**KEY UNIT 12. SPEECHES & PRESENTATION**

**Homework 1** (file 1)

1. It’s raining outside

A. I can’t decide

**B.** **Let’s wait until it stops**

C. No, she came in already

2.The post office is closed

A. At 5 o’clock

B. No, our main office is open

**C.** **You’ll have to go tomorrow**

3. My headache is getting worse

A. Here’s your purse

**B.** **Have you taken any medication?**

C. I’m a little better now, thanks

4. The train was late this morning

**A.** **How long did you have to wait?**

B. No, I ate breakfast already, thanks

C. Yes, it’d be here at 9

5. Timothy is preparing the business plan.

A. Yes, I think he can

B. Yes, we need to plan our Christmas vacation

**C.** **Why don’t you do it?**

6.You need to wear a suit

A. I think it suits me

B. Let’s share the cost

**C. Ok, I’ll get one**

7. Today’s training is in Room 14

A. Yes, I think it was

**B. Thanks for letting me know**

C. It’s always raining

8. This month’s income is low

A. I like to become a cashier

B. Yes, the temperature is lower

**C. Maybe next month will be better**

9. The bus leaves from Harvard Square

A. It’s the 19th today

B. There is a boat in the bay

**C. Let’s hurry or we’ll miss it**

10. I’m very interested in this opportunity

**A. That’s good to hear**

B. The community is very strong

C. It was a great chance

**Homework 2. (File 2)**

1. It might be strange to you, but you are awfully familiar.

A. Yes, she is acting a bit strange.

B. My family watched a horror movie together.

**C. That’s what I was thinking. Have we met?**

2. I’m considering signing up for the Society of Computer Engineers.

A. Yes, the IT training courses were worth taking.

B. The computer industry is picking up nowadays.

**C. It might do some good in making a career move.**

3. That’s the dealer where I got my brand-new car.

**A. I know, they give better deals than at any other shop.**

B. They have a special weekend rental rate.

C. Yes, mine is a sedan.

4. Just give our office a ring when you return to arrange an appointment.

A. Try the jewelry shop at the corner.

B. Yes, that’s nice to hear.

**C. All right then, again, what was your number?**

5. The Service Department fell short of operators for the upcoming holiday season.

A. Yes, they will be closed for the holidays.

B. Yes, the Service Department was still operational.

**C. So, I’ve already posted a temporary job opening in the classifieds.**

6. I try to eat less when I am on a tight schedule.

A. Yes, I saw that too on a diet program.

**B. I also get drowsy if I have a big meal.**

C. The restaurant is so crowded whenever I go there.

7. Let’s take a quick look at these documents prior to the meeting.

**A. Good thinking. I want it to be well organized.**

B. Yes, the meeting was proceeding very quickly.

C. Sorry. I didn’t bring my glasses.

**Homework 3 (file 3)**

**1. B 2. C 3. C**

**Questions 1 through 3 refer to the following advertisement.**

(M-Am) Mike’s Motors is proud to announce our best deal ever. We are giving all Radio Skyline listeners a free engine check and a free winter tire check. And that’s not all. We’ll give you a huge 25 percent off any work we do on your car for the next month. We are the biggest and best vehicle repair shop in town. All the work we do comes with a 12-month warranty. So, if you’re already one of our loyal customers, or if you’re new to Mike’s Motors, call now to book your free engine and winter tire checks

**4. B 5. C 6. A**

**Question 4 through 6 refers to the following new report.**

(F-Au) Welcome to WNRC Radio’s Daily Jobs Bulletin. I’m your host, Jennifer Duran. Our top story tonight is the breaking news that Derek Brown, head of Australian Workers Unite, has called for a national strike. Mr. Brown made the announcement at a press conference three hours ago. Following the breakdown in contract negotiations between workers and management, Mr. Brown confirmed that the union will instruct its members to stop working as of Monday. Australian Workers Unite is the largest farm workers union in Australian, with over 70,000 members. The reason for the collapse of the talks is still unclear. However, sources say it could be due to proposals to cut pay for under performing employees.

**7. A 8. C 9. C**

**Question 7 through 9 refers to the following talk.**

(F-Am): It’s wonderful to see so many people here for this evening’s lecture. Thank you all for coming, and welcome to the Cape Cod Historical Society. This is the third in our series of lectures to the general public. As you know, the series is called People and Places. Today we focus on people, and specifically Richard Warren. Warren is well known as one of the passengers on the Mayflower. He arrived in this country in November of 1620. Yet little is known about him after he landed here at Cape Cod. Tonight, local historian Peter Fletcher, who has written a book about The Mayflower, will try to give us more details about Warren’s incredible life. So, without further ado, please let’s welcome Peter Fletcher.

**10. D 11. D 12. B**

**Questions 10 through 12 refer to the following speech.**

(F-Br): Now, everyone, I would like to welcome the latest member of our team, Martin Sanchez. Martin comes to us from Brewster and Sons, where he was Sales and Marketing Manager for fifteen years. He brings with him a great deal of experience, and of course ability. Starting next week, Martin will share his knowledge and expertise with us, working closely with everyone in the Sales and Marketing Department. So, as we are finishing up our main course, and before our dessert arrives, let’s have a round of applause to welcome Martin to Palco Systems.

**Homework 4 (file 4)**

**1 (C) 2 (C) 3 (B)**

**Questions 1 -3 refer to the following announcement.**

Thank you for your interest in today’s information session on being a food bank volunteer. We, as well as the recipients of the meals and food products, greatly appreciate your donations of time and willingness to serve in this area. We have many areas in need ranging from working in the operations section dealing with inventory counts and back office administration to working the loading and unloading docks and serving the actual meals themselves. To volunteer there are no actual requirements necessary, however, we do request that if you are under the age of sixteen, you should get a written letter of approval from your parents. We have a copy of the form available for anyone who needs one.

**4 (D) 5 (A) 6 (B)**

**Questions 4-6 refer to the following announcement.**

May I have your attention please? All seminar lectures are requested to check in at the Cinderella ballroom located on the first basement floor by the Chinese restaurant. There, you will receive your registration packets, picture ID and other presenter’s materials. We request that when you go to pick up your materials, you bring with you and present photo identification such as a passport photo or driver license. If you have requested any audio - visual equipment, please confirm that the necessary equipment has arrived and is adequately in place and set up to go. If you require any technical assistance, please inform one of the attendants near your booth as soon as possible.

**7 (B) 8 (A) 9 (A)**

**Questions 7-9 refer to the following announcement.**

On behalf of the management and staff of the community center, I would like to welcome and thank you for attending our summer orientation session here. We do hope that you will find this orientation to be informative. The center was first built in 1907 just before the first World War. It was intended to be a place where people from all walks of life could meet together and interact while sharing their lives in sport and recreation. In order to help maintain the facility and to offer as many quality services as possible, the center requires its participants to pay a fifteen-dollar monthly fee that includes access to the swimming pool and fitness center as well as the local tennis and basketball courts. Those aged 65 or over have free use of the facility.

**10 (A) 11 (B) 12 (C)**

**Questions 10-12 refer to the following announcement.**

Due to the unanticipated weather changes at several of our scheduled destinations, a number of flights will either be cancelled or severely delayed. Flight numbers 777, 778, and 779 have been cancelled and passengers will be rescheduled for different flights later this evening. Flight numbers 776, 789 and 790 have been delayed indefinitely. We will have their rescheduled times available for you shortly. If you need to depart immediately, we suggest checking with your local travel agent to find alternative routes available throughout the day. We sincerely apologize for the inconvenience caused. For your convenience, the lounge on the first floor will serve complimentary drinks and snacks. You are invited to wait there if you deem it fiting to do so.