**OFFICE TALKS 2**

1. What are the speakers doing?

(A) Holding a meeting

(B) Working on a document

(C) Writing an article

(D) Scheduling a meeting

2. Why is the man worried?

(A) The report could be late.

(B) The deadline has passed.

(C) He is tired from working.

(D) He doubts some information.

3. What will the man most likely do next?

(A) Send links to some sites

(B) Forward a document

(C) Call a manager

(D) Prepare a presentation file

4. What is the conversation mainly about?

(A) Room access

(B) Recent office visitors

(C) New employees

(D) Messaging procedures

5. What does the man mean when he says, “I can't believe it"?

(A) He thinks the woman's information is false.

(B) He is afraid something will be stolen.

(C) He is surprised by a change at the workplace.

(D) He is happy to see a coworker.

6. According to the woman, when was the code sent?

(A) Yesterday

(B) Last week

(C) This morning

(D) This afternoon

7. What is mentioned about the meeting?

(A) It was canceled.

(B) It will take place online.

(C) It will be chaired by the manager.

(D) It was rescheduled for an earlier date.

8. Why is the man worried?

(A) He won't be able to attend the meeting.

(B) He doesn't know anyone attending the meeting.

(C) He hasn't finished preparing for the meeting.

(D) He has missed an important meeting.

9. What will the woman most likely do next?

(A) Send an e-mail

(B) Go to the post office

(C) Help a coworker

(D) Speak to the manager

10. Where most likely is the conversation taking place?

(A) In a doctor's office

(B) In an office reception area

(C) In a coffee shop

(D) In a meeting room

11. According to the woman, why is Mrs. Foley late?

(A) She is stuck in traffic.

(B) She is in another meeting.

(C) Her alarm clock didn't go off.

(D) Her car broke down.

12. What does the man ask the woman to do?

(A) Call Mrs. Foley

(B) Drink some coffee

(C) Make an appointment

(D) Contact him

13. What will the speakers be doing?

(A) Updating a server

(B) Fixing a document

(C) Filming a commercial

(D) Editing a video

14. What does the man say about the Filmmaker X3?

(A) He has no experience with it.

(B) He thinks there are errors with it.

(C) It is not available yet.

(D) It is the newest program on the market.

15. What is mentioned about the company servers?

(A) Only certain people have access.

(B) They are currently inaccessible.

(C) They are located off-site.

(D) There is no space left on them.

16. What are the speakers discussing?

(A) An upcoming meeting

(B) Preparations for new employees

(C) A need for a staffing increase

(D) New security policies

17. What does Jennifer say about the ID badges?

(A) They are restricted to management only.

(B) They take a few weeks to make.

(C) They are needed to enter the company building.

(D) They require an employee's fingerprint.

18. What will the man most likely do later?

(A) Purchase new computers

(B) Set up more workstations

(C) Send an e-mail

(D) Take some photographs

**Markeson’s Printers**

**Item Qty Price per Item Subtotal**

Gold Invitations 150 $1.00 $150.00

Delivery $20.00

TOTAL $170.00

19. What problem does the man mention?

(A) A product was incorrectly labeled.

(B) A delivery arrived late.

(C) A billed amount was incorrect.

(D) A product was lost in shipment.

20. Look at the graphic. How much should be refunded?

(A) $5.00

(B) $15.00

(C) $50.00

(D) $70.00

21. What will the man do next?

(A) Attend a meeting

(B) Call a company

(C) E-mail a designer

(D) Find a coworker