**STAFFING CHANGES**

W1: Samile … , Congratulations on your promotion to sales manager, I knew you get it

M: Thanks, there were so many applicants I thought for sure I wouldn’t get it. Now, I has to worried about packing to move to my new office, I … has too much stuff

W1: I would help you, but I have too much to do right now … Lesly, are you free?

W2: I’ve just finished making my presentation for the sales meeting, so I can definitely help, I’ll by your office in a few minutes

M: Come over in a few hours, I have to go to the meeting now with human resources to discuss the detail of the position

1. What event has recently taken place?

(A) A sale

(B) A merger

(C) A meeting

(D) A promotion

2. What is the man worried about?

(A) Moving his belongings

(B) Selling all the inventory

(C) Meeting a deadline

(D) Contacting an applicant

3. What does Leslie say she will do?

(A) Take notes at a meeting

(B) Assist with a move

(C) Present sales results

(D) Apply for a job

M: Are you in charge of the new employee orientation again this year? I didn’t see your name on the sheet for reserving conference rooms

W: No, this year, I decided to let one of my other department members handle it. I’m so busy with other work, that I don’t have time to do it, but I would help a little bit if I can

M: Oh, that’s right, we’re planning to open another branch soon, so you must be working on getting that contract for the new property

W: Yes and I have a meeting with the real estate agent in 30 minutes so I should finish printing these paper before then

4. What are the speakers discussing?

(A) An upcoming event

(B) Working overtime

(C) A difficult coworker

(D) Work experience

5. What is suggested about the woman?

(A) She will be moving to another area.

(B) She has worked here for many years.

(C) She is in charge of all financial matters.

(D) She has managed new employee orientation before.

6. According to the man, what will happen soon?

(A) A conference will be held.

(B) A department will move.

(C) A new office will be opened.

(D) A new employee will begin.

W: For this position, we are looking for someone who can get insights and tips or how to make a sale and meet … quota

M: That shouldn’t be a problem, I have … 20 years of sales experience and I … high sales records in my previous company

W: That’s very impressive, but are you good at speaking … in front of crowds, we usually train 200 employees at the time at … session

M: I’m spoken in front of crowds of 40 people and have no problem then, I’m actually excited to speak in front of so many people

W: I’m glad to hear that … well, thank you for coming in today, we will let you know our hiring decision by Monday

M: Thank you for seeing me, I look forwards to hearing … news from you

7. What are the speakers most likely doing?

(A) Having an interview

(B) Discussing candidates

(C) Haggling about prices

(D) Holding negotiations

8. What does the man imply when he says, "That shouldn't be a problem"?

(A) He is confident in his ability.

(B) He knows he will always be on time.

(C) He has never had a problem at his old company.

(D) He never feels nervous.

9. What will happen on Monday?

(A) Training will begin.

(B) New sales will start.

(C) A hiring decision will be announced.

(D) Interviews will begin.

M: I’ve just found out the head of human resources will quit next week, they say that Yuko will take over … the position the week after that

W: Yuko? that’s great, she has been helping with hiring for the past 5 years so it … seems right that she would get the position

M: I agreed, but Yuko’s old position’s vacant, it means we need to hire someone for that

W: Oh, that could create some problems. Do they have anyone in mind for the position?

M: No, they have decided to look outside the company for it, so if you know anyone who might be interested, you should have them sending their resume

10. What are the speakers discussing?

(A) A new business proposal

(B) A marketing project

(C) A change in personnel

(D) A deadline for a position

11. According to the man, when will Yuko start her new position?

(A) Tomorrow

(B) One week later

(C) Two weeks later

(D) One month later

12. What is mentioned about the vacant position?

(A) It has been advertised online.

(B) It will be filled by someone outside the company.

(C) It will come with a higher salary.

(D) It requires a creative person.

W: Excuse me, Can I help you find where you’re looking to go?

M: Yes, I have an interview today, Do I go straight to the human resources department?

W: No, it depends on which department you are interviewed in for

M: Oh, I’m meeting Mr. Gerald from the legal department

W: Then just go straight to that door down there. Mr. Gerald’s in the middle of the meeting right now, but he would be finished in 10 minutes

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| **Hawthorne Building Directory** | |
| 4F | Sales (Overseas & Domestic) |
| 3F | Human Resources *I* Management |
| 2F | IT *I* Finance |
| 1F | Marketing *I* Legal |

13. What is the purpose of the man's visit?

(A) To board a bus

(B) To discuss business plans

(C) To have a job interview

(D) To file a suit

14. What is mentioned about Mr. Gerald?

(A) He is out for the day.

(B) He recently moved offices.

(C) He is looking for a new job.

(D) He is currently in a meeting.

15. Look at the graphic. Which floor will the man most likely go to?

(A) 1F

(B) 2F

(C) 3F

(D) 4F