

5. We are looking forward to hearing presentations and participating in seminars.

6. I put everyone's name and their job on a piece of paper and posted it on our company's website.

7. She's thirsty and wants some water.

8. She's reading a travel guide to find some places to visit.

9. He's looking for a space large enough for his car by the main entrance.

10. We're writing a business plan and getting financial backing before we can open our doors to our customers.

Context

- Ⓜ DIRECTIONS:** You will hear two business announcements. They will not be repeated. Below you will read three questions about each announcement. After you listen to the announcement, answer the questions.

TALK 1 (Questions 1-3)

1. What will be discussed at the meeting?
(A) The budget. (A) (B) (C) (D)
(B) Vacation policy.
(C) Buying new computers.
(D) Firing employees.
2. What is Mrs. Lopez's job?
(A) Trainer. (A) (B) (C) (D)
(B) Copywriter.
(C) Accountant.
(D) Meeting planner.
3. Why isn't Mrs. Lopez at the meeting?
(A) She's on vacation. (A) (B) (C) (D)
(B) She's sick.
(C) She's out of town.
(D) She's on the train.