0. Exercise: Part 2 (23%)

	1-3 (<u>information question</u>)			1-6 (<u>information question</u>)			
	A: Where's the shoe	department?		B: do	you to New York?		
A	☐ Similar sound/Sam word ☐Incorrect	B: On the	A	☐ Similar sound/Sam word	A: Every Tuesday.		
B	☐ Similar sound/Sam word ☐Incorrect	A: Twenty-five dollars.	B ☐ Similar sound/Sam word ☐ Incorrect		B: By		
©	☐ Similar sound/Sam word ☐Incorrect	B: At	© Similar sound/Sam word		A: With some friends.		
	1-7 (<u>information</u>	question)		2-6 (<u>informa</u>	ation question)		
	A: Why don't you joi	n us for lunch?		B:	did you in Japan?		
A	☐ Similar sound/Sam word ☐Incorrect	B: The	A	☐ Similar sound/Sam word	A: About five years.		
B	☐ Similar sound/Sam word ☐Incorrect	A: Thanks, I'd like that.	B	☐ Similar sound/Sam word	B: Yes, Kyoto.		
©	☐ Similar sound/Sam word ☐Incorrect	B: A	©	☐ Similar sound/Sam word	A: Yes, I did.		
	3-3 (<u>information</u>	question)	4-4 (<u>information question</u>)				
	A: Why weren't you at	work yesterday?	B: Wh will the?				
A	☐ Similar sound/Sam word ☐Incorrect	B: By A.M.	A	☐ Similar sound/Sam word	A: It hasn't been decided.		
B	☐ Similar sound/Sam word ☐Incorrect	A: Mr. Tanaka is.	B	☐ Similar sound/Sam word	B: Somes.		
©	☐ Similar sound/Sam word ☐Incorrect	B: Is at a	©	☐ Similar sound/Sam word	A: Yes, that must be it.		

5-5 (<u>information question</u>)				6-4 (<u>information question</u>)			
	A: How can we incre	ase our sales?		B: Wh is there an	in your?		
(A)	☐ Similar sound/Sam word	B: Your is	(A)	☐ Similar sound/Sam word	A: Ves vou con		
(A)	□Incorrect	dollars.	A	□Incorrect	A: Yes, you can.		
(B)	☐ Similar sound/Sam word	A: Let's ask the marketing	(B)	☐ Similar sound/Sam word	D: Wa and it for a ling		
(D)	□Incorrect	department.		□Incorrect	B: Weed it for aing.		
©	☐ Similar sound/Sam word	D. N. +hat/a	(C)	☐ Similar sound/Sam word	A. From sight to playon		
	□Incorrect	B: No, that'sed.		□Incorrect	A: From eight to eleven.		
	7-6 (<u>information</u>	question)		8-5 (<u>information</u>	n question)		
A: Where should I sign this purchase agreement?			B: Wh_	are all theses	ed ins?		
(A)	☐ Similar sound/Sam word	B: I with her,	(A)	☐ Similar sound/Sam word	A: Brobably not		
(A)	□Incorrect	you?.	(A)	□Incorrect	A: Probably not.		
(B)	☐ Similar sound/Sam word	A: Yes, you can buy one	(B)	☐ Similar sound/Sam word	D. That's a		
(D)	□Incorrect	anytime.		□Incorrect	B: That's a		
(C)	☐ Similar sound/Sam word	B: On theed,	(C)	☐ Similar sound/Sam word	1. To protect them		
	□Incorrect	please.		□Incorrect	A: To protect them.		
	8-6 (information	question)		9-4 (<u>informatio</u>	n question)		
	A: How can I find out if the stor	re offers repair services?		B: Wh Jin-Ho h	ere for the?		
	☐ Similar sound/Sam word	D. Val. in a thorn		☐ Similar sound/Sam word	A. I. didu/A internal to		
A	□Incorrect	B: I'ding them.	A	□Incorrect	A: I didn't intend to.		
(B)	☐ Similar sound/Sam word	A: By shipping you a new	(B)	☐ Similar sound/Sam word	B: He's on the with		
(B)	□Incorrect	one.		□Incorrect	a		
(C)	☐ Similar sound/Sam word	D. A	(C)	☐ Similar sound/Sam word	A. Faurtimes a month		
	□Incorrect	B: Aer.		□Incorrect	A: Four times a month.		

	10-4 (<u>information question</u>)			12-3 (<u>information question</u>)			
	A: Where is the cooking demo	onstration taking place?	В	:: can I the	ing?		
A	☐ Similar sound/Sam word ☐Incorrect	B: At the of the	A	☐ Similar sound/Sam word ☐Incorrect	A: Call extension 603.		
B	☐ Similar sound/Sam word ☐Incorrect	A: She's a famous chef.	B	☐ Similar sound/Sam word ☐Incorrect	B:		
©	☐ Similar sound/Sam word ☐Incorrect	B: Ied the	©	☐ Similar sound/Sam word ☐Incorrect	A: Seven euros each.		
	13-5 (<u>information</u>	n question)		14-3 (<u>informatio</u>	on question)		
	A: Where can I drop of	ff my rental car?	B: _	do we	s?		
A	☐ Similar sound/Sam word ☐Incorrect	B: the street.	A	☐ Similar sound/Sam word ☐Incorrect	A: The Jefferson Corporation.		
B	☐ Similar sound/Sam word ☐Incorrect	A: Eighty-seven dollars.	B	☐ Similar sound/Sam word ☐Incorrect	B: It's on the		
©	☐ Similar sound/Sam word ☐Incorrect	B: By P.M	©	☐ Similar sound/Sam word ☐Incorrect	A: A few times a month.		
	14-5 (<u>information</u>	n question)	15-4 (information question)				
	A: How about seeing a	movie tonight?		B: Whs N	Nary this morning?		
A	☐ Similar sound/Sam word ☐Incorrect	B: Oh, he?	A	☐ Similar sound/Sam word ☐Incorrect	A: It's fine, thanks.		
B	☐ Similar sound/Sam word ☐Incorrect	A: I'd love to.	B	☐ Similar sound/Sam word ☐Incorrect	B: She with a		
©	☐ Similar sound/Sam word ☐Incorrect	B: I toing school.	©	☐ Similar sound/Sam word ☐Incorrect	A: Actually, it's in the evening.		

	15-5 (information question)			16-2 (<u>information question</u>)			
	A: Why are you taking the	certification course?		B:	do you	on the	?
A	☐ Similar sound/Sam word ☐Incorrect	B: Until the of	A	☐ Similar so☐Incorrect	und/Sam word	A: The first	person to arrive.
B	☐ Similar sound/Sam word ☐Incorrect	A: Yes, I did take one.	B	☐ Similar so☐Incorrect	und/Sam word	B:	I think.
©	☐ Similar sound/Sam word ☐Incorrect	B: Because it'sed for a	©	☐ Similar so☐Incorrect	und/Sam word	A: The pov	ver switch is on the
	16-4 (<u>informatio</u> r	n question)			17-3 (<u>informatio</u>	on question)	
A: Why are you throwing out the user's manual?			B:		I you	with the	after?
A	☐ Similar sound/Sam word ☐Incorrect	B: It'singthe week.	A	☐ Similar so☐Incorrect	und/Sam word	A: Sure, I'd	appreciate it.
B	☐ Similar sound/Sam word ☐Incorrect	A: We have a more recent version.	B	☐ Similar so☐Incorrect	und/Sam word	B: They	_ both very
©	☐ Similar sound/Sam word ☐Incorrect	B: No, I it.	©	☐ Similar so☐Incorrect	und/Sam word	A: Don't me	ention it.
	18-2 (information	n question)					
A: \	Why isn't Conference Room C b	peing used for the seminar?					
A	☐ Similar sound/Sam word ☐Incorrect	B: Until					
B	☐ Similar sound/Sam word ☐Incorrect	A: Because it's being painted.					
©	☐ Similar sound/Sam word ☐Incorrect	B: A					

Part 5 (51%)

4_3 Until the telephone system is repaired, callers may		4_5 entering the aircraft, passengers must present a boarding pass		
experience dela	ys of ten minutes or	to the gate attendant	t.	
(A) length	® lengthily	A Before		
© longest	① longer	© Whereas	① Between	
5_3 Hanti Food Corpora	ation's overall production costs rose	6_3 its electronic publis	shing division lost money last year,	
the price of suga	ar and other staple ingredients increased.	Gwangmyeong Press	expects it to earn a profit this year.	
(A) because	® so that	(A) Although	As soon as	
© in order that	① until	© When	① Owing to	
7_5 The community fur	nd-raiser was a great success Anna	8_2 its lack of a large conference center, Stone City is a good choice		
Borovsky and M	artin Lawson, the organizers of the	of location for the Fe	derated Freelancers' yearly meeting.	
event.				
			® In spite of	
© thanks to	① given that	© Rather than	No sooner than	
9_2 Many community r	nembers attended the fund-raising event	14_3 We thank the sales team for successfully the capabilities of the		
the Mag	istra Banquet Hall.	new ISW400 sedan a	t the Lakeview Auto Convention.	
(A) at	® to	(A) informing	® continuing	
© upon	$^{ ext{ iny D}}$ during	© demonstrating	① spending	

14_4 According to the agree	ement, an to the deadline must	15_1 After fifteen years serving in various positions at Iro International,		
be approved by both	parties in advance.	Mr. Daud was	to the company's board of directors.	
(A) extension		A prepared	® started	
© application	① instruction	© decided	① named	
16_1 New safety regulations	s for motorboats will be rigorously	17_2 The Paulson Comp	any is now hiring for several job openings	
throughout the	e summer season.	in its sales divisio	on.	
(A) concerned	® enforced	(A) new	® late	
© convinced	① intended	© young	① plain	
18_2 It is important for com	panies to offer professional	18_5 Chinese carmaker	Zhang Autos has reported an in sales, with	
development opport	unities in order to retain qualified	higher profits in I	both Africa and South America this quarter.	
(A) prices	® hours	(A) increase	® altitude	
© business	① staff	© obligation	① expense	
19_2 Because adverse weat	her is expected, the store manager has	20_1 The legal departme	ent has finished its review of company	
decided to postpone t	he grand opening	policies and expe	ects to finalize a proposal for changes tomorrow.	
(A) design	® department	(A) slightly	® frequently	
© celebration	${\mathbb D}$ community	© nearly	$^{ ext{ iny D}}$ continually	
20_5 Customers are asked to	o include a product reference number			
when a compl	aint.			
(A) submitting	® claiming			
© requesting	① holding			

Part 6 (24%)

Questions 6-9 refer to the following letter.

10 October

Ms. Liza Lindner

High Point Restaurant Group

423 Amberth Street

Cape Town

8001

Dear Ms. Lindner:

I am pleased to recommend Beno Johnson for the position of assistant restaurant manager with High Point Restaurant Group. I met Beno two years ago when I became his supervisor at the Sherwin Café. He ---6.--- here while completing his university degree in hospitality management.

Of all my employees, Beno is the ---7.---. He is an excellent server, and he is keen to learn as much as he can about restaurant management. ---8.---, he played a key role in the planning of several large banquets here at the Sherwin recently. In addition, he has arranged regular meetings with me to talk about my own restaurant management experience. ---9.---. If there were an opening for an assistant manager here, I would hire him immediately.

Sincerely,

Nicholas Carson-Bayles, Restaurant Manager

The Sherwin Cafe

- 6. A could work
 - will be working
 - © has been working
 - ① might have worked
- 8. (A) If so
 - For example
 - © However
 - Nevertheless
- 9. A He consistently asks insightful questions about the industry.
 - ® Rather, I believe it is important to provide a formal recommendation.
 - © A career in restaurant management can be demanding at times.
 - D We now have fully equipped banquet facilities.

- 7. A reliable
- B reliably
- © more reliably
- (I) most reliable

Questions 6-9 refer to the following announcement.

Techlane Superstore is ---6.--- to announce the grand opening of our new location at 230 Willow Drive, Berkshire, on 1 August. ---7.--- this special event, prices on everything, including printers, tables, and digital cameras, will be reduced by up to 50%. ---8.---. You'll not only love the savings, you'll also be impressed by the high level of ---9.--- we offer. Techlane's team of knowledgeable and friendly employees are available to provide expert assistance with all you technology needs. We look forward to seeing you soon!

6. (A) pleasing	8. (A) Be sure to mark your calendar to take advantage of these
® pleased	great deals.
© pleases	When your product shows any of these signs, contact
① pleasure	customer service.
	© Consult your device's instruction manual for further details.
	We appreciate your interest in our company.
7. (A) Celebration	9. A safety
® In celebration of	® design
© Celebrated	© service
Having celebrated	① precision

1. Vocabulary Review:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

(a) mastermind	(b) mistake	(c) operation	(d) overview	(e) paperwork	(f) progress	(g) proposal	(h) renewal
(i) reproduce	(j) respond	(k) revise	(I) revision	(m) rush	(n) sign	(o) submit	(p) subsequent to
(q) summarize	(r) summary	(s) template	(t) tight				

2. Part 2(Question and Response)

題型 2 Yes/No Questions: (A) 一般是非問句(Page 64)

風型 Z les/No Questions. (A)	放走护问可(Fage 04)
注意:	

1. 問句語調上揚為 Yes/No 問題的獨有特色。

2. Yes/No 問題不一定以 Yes/No 回答(亦即 Yes/No 二字可被省略), 但以 Yes/No 開頭的答案選項一般只能對應 Yes/No 問題。

Q: Have you seen my cell phone?

A: 肯定句: Yes, It's near the printer.

否定句: No, I have no idea where it could be.

Q: Where could I buy a jacket like that?

A: (C) In a department store.

問句以 Wh-開頭, 並非 Yes/No question, 因此選項(A)和(B)以

Yes/No 開頭, 皆不會是正確答案。

- 以助動詞(Can, Do/Does, Will, Have, Should, Can't 等)開頭

常見的提問類型	例句	可能的回答
	1. Can you go shopping for me? (可以幫我去買東西	肯定的回答:
	嗎?)	針對 1-2 個問句
	2. Could you go shopping for me?(有禮貌的問法: 可以	Sure./Certainly./Of course. (當然。)
	請你幫我去買東西嗎?)	All right. /OK. (好。)
· 禮貌請求	3. Would you mind going shopping for me? (更有禮貌	針對第3個問句
包含化码水	的問法: 介不介意幫我去買東西呢?)	No problem.(沒問題。)
		Not at all. (一點也不會。)
		否定的回答:
		Sorry, but I'm busy now.(對不起,我現在很忙。)
		I'm afraid I can't. (我恐怕無法幫忙。)
	4. Can I open the window?	肯定的回答:
	5. May I open the window?	針對第 4-5 個問句
	6. Do you mind if I open the window?	Sure.(當然。)
	(我可以開窗戶嗎?)	Please go ahead.(請開。)
		針對第6個問句
徵求允許		Of course not.(當然不介意。)
		否定的回答:
		針對第 4-5 個問句
		I'd rather you didn't. (希望你别開。)
		針對第6個問句
		I'm afraid I do. (真抱歉,請別打開。)
提出建議	Can I carry your bag?(要我幫你提袋子嗎?)	肯定的回答:

Lesson 7 - Part 2-YesNo Question(61-64),Part 5,6-文法題(情境助動詞, 頻率副詞, 關係詞, 分詞構句)(170-171,175-176) for Student A

	Would you like a ride to the station? (需要載你到車站	Thank you. (謝謝。)
	去嗎?)	That'd be great (太棒了。)
		否定的回答:
		Thanks, but I can manage. (謝謝, 我自己來就好了。)
	Shall we have lunch?	肯定的回答:
	Why don't we have lunch?	That's a good idea. (真是個好提議!)
	How about having lunch?	I'd love to. (樂意之至。)
	Let's have lunch.	否定的回答:
	(一起去吃午餐吧?)	I'm afraid I can't.(真抱歉,我不能去。)
	Would you like to come to the party tonight? (今晚想不	肯定的回答:
) 詢問意願	想來參加舞會?)	I'd love to.(樂意之至。)
1		否定的回答:
		Sorry. I have to go straight home. (抱歉, 我必須趕回家。)

- 以 be 動詞(Is, Are, Were, Isn't 等)開頭

Aren't there any aisle seats available? (B) Unfortunately, they are all taken.

Page 64: 1 2 3 4 5 9 9 10

題型 2 Yes/No Questions: (B) 間接問句

- Could you tell me where you bought that smartphone? (A) From the mall next to the library.

說明: 問句語調上揚是 Yes/No Questions「是非問句」的獨有特色。而「是非問句」中夾雜 Wh-疑問詞時, 即為「間接問句」, 語調同樣是上揚的。遇到這種題型, 要注意聽中間的 Wh-疑問詞為何。

Lesson 7 - Part 2-YesNo Question(61-64),Part 5,6-文法題(情境助動詞, 頻率副詞, 關係詞, 分詞構句)(170-171,175-176) for Student A

Do you know/ May I ask	Q: Can you tell me how to get to city hall?
Can/Could you (please) tell me + 5W1H 疑問詞	A: Sure. Go straight on First Avenue for five minutes, and you'll see
Can/Could you show me	it.
Do you think/know	Q: Did you think that Roy would be the employee of the month?
+	A: Not really. He seems like a pretty average worker.
Are you sure if	Q: Do you know if the bus stops here?
	A: Sorry, I'm just visiting the area, so I don't know.

補充-間接問句:1[___]2[___]3[___]

題型 2 Yes/No Questions: (C) 附加問句和否定問句

- You aren't busy now, are you? (C) No. What can I do for you?

說明:題目看似直述句開頭,但最後語週上揚,為 Yes/No questions 的獨有特色,故可知其為隱藏式的 Yes/No 問句,回應亦可以 Yes/No 來回答。

附加問句一般句型為:

主要子句	附加問句
S.+V.,	be 動詞/助動詞+(not)+代名詞?

注意: 1. 附加問句與主要子句的(助)動詞須一致。主要子句為一般動詞時,附加問句要用助動詞 do, does, did 來表示。	
Q: Tim works out every weekend, doesn't he? Q: You just got back from Japan, didn't you?	
A: I think so. Exercise is important to him. A: Right. I came back last night.	
注意: 2. 否定的附加問句通常以縮寫表示。	
注意: 3. 附加問句回應可以 Yes/No 回答, 但同「一般是非問句」, Yes/No 二字亦可被省略。	

附加問句(下表中例句 1, 2)是在確認或尋求對方同意的問句;而否定問句(例句 3 則是用以確認對方同意或是表示驚訝之意。)

	例句	中文翻譯
附加問句	1. The bus is coming soon, isn't it?	公車馬上就會來了,不是嗎? (期待公車馬上到,尋求確定。)
	2. The bus isn't coming soon, is it?	公車不會馬上來,是吧?(推測公車不會馬上就到,尋求確定。)
否定問句	3. Isn't the bus coming soon?	公車不會馬上來嗎? (對於公車不會馬上到表示驚訝。)

[應答提醒]

對於附加問句或否定句,不單以 Yes/No 回答,通常會附加其他語句來表達完整的語意;還有些時候會省略掉 Yes/No,直接說明語意。

1~3 的答句範例	中文翻譯
(省略 Yes) It should be here shortly.	(是的) 應該馬上就會來了。
(省略 No) It's not coming for another 20 minutes.	(不) 還要 20 分鐘。

補充-附加問句和否定句:1[]2[]3[]4[]

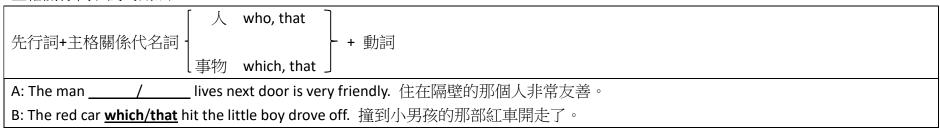
3. Part 5,6 -文法題: **(P170-171, 175-176)**

文法重點 5:關係詞

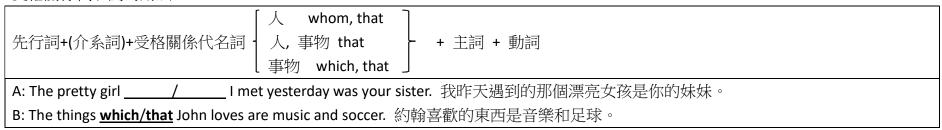
關係代名詞

	主格	受格	所有格
人	who/(that)	whom/(that)	whose
事物	which/(that)	which/(that)	whose(今較常用)
			of which(今較少用)
人,事物	that	that	x

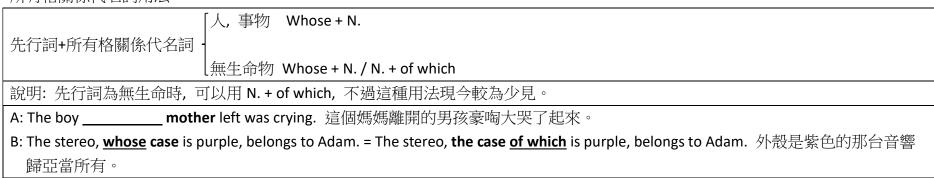
主格關係代名詞的用法



受格關係代名詞的用法



所有格關係代名詞用法



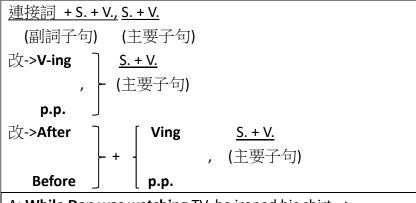
關係副詞

when	A: Three-thirty is usually the time the mailman delivers the mail. 三點半通常是郵差送信件的時間。	
where	B: The restaurant <u>where</u> we were supposed to meet was closed. 我人門本應該要碰面的餐廳關門了。	
why	A: There can only be one champion, and that is (the reason) competition is so intense. 只能有一名冠軍,而那就是	
	競爭如此激烈的原因。	
how	B: Mothers know <u>how</u> to discipline their children. 媽媽知道管教小孩最好的方法。	

複合關係詞(wh-ever)

複合關係代名詞: whoever, whiche	ver, whomever, whatever
A: The prize will be given to	solves the puzzle first. 這個獎項將頒給任何最先解決難題的人。
B: The little boy did $\underline{\text{whatever}}$ his ol	der sister told him to do. 這個小男孩會做他姊姊要他做的任何事。
複合關係形容詞: whichever, whate	ever
A: I think you will be happy with	book you choose. 我想你會滿意你挑選的任何一本書。
B: Train, boat, plane, bike – I'll take	whatever vehicle is available to get me there. 火車, 船隻, 飛機, 機車 – 我會搭乘任何可以讓我到那
裡的交通工具。	
複合關係副詞: whenever, whereve	r, however
A: We will be leaving	_the rest of the group shows up. 這個團體裡的其他人一到我們就會出發。
B: You can organize the party howe	<u>ver</u> you want to. 你可以用你喜歡的方式來規劃派對。

文法重點 6:分詞構句



構成原則:

- 1. 表時間,條件,讓步,原因的副詞子句,主詞與主要子句相同時, 將副詞子句中的主詞省略。
- 2. 把動詞改為分詞: 表主動時用現在分詞; 表被動時用過去分詞。
- 3. 不會造成語意混淆時可省略連接詞。
- 4. 分詞構句中的動詞為 being 時常省略。
- A: While Dan was watching TV, he ironed his shirt. -> ______ TV, Dan ironed his shirt. 丹一面看電視, 一面燙襯衫。
- B: **After it was taken** out of its box, the dog ran around the room. -> <u>Taken</u> out of its box, the dog ran around the room. 這隻狗在被放出籠子後, 在房間裡跑來跑去。
- A: Since we have no money, we can't buy a new car. -> _____ no money, we can't buy a new car. 因為我們沒有錢,所以無法買新車。
- B: **Before he cleaned** his room, Johnny washed his dirty clothes. -> **Before <u>cleaning</u>** his room, Johnny washed his dirty clothes. 強尼在打掃房間之前, 先洗了他的髒衣服。
- A: **Because she was** late for work, Karen skipped breakfast. -> _____ late for work, Karen skipped breakfast. 凱倫因為上班遲到所以沒吃早餐。

對等子句簡化為分詞構句

B: I walked through the room, **and (I) picked up** all the trash. -> I walked through the room, **picking up** all the trash.我走過整個房間,撿起所有的垃圾。

獨立分詞構句

獨立分詞構句是指前後主詞不同時, 省略連接詞並將其中一個動詞改為分詞的情形。

<u>連接詞</u> + S1 + V. , S2 + V.	主詞不同時:
改-> S1 + V-ing/(being) + p.p., S2 + V.	1. 兩個主詞都保留
S1 + V., and S2 + V.	2. 省略連接詞
改-> S1 + V., S2 + V-ing	3. 將之後的動詞改為分詞
A: Since his job was at risk, Steven decided to take a taxi so as not to be	e late again> His job at risk, Steven decided to take a taxi so
as not to be late again. 由於飯碗快保不住了, 史帝夫決定搭計程	車才不會又遲到。
B: Because it was a rainy day, people took cars and buses to work instead	ad of walking> it being a rainy day, people took cars and buses to
work instead of walking. 因為是下雨天,所以大家都開車或搭公車	1, 而不是走路去上班。
A: Because the baseball game was canceled, we went to see a movie in	stead> The baseball game () canceled, we went to see a
movie instead. 因為棒球賽取消了,我們改去看電影。	
B: The man shouted, and his eyes were blazing with anger> The man	shouted, his eyes <u>blazing</u> with anger. 那個男人大聲喊叫, 並且目露
兇光。	
A: She sang the sad song, and her eyes filled with tears> She sang the	e sad song, her eyes with tears. 她唱著悲傷的歌曲, 眼
泛著淚水。	
P170-171: \$\Bigcap 1 \bigcap 2 \bigcap 3 \bigcap 4 \bigcap 5 \bigcap 6 \bigcap 7 \bigcap 8 \bigcap 5]9[]□10[]
P175-176: \$\Bigcap 1 \bigcap 2 \bigcap 3 \bigcap 4 \bigcap 5 \bigcap 6 \bigcap 7 \bigcap 8 \bigcap 0	J9 <u> </u>

Vocabulary – Business Meeting (1)

Student A: Could you please ask Mr. Griffin if he sees any problems that we'll need to address right away?
Student B: Jess Bronsky is putting together the for the meeting and will notify you soon of the time and place.
Student A: They announced a contract with Yoon Corporation to develop a new software program.
Student B: We've made to use the parking area at the sports field behind the factory.
Student A: I still won't be able to <u>attend</u> , so don't change your plans for me.
Student B: While they were being trained, the new employees remained fully
Student A: <u>Audience</u> members will order cooking products.
Student B: The staff about additional ideas for experiments that visitors could participate in.
Student A: They will be able to take a longer lunch <u>break</u> .
Student B: It is usually most effective to a meeting agenda to the attendees in advance.
Student A: Employees meet regularly to come up with new product ideas.
Student B: Hasn't George on our proposal yet?
Student A: After days of discussion on the matter, the directors were able to reach a consensus .
Student B: Star Company say the search for the next president is underway.
Student A: The guest speaker <u>highlighted</u> some ideas for successfully introducing change in the workplace.
Student B: The purpose of the meeting on October 20 is to new employees of their job benefits.
Student A: Ms. McGregor is a good <u>instructor</u> .
Student B: Insurance specialists at this company receive two months of training before they begin working with clients.
Student A: Who's been selected to <u>lead</u> the design team?
Student B: participants in the Mumbai Business Seminars must pay a small fee to cover the cost of and supplies.