his job?

(A) It has been two months now.

(B) His health was getting worse

5. Why was the new project cancelled so suddenly?

(A) Due to a lack of funds.

(B) His project was a great success

6. Why don't you go shopping with me tomorrow?

(A) What time is good for you?

(B) I will check the ticket availability

7. Why is Tom taking a new job?

(A) From January to November.

(B) He has been offered a better position

8. Why did you cancel your magazine subscription?

(A) I have no time to read it.

(B) I have to buy a copy this week.

9. Why haven't you asked Mr. Gibson to come to the party?

(A) At the Imperial Hotel.

(B) I will do that tonight.

10. Why do we have to depart so early?

(A) I could hardly sleep last night.

(B) We must get to the station before 8 o'clock

Home work

File 14

1. Plant begin production
2. Lead engineer for the project
3. Reports written
4. Make copies
5. Does Tom live now
6. Take the director to the train station
7. Coming to town
8. Responsible for sending
9. Put the samples
10. Get the results

ACTUAL TEST 1

1. Who is responsible for inputting the data?
A. Mashell is handling that
B. No, she is not very responsible
C. She put it over there
2. Is Ms. Chase stay late tonight?
A. I don't know where she is staying
B. Yes, she will be here until 9
C. Yes, she is often late
3. Can we walk to the museum or should we take the train?
A. I worked at the library
B. I think we should walk
C. No, one way tickets
4. When does the letter say we need to confirm the order?
A. By the first of next month
B. Yes, I already confirmed
C. I sent the letter yesterday
5. Who is going to be working on renovation project?
A. In three weeks
B. I already reviewed the report
C. I believe you just you and Jack
6. Would you like to fix the computer or install the new server first? A. Send the fax please

- B. The service is excellent
C. Please install it first
7. Have you watched the movie I lend you?
A. Yes, I will return it tomorrow
B. Rent is so much higher
C. When she calls
8. That is a new coat, isn't it?
A. No, I just had it clean
B. Sure, you can
C. I did not read the new
9. What would you like to eat?
A. A cheese sandwich please
B. Yes, please
C. No, I wouldn't
10. Why don't you come to the movie with us?
A. Yes, he just moved
B. Sure, what is playing
C. I am coming soon
11. Do you want to sit in the smoking or non- smoking section?
A. I don't have cigarette
B. That would be fine
C. I prefer to be away from smoke
12. I think Chow is the wonderful designer ?
A. Yes, he is very good
B. Yes, the sign will be put up soon
C. There is new design
13. This is Eight Pack travel right?
A. No, that is down the hall
B. The left one is nicer
C. I like to travel too
14. Where is the nearest parking lot?
A. 5 dollars per hour
B. The lot is full right now
C. There is one by the theater
15. Could you please close the window?
A. Oh, no problem
B. Yes, it was close
C. I am not pleased with it
16. Why is the shift rearranged?
A. I arrange it
B. Just going on vacation
C. He is on the day shift
17. Wont you supposed to pick up the cake?

- A. **Yes, but the bakery is closed**
 - B. My favorite is chocolate
 - C. No, it is too heavy to pick up
18. Whose does this parking permit belong to?
- A. **I think it is mine**
 - B. They wont permit it
 - C. No , it does not
19. Didn't San used to work in the Sales Department?
- A. They need more sales representative
 - B. The work is done
 - C. **Yes, but she has moved**
20. Can I return my purchase if there are any problems with it?
- A. **As long as you have your receipt**
 - B. I have problem with it
 - C. When did you purchase it?
21. Do you know why the bicycle game is canceled?
- A. No, I think it has been canceled
 - B. Lets meet at the stadium at 3 pm
 - C. **Probably because of the bad weather**
22. Isn't our lunch supposed to here by now?
- A. Everyday at noon
 - B. Yes, let's have Italian
 - C. **The delivery is a little late**
23. Could I take a look at the sales report for the last quarter?
- A. It looks good
 - B. **It will be ready tomorrow**
 - C. Why is the sales down
24. I'm sorry, but I cant find any new traditional information in this cookies
- A. Those cookies are on sales
 - B. **It should be on the back**
 - C. Cookies are a lot of nutrition
25. Why are all the stores closed today?
- a. No, it s not very close
 - b. They close at 9pm
 - c. **Today is holiday**
26. Which is the file for Mr. Mint?
- A. **The one with the green label**
 - B. File it later
 - C. You can file it in the cabinet
27. Where can find book about economy?
- A. The library charges a late fee for 5 cents per day
 - B. **They are in the business section**
 - C. This city saw economic growth last year
28. When will they finish there analysis

- A. **This afternoon**
 - B. Yes, the other day
 - C. I already read it
29. Do you want to get off on the Third avenue or in front of the office?
- A. **No, I don't need either thanks**
 - B. That's the first time
 - C. Isn't the office closer