



File 1

| 1. A | 2. C | 3. C |
| --- | --- | --- |
| 4. A | 5. B | 6. B |

1. Can we pay by check or do you prefer cash?

**A. Cash if possible, thank you.**

B. It’s better to check.

C. Yes, that would be fine.

2. Is the contract in the blue file or the red one?

A. As a matter of fact, they are.

B. Yes, I read them both.

**C. It’s in the blue one.**

3. Would you like to stay in or eat out?

A. Are you sure we can afford it?

B. Yes, I like that.

**C. Let’s go to a restaurant.**

4. Do you want a room with a bath or one with a shower?

**A. I’d prefer a bath, thank you.**

B. The flowers are nice.

C. That sounds wonderful.

5. Will you make the reservation or should I?

A. I have reservations, too.

**B. Can you do it?**

C. It’s easy to make.

6. Has Brad gone to Washington or New York?

A. Either, I think.

**B. I’m not sure.**

C. Yes, he has.

File 2

| 7. A | 8. B | 9. B | 10. C | 11. A |
| --- | --- | --- | --- | --- |
| 12. B | 13. C | 14. A | 15. A | 16. C |
| 17. A | 18. A | 19. A | 20. B | 21. B |
| 22. C | 23. B | 24. A | 25. C | 26. B |
| 27. C | 28. B | 29. A | 30. B | 31. A |

7. What floor does the seminar on?

**A. The fifth**

B. About marketing

C. At 9.30 tomorrow

8. Where are the new printers being made?

A. Mr. Cruz printed them already.

**B. In Toronto**

C. 800 dollars

9. Isn’t Takeshi coming to the concert with us?

A. In the front row.

**B. No, he’s too busy.**

C. I have your ticket right here.

10. When should we ship this order?

A. Shipping is free.

B. That’s a really short time.

**C. The customer just cancelled.**

11. The storage closet is locked, isn’t it?

**A. Yes, but I’ll give you the key**.

B. There should be more in there.

C. Please close it.

12. Do I need a microphone to give my speech?

A. Right after lunch is served.

**B. The room is quite small.**

C. It was really well written.

13. Why did Marie leave early yesterday?

A. Can you read it again?

B. Around 4pm

**C. She had a dentist appointment.**

14. Would you like me to write up the contract now?

**A. Yes, that’d be great**

B. She probably right

C. An email address

15. Can I borrow that book after you finish with it?

**A. Louis asked me first**

B. At the public library

C. I checked it twice

16. Who’s responsible for booking Mr.Chung’s flight?

A. Next Monday

B. Yes, it’s on the calendar

**C. Sasha will make the arrangement.**

17. Have we been selling more orange juice or apple juice?

**A. About the same of both**

B. I’ll have a glass with breakfast

C. Next to the milk

18. When is the new intern's first day?

**A. I’m not in charge of the intern this year**

B. She was the first to submit her application

C. 6 o’clock each night

19. Has Ms. Mcdronnal been to the doctor's office yet?

**A. No, her appointment isn’t until noon**

B. Thanks, I’m feeling much better

C. I’ll probably wait in the lobby

20. Would you like indoor or outdoor seating?

A. It’s a very comfortable chair

**B. Isn’t it supposed to rain?**

C. The doors are opening

21. Ms. Bellani has the copy of the annual report, doesn’t she?

A. A yearly salary increase

**B. Let’s look on her desk**

C. It was a good offer

22. What do you think of the updated vacation policy?

A. I have one too

B. Three weeks in July

**C. I like how flexible it is**

23. Didn’t Amir move to the corner office?

A. The bakery is around the corner

**B. Yes, I saw him in there this morning**

C. I know a good moving company

24. Can we hire more staff?

**A. No, it’s not in the budget this quarter**

B. I think it’s on the lower shelf

C. Several new résumé

25. How do you turn on air conditioning in this office?

A. Yes, I believe so

B. Just about 18 degree

**C. Oh, I can open a window for you**

26. This email from Mrs. Robertson is rather unclear

A. Yesterday afternoon

**B. I didn’t understand it either**

C. At the post office downtown

27. What was the topic of yesterday's workshop?

A. In the main room of the conference center

B. A lot of people attend it

**C. I was meeting with the client all day**

28. Why don’t we finish discussing this after lunch?

A. They’re on the third floor

**B. Sure, I’ll come back then**

C. No, just a chicken sandwich

29. Could you work my shift on Monday night?

**A. Did you ask the manager first?**

B. It’s working fine now

C. Last week I think

30. I just received the weekly marketing report.

A. I prefer the supermarket on North Street

**B. The market data was quite surprising**

C. He’s away on business

31. Has the maintenance worker fixed the water leak in apartment 7B?

**A. The call came from apartment 9A**

B. Some new tools

C. How long did that take?

File 3

| 1. A | 4. A | 7. B |
| --- | --- | --- |
| 2. A | 5. C | 8. D |
| 3. B | 6. D | 9. A |

**[1-3]**

W: Do you have the head department’s home number? I need to check right away if she approved the purchase of printer supplies at the warehouse.

M: No I don’t have it. Why don’t you ask her secretary Emiko. She has the number.

W: Yes, that’s a good idea. Thanks

M: Let me know if you have any problem reaching her.

**[4-6]**

M: The schedule has the seminar session’s date mixed up.

W: Yes, I noticed that. Could you proofread it before it is sent to the publisher?

M: Okay, I’ll make sure there’s no error. When are we sending it?

W: It’s due by 11 AM. But I’ll see if we can get more time for this.

**[7-9]**

M: Kathy, do I need to get an approval for this software installation?

W: Yes, I have to get the request form signed by your supervisor before you submit it.

M: He’s not in his office today. I need this work to be done immediately.

W: Why don’t you talk to Richard? He might be able to help you out.

File 4

| 1. C | 4. A | 7. B |
| --- | --- | --- |
| 2. C | 5. B | 8. B |
| 3. D | 6. C | 9. A |

**[1-3]**

W: With tax, your total is $188. Would you like to pay by cash or credit car?

M: I’ll pay by check. I also have discount coupons

W: I’m sorry sir. You can’t use them here. They can be used only for groceries.

M: Okay, then I’ll bring them next time for groceries.

**[4-6]**

M: I want to buy something economical. What do you suggest?

W: We have a wide range of sport utility vehicles. Would you be interested in?

M: Not really. I’ve heard they’re not very fuel efficient.

W: That’s not true about all of them.

**[7-9]**

W: Hello, I read your motorcycle advertisement in the newspaper today. Could you tell me about it?

M: Sure. It’s yellow and It’s in very good condition. It’s never been in an accident. I bought It brand new 2 years ago but I haven't ridden it often because my work schedule is too busy. So it is still like new. Both tires are excellent, and it has a full tank of gas.

W: It sounds like what I’m looking for. Can I come by today?  
M: Great. How about this evening at 6 o’clock PM. I’ll be working outside in the yard so I can watch for you.