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**Started on** Sunday, 18 April 2021, 11:35 AM

**State** Finished

**Completed on** Sunday, 18 April 2021, 11:37 AM

**Time taken** 2 mins 7 secs

**Grade** 26 out of 30 (87%)

Question 1

Partially correct

Mark 26 out of 30

## In a office 2

Directions: You will hear some conversations between two people. You will be asked to answer three questions about what the speakers say in each conversation. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The conversations will not be printed in your test book and will be spoken only one time.

Play 0:00 / 12:56

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

- ☒ A. Update some customer accounts ❌
- ☐ B. Help train a new employee
- ☐ C. Attend an information session
- ☐ D. Send a contract to a client

42. What does the man say he learned to do by himself?

- ☐ A. Organize office files
- ☐ B. Lead online seminars
- ☐ C. Reserve meeting rooms
- ☒ D. Use some software ✔️

43. What does the woman suggest that the man review?

- ☒ A. A user's guide ✔️
- ☐ B. A company policy
- ☐ C. A quarterly sales report
- ☐ D. A fee proposal

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44. What does the woman have to decide?

- ☐ A. Whether to increase a project budget

- ☐ B. Whether to accept a new client
- ☒ C. Whether to lead a workshop✓
- ☐ D. Whether to change a workshop date

45. What problem does the woman mention?

- ☐ A. There is an unexpected fee
- ☒ B. There is scheduling conflict✓
- ☐ C. A meeting room is too small
- ☐ D. A speech is too long

46. What does the man offer to do?

- ☐ A. Send out some invitations
- ☐ B. Book a hotel
- ☐ C. Go to a conference
- ☒ D. Check flight availability✓

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47. What does the woman want to do?

- ☐ A. Post some sale signs
- ☒ B. Order some business cards✓
- ☐ C. Advertise some hair products
- ☐ D. View some clothing designs

48. What does the man suggest doing?

- ☐ A. Changing a company name
- ☐ B. Creating a company directory
- ☐ C. Ordering a large quantity
- ☒ D. Using a Web site✓

49. Why does the man recommend that the woman talk to Bill?

- ☒ A. To create a logo ✓
  - ☐ B. To set up an account
  - ☐ C. To obtain product samples
  - ☐ D. To purchase computer software
- 

50. Why is the man calling?

- ☐ A. To recruit a volunteer
- ☐ B. To sell tickets
- ☐ C. To request funding
- ☒ D. To offer a membership ✗

51. What does the woman ask about?

- ☐ A. Whether she has enough experience
- ☒ B. Whether her help is needed ✓
- ☐ C. Whether a location is suitable
- ☐ D. Whether an event will begin on time

52. What does the man suggest the woman do instead?

- ☐ A. Work during another time slot
  - ☐ B. Find additional volunteers
  - ☒ C. Work on a different task ✓
  - ☐ D. Collect donations
- 

53. Why do the speakers want to talk to Mr. Griffin?

- ☐ A. To ask about some lost equipment
- ☐ B. To get a client's address
- ☐ C. To suggest a new product address
- ☒ D. To find out the status of some work ✓

54. What is the man concerned about?

- ☐ A. Finding a building
- ☐ B. Finishing an e-mail
- ☒ C. Meeting a deadline ✓
- ☐ D. Repairing some equipment

55. How will the woman contact Mr. Griffin?

- ☐ A. By sending an e-mail
- ☒ B. By calling him ✓
- ☐ C. By sending a fax
- ☐ D. By going to his office

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56. Why does the man want to set up a meeting?

- ☐ A. To go over a construction project
- ☒ B. To review a contract ✓
- ☐ C. To plan a presentation
- ☐ D. To discuss a policy change

57. What does the woman request?

- ☐ A. To change the time
- ☐ B. To hold a videoconference
- ☒ C. To bring her colleague ✓
- ☐ D. To record the conversation

58. Why does the man suggest meeting in his office?

- ☐ A. He is expecting a phone call
- ☐ B. There are no meeting rooms available
- ☐ C. The office is conveniently located
- ☒ D. It will be easy to access some files ✓

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59. What did the woman recently do?

- ☐ A. Enroll in a class
- ☐ B. Start work at a hospital
- ☒ C. Graduate from university ✓
- ☐ D. Send a package

60. Why is the woman concerned?

- ☐ A. She is relocating
- ☐ B. She starts training soon
- ☐ C. She has to take final exams
- ☒ D. She might need a certificate ✓

61. What does the man suggest the woman do?

- ☐ A. Send a written request
- ☐ B. Talk to a manager
- ☒ C. Pick up a document ✓
- ☐ D. Update a resume

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62. What problem does the man mention?

- ☒ A. Orders are arriving late ✓
- ☐ B. Employees need more training
- ☐ C. A factory needs new machinery
- ☐ D. Production costs are rising

63. What does the man suggest the company do?

- ☐ A. Rent a new building
- ☐ B. Hire a financial consultant
- ☒ C. Find an alternative supplier ✓

- ☐ D. Renew a production contract

64. What does the woman say she will do?

- ☒ A. Write a report ✓
- ☐ B. Send out a memo
- ☐ C. Talk a supervisor
- ☐ D. Photocopy an article

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65. What does the woman ask for help with?

- ☐ A. Registering for a seminar
- ☐ B. Updating some business cards
- ☒ C. Announcing an employee's promotion ✗
- ☐ D. Organizing a car pool

66. What does the man ask the woman to send him?

- ☐ A. A list of employees
- ☐ B. A budget proposal
- ☒ C. A contact number ✗
- ☐ D. A conference schedule

67. According to the woman, what will take place in April?

- ☐ A. A job fair
- ☐ B. A training workshop
- ☐ C. A company banquet
- ☒ D. A trade show ✓

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68. Why is the man calling?

- ☐ A. To cancel a work order
- ☐ B. To revise a monthly calendar

☒ C. To set up a computer account ✓

☐ D. To request some time off

69. According to the woman, why is there a delay?

☐ A. A delivery has not been made

☐ B. An Internet connection has been lost

☒ C. A computer program is being installed ✓

☐ D. An error was made in a computer database

70. When will the problem be fixed?

☐ A. This morning

☒ B. This afternoon ✓

☐ C. Tomorrow morning

☐ D. Tomorrow afternoon