

0. Exercise: **Part 2 (30%)**

2-3 (information question)			2-5 (information question)		
A: Who signed the letter?			B: Wh_____ is your r_____ t d___e?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: In the c_____t.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I'll have another.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: A couple of times.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: S_____n p_____s.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Ms. Jin d___d.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Next Thursday.
3-6 (information question)			5-3 (information question)		
A: What was in that large package?			B: W_____ 's the b_____t w___y to get to the a_____t?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: It a_____ed last week, I think.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I'd take the train.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I found it in the hall.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Yes, it's v_____y g_____d.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: The d___k I _____s that I o_____ed.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Next to the telephone.
5-7 (information question)			6-5 (information question)		
A: When will the article be published?			B: Wh_____ will be the f_____t s_____r?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: On the W___b s_____e.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Let me check the program.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: For a few months.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: A___y t_____e will be ok.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: After it's b___n e_____ed.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Could I have a second one?

7-3 (information question)			7-4 (information question)		
A: When will the new film series be released?			B: W_____ 'll be l_____ ing the m_____ ing d_____ t?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: On M_____ ch t_____ y-s_____ d.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Reina will be in charge of it.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: It's the third one.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I've b_____ n r_____ ing it.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: The Eastside C_____ a.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: A television advertisement.
7-5 (information question)			9-6 (information question)		
A: What's the weather forecast like for this afternoon?			B: Wh_____ should I do if I m___ s a t_____ ing s_____ n?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: That s_____ s g_____ t.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: The topic was interesting.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Sales will increase.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: It s_____ ed last w____ k.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: It's s_____ ed to be s_____ y.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Speak to the instructor.
9-7 (information question)			10-3 (information question)		
A: Who's responsible for authorizing credit card purchases?			B: Wh_____ will the next i_____ e of the m_____ e be p_____ ed?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I _____ 't it the m_____ r?.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: In the headlines.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Not if you use cash.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: U_____, it's been d_____ ed.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Only for o____ e s_____ s.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Just on the Internet.

11-4 (information question)			13-4 (information question)		
A: Which road leads to the park headquarters?			B: Wh_____ should I r_____ n to the h_____ h c_____ c?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I _____ e the t _____ t o _____ e.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: On Friday.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: The one on the left.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: We're on A _____ s S _____ t.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: In the small p _____ ing a _____ a.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No, not usually.
14-2 (information question)			16-3 (information question)		
A: What classes does the gym offer on Wednesdays?			B: Wh _____ will h _____ d the i _____ w c _____ e?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Sonia is the b _____ t t _____ r.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: The interview went very well, thank you.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Yoga and aerobics.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Ms. Alton will be in c _____ e.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: It's a g _____ d o _____ r.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Next Tuesday at the latest.
17-4 (information question)			17-5 (information question)		
A: What did you have for dinner yesterday?			B: Wh _____ will you have this book b _____ k in s _____ k?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: H _____ w about I _____ h i _____ d?	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I'll be back later.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Italian food would be great.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I can a _____ k my s _____ r.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I had a big s _____ d.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Yes, I think so.

19-4 (information question)			19-5 (information question)		
A: Which bus can I take to the airport?			B: Wh_____ will be l_____ing the s_____y t_____ing?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: The t_____n will get you t_____e f_____r.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I'll check and let you know.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: A six-dollar fare.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: He's already r_____d it.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: T_____e q_____s of an h_____r.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I don't have one.

Part 5 (46%)

1_2 Staff who need to replace ----- equipment must submit an upgrade request form. Ⓐ them Ⓑ their Ⓒ themselves Ⓓ theirs	文法題
2_2 Updates to the client accounts database are scheduled to begin ----- 5:00 P.M. Ⓐ against Ⓑ above Ⓒ after Ⓓ along	連接詞, 介系詞

2_3 Holloway Department Store will both expand its women's clothing line ----- introduce a children's line. ① but ② nor ③ or ④ and	連接詞, 介系詞
2_5 The maintenance supplies for Building B are kept in room 132, ----- the security desk. ① except for ② among ③ next to ④ down	連接詞, 介系詞
3_3 Here at Cabot Steel Company, we believe that a job applicant's work history is ----- important as his or her education. ① like ② much ③ as ④ less	連接詞, 介系詞
4_2 For his contributions to the information technology team ---- the past year, Mr. Soto has received an award. ① below ② throughout ③ opposite ④ without	連接詞, 介系詞
7_1 Reviews posted on the Manipur Footwear Web site, especially ----- relating to product quality, have grown more positive. ① few ② another ③ those ④ anyone	文法題

<p>8_1 Due to her strong ----- in tax law, Ms. Sakai was a natural choice to lead Celina Legal Associates.</p> <p>Ⓐ summit Ⓑ opposition Ⓒ evidence Ⓓ background</p>	單字片語題
<p>8_3 According to a recent consumer survey, furniture purchases are influenced by such ----- as store layout, helpfulness of staff, and special sales.</p> <p>Ⓐ variables Ⓑ collections Ⓒ versions Ⓓ commitments</p>	單字片語題
<p>8_5 In a carefully worded statement, Tae-Hyun Bak ---- his reasons for withdrawing his name from consideration in the search for a new Coult-Ross CEO.</p> <p>Ⓐ outlined Ⓑ detected Ⓒ familiarized Ⓓ achieved</p>	單字片語題
<p>9_4 This coupon is valid on your next ----- of € 20 or more from Dunmore Markets.</p> <p>Ⓐ purchase Ⓑ decision Ⓒ budget Ⓓ task</p>	單字片語題
<p>9_5 Ms. Dosch collects the interoffice mail in the morning and distributes ----- by 4:00 P.M.</p> <p>Ⓐ it Ⓑ him Ⓒ whose Ⓓ which</p>	文法題

<p>10_2 Be sure to measure all rooms ----- before ordering the hardwood flooring.</p> <p>Ⓐ extremely Ⓑ nearly Ⓒ justly Ⓓ carefully</p>	單字片語題
<p>10_5 To receive a refund from Tilsky Hardware, you must indicate the ----- for returning the item.</p> <p>Ⓐ profit Ⓑ reason Ⓒ quality Ⓓ chance</p>	單字片語題
<p>11_2 Volunteers from the Thousand Trees initiative will plant numerous seedlings along Winston Road in the ----- year.</p> <p>Ⓐ likely Ⓑ famous Ⓒ coming Ⓓ consulted</p>	單字片語題
<p>11_4 The negotiation with Tien Construction will continue --- until a final contract is approved.</p> <p>Ⓐ lately Ⓑ actively Ⓒ recently Ⓓ costly</p>	單字片語題
<p>12_1 In an ----- to ensure on-time departures, Oakdell City Transit now requires all passengers to purchase tickets before boarding buses.</p> <p>Ⓐ element Ⓑ attendance Ⓒ assistance Ⓓ effort</p>	單字片語題

<p>12_5 Jin Cho should be promoted to the position of executive chef based on his ----- culinary skills and professional accomplishments.</p> <p>Ⓐ limited Ⓑ flavored Ⓒ advanced Ⓓ trained</p>	單字片語題
<p>13_1 ----- who wish to participate in the seminar offered by XMT Consulting must register by Wednesday at 5:00 P.M.</p> <p>Ⓐ Those Ⓑ Them Ⓒ Themselves Ⓓ Theirs</p>	文法題
<p>14_2 Formerly employed by Change Architectural, Inc., Jennifer Park started ----- architecture firm last year.</p> <p>Ⓐ she Ⓑ hers Ⓒ her own Ⓓ herself</p>	文法題
<p>17_1 After ----- finished reviewing the data, Mr.Tafferty made some recommendations for improvement.</p> <p>Ⓐ him Ⓑ his Ⓒ he Ⓓ himself</p>	文法題
<p>18_1 ----- employees should attend the safety training meeting this afternoon.</p> <p>Ⓐ Part Ⓑ All Ⓒ Total Ⓓ Every</p>	文法題

<p>18_4 Applicants for the supervisor position at Velton Corporation must send a list of ----- references before Friday.</p> <p>Ⓐ theirs Ⓑ they</p> <p>Ⓒ them Ⓓ their</p>	文法題
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Part 6 (24%)

Questions 6-9 refer to the following invitation.	
<p>You are invited to Wilson Associates' third annual company picnic. The event ---6.--- to take place on June 12 from 12:30 P.M. to 4:30 P.M. at Baker Field. ---7.--- should consider contributing an item to be used during the sports activities. This donation can be for croquet, badminton, lawn bowling, or similar type of activity. In addition to games, you can enjoy delicious food throughout the afternoon. ---8.---. Please notify a manager if you have special dietary needs ---9.--- we can accommodate you. We look forward to seeing you on June 12!</p>	
<p>6. Ⓐ to schedule</p> <p>Ⓑ was to be scheduled</p> <p>Ⓒ has been scheduling</p> <p>Ⓓ is scheduled</p>	<p>8. Ⓐ Volunteers should report to the venue at noon.</p> <p>Ⓑ All the food will be supplied by Tambara Caterers.</p> <p>Ⓒ Wilson Associates donates to charities annually.</p> <p>Ⓓ Thanks for responding to the invitation so quickly.</p>
<p>7. Ⓐ Everyone</p> <p>Ⓑ Another</p> <p>Ⓒ Those</p> <p>Ⓓ Others</p>	<p>9. Ⓐ whenever</p> <p>Ⓑ as much as.</p> <p>Ⓒ so that</p> <p>Ⓓ however</p>

Questions 6-9 refer to the following hospital discharge card.	
<p>Thank you for choosing Greenville Community Hospital for your ---6.--- medical needs. We strive to provide you with the best possible ---7.---. It was ---8.--- pleasure to serve you.</p> <p>You may receive a survey in the mail. There are a number of questions to be rated on a 1-5 scale, from very poor to very good. This survey is very important to us. ---9.---.</p> <p>If you have any questions or comments, please contact the Director of Patient Relations at 555-0152.</p>	
6. ① latter ② ahead ③ early ④ recent	8. ① our ② your ③ their ④ his
7. ① memory ② care ③ opinion ④ opportunity	9. ① We use the results to improve our service. ② The hospital is the best in the region. ③ We have doctors with high qualifications ④ New procedures are available at our facility.

1. Vocabulary Review:

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

(a) achievement	(b) attachment	(c) collaborate	(d) contribute	(e) contribution	(f) deadline	(g) diverse	(h) document
(i) documentation	(j) draft	(k) duplication	(l) encourage	(m) exceptional	(n) extend	(o) finalize	(p) hand
(q) imperative	(r) implement	(s) insufficient	(t) letterhead				

2. Part 2(Question and Response)

題型 1 Wh-Questions: (D) Where 問「地點」(P.52)

- 回答某地點或場所

Where are you off to? (B) I'm on my way to the office.

國家或城市	建築物	公共場所
- in the United States (America) 美國 - in the United Kingdom (English) 英國 - in France 法國 - in Seoul 首爾 - in Bangkok 曼谷 - in Toronto 多倫多	- in the (main) office 在辦公室裡 - in the factory/warehouse 在工廠/倉庫	- in the park 在公園裡 - at the museum/gallery 在博物館/美術館 - in the hotel lobby 在飯店大廳 - outside the main entrance 在主要入口的外面
商家店面	家具	置物容器或器具
- at the mall downtown 在市中心的購物中心 - at the new store next to city hall 在市政廳旁新開的那家店	- on the desk/chair/sofa/couch 在桌子/椅子/沙發上 - in the cabinet/cupboard 在櫃子裡	- in the pocket 在口袋裡 - in the container 在保鮮盒/罐子裡 - in the backpack/handbag 在包包裡 - in the briefcase/suitcase 在公事包/行李箱裡

其他		
- over there 在那邊 - right here 就在這裡 - down the hall 走廊那頭 - on the second floor 在二樓 - (to) my home address 送到我家		

- 以組織名稱, 部門單位, 出處或人名等來回答

Where have you been for the last two hours? (C) Meeting with our boss, Mr. Turner

Where did you learn about this position? From a headhunter.

Where do I turn in my time sheet each month? Give it to the HR department.

- 以不知道或不確定來回應

Where is the conference being held? (B) They haven't decided where to have it.

Page 52: 1[]2[]3[]4[]5[]6[]7[]8[]9[]10[]

題型 1 Wh-Questions: (E) Why 問「原因」(P.56)

- 問原因

Why didn't you book the flight in advance? (B) Sorry. I forgot about it.

- 表提議

Why don't you have some coffee while waiting for the results? (C) OK. That's very nice of you.

Page 56: 1[]2[]3[]4[]5[]6[]7[]8[]9[]10[]

題型 1 Wh-Questions: (F) How 問「方法, 情境, 狀態或程度」(P.60)

- How+助動詞

How do I turn off the stereo? (B) Let me show you.

- How + 形容詞/副詞

How often do you usually cook? (C) Once or twice a week.

「How+形容詞/副詞」的常見用法:			
- How many	多少個	->	回答: 數量(可數)
- How much	多少錢	->	回答: 金額數字(不可數)
- How often	多常(頻率)	->	回答: 頻率副詞
- How long	多長(可指時間或長度長短)	->	回答: 時間或長度
- How far	多遠	->	回答: 距離或花費的時間
- How soon	多快	->	回答: 時間長短或時間點
- How old	幾歲	->	回答: 年齡
-How good/well/bad	多好多壞(問程度)	->	回答: 程度

- How about + Ving

How about visiting Jack while we're in town? (A) That sounds like a good idea.

How about + Ving 句型可能的回應包羅萬象, 但主要不外乎接受與不接受提議兩種:	
接受開頭句	不接受開頭句
Sure.	Sorry.
All right.	I'd like/love to, but...
OK.	I'm afraid...
No problem.	
Thanks.	
<p>注意: 1. 然而上述表接受不接受的開頭句是可以省略的, 使得答案可能較難一下就判斷出來。須注意緊接的動詞意思及句中提議內容為何, 才能選出適當的回應。</p> <p>2. 多益中的拒絕答案通常都是婉拒型, 也就是有理由的拒絕, 不太可能有提到純粹不願意或不想接受的答案, 因為這樣被視為不禮貌(rude and impolite)。因此答案通常不會是:No./I don't want to./I hate.../I'm not interested...等表示強烈不喜歡提議的回答。</p>	

3. Part 5,6 –文法題:

文法重點 4:形容詞比較級(P149-152,172-174)

同等比較

S. + V. + as + adj./adv. + as	和.....一樣..... 說明:這個句型是同等比較用法, 表示比較的兩個人事物在某方面的程度相等
<p>A: Although Will eats a lot, he is still as thin as a pole. 雖然威爾吃很多, 他仍然跟竿子一樣瘦。</p> <p>B: Hotels in the city can cost as _____ as \$500 per night. 該市市區的飯店一晚可以開價高達五百美元。</p>	

形容詞的比較級與最高級

<p>A+ be 動詞+ $\left[\begin{array}{l} \text{-er 比較級} \\ \text{more/less + adj.} \end{array} \right] + \text{than} + \text{B}$</p> <p>A+ V. + (O.)+ $\left[\begin{array}{l} \text{-er 比較級} \\ \text{more/less+adv.} \end{array} \right] + \text{than} + \text{B}$</p>	A 比 B.....
<p>S. + be 動詞+ the $\left[\begin{array}{l} \text{more + adj.} \\ \text{less} \end{array} \right] + \text{of the two}$</p>	<p>兩個之中比較.....的那一個</p> <p>說明:一般而言, 比較級之前不須加冠詞 the, 但如要表示「兩者中較....的那一個」, 則須加 the 以表示特定。</p>
<p>A: Watermelons are sweeter than lemons (are). 西瓜比檸檬甜。</p> <p>B: Susan walks _____ than Lisa (does) 蘇珊走路比麗莎慢。</p> <p>A: Sam is the more intelligent of the two. 山姆是兩個男孩之中比較聰明的那一個。</p>	

much/even/still/far/a lot/倍數/單位詞 + 比較級+than
B: He plays basketball _____ than I (do). 他籃球打得比我好多了。
A: He studies far less diligently than I (do). 我念書比他勤奮地多。
B: Gary's new home is _____ than mine. 蓋瑞的新家是我房子的四倍大。

the + 比較級+ S. + V..., the+比較級+S.+V.	越.....就越..... 慣用語: the sooner, the better(越快越好) the more, the merrier(越多越好)
A: The more you read, the more you will know about the world.你的書越多, 就越了解這個世界。	

P149: ☐a1[] ☐b2[] ☐a3[] ☐b4[] ☐c5[] ☐a6[] ☐c7[] ☐b8[] ☐c9[] ☐a10[]

比較級+and+比較級	越來越...
B: The air in the city is getting _____ and _____. 城市裡的空氣越來越髒了。	
P151: <input type="checkbox"/> c1[] <input type="checkbox"/> c2[] <input type="checkbox"/> b3[] <input type="checkbox"/> a4[] <input type="checkbox"/> b5[] <input type="checkbox"/> c6[] <input type="checkbox"/> a7[] <input type="checkbox"/> c8[] <input type="checkbox"/> a9[] <input type="checkbox"/> c10[]	

S. + V. + 副詞最高級	+ { of the three/four/five.... of all... in + 範圍, 團體
S. + be 動詞+形容詞最高級	
A: She behaved <u>the least politely</u> of all the children. 在所有孩子之中, 她的表現是最不禮貌的。	
B: Susan is _____ in her class. 蘇珊是她班上最美的。	
P173: <input type="checkbox"/> b1[<input type="checkbox"/> a2[<input type="checkbox"/> c3[<input type="checkbox"/> c4[<input type="checkbox"/> a5[<input type="checkbox"/> b6[<input type="checkbox"/> b7[<input type="checkbox"/> a8[<input type="checkbox"/> b9[<input type="checkbox"/> b10[]	

the last + N. + that + S. + V.	最不可能.....
A: She is the last woman that I want to talk with. 我最不想跟她說話。	

Vocabulary – Paper Work (2)

Student A: Robert Kim is the mastermind behind the company's successful marketing strategy.

Student B: Yes, the last page has five _____.

Student A: Mr. Kim manages the daily operations of the lab as well as supervises the 15 scientists who work there.

Student B: The initial two-day class will give you an _____ of marketing basics.

Student A: I'll arrange for you to fill out the paperwork with one of our account representatives.

Student B: Because you've become so familiar with the project, I'd like you to supervise the _____ in the technical area.

Student A: The board of directors asked for the budget proposal for next year.

Student B: Current cardholders should apply for _____ by March 31.

Student A: Would it be possible to obtain a copy of your speech and reproduce 20 copies for our internal use only?

Student B: I'm sorry I didn't _____ to your e-mail earlier.

Student A: Where should I send the revised version of the contract?

Student B: I had Jade in accounting check the figures on Monday, so I can send the _____ over to you this afternoon.

Student A: This sales report was rushed and many errors were made.

Student B: Could you please _____ the form and return it to me along with a revised construction schedule?

Student A: When can you submit the report to Mr. Chang?

Student B: _____ to approval of the budget, the marketing team started to create a new advertisement.

Student A: This report summarizes the results obtained during the initial survey.

Student B: As you can see from your _____ sheet, we received 14 responses.

Student A: The print advertising templates for the Vectra small-appliance line have been completed.

Student B: The schedule is rather _____.