**UNIT 11.**

**Part 2: “or” questions & indirect questions**

**Part 3: at public places**

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* **Part 2: “or” questions & indirect questions**

**EXERCISE 1 (File homework 1)**

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

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

B. It’d 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’d like that

**C.** **Let’s go to the 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 mice

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

**Exercise 2. (File homework 2)**

1. Do you want to pack your own sandwiches, or should we drop by a convenience store for some?

A. No, I don’t want it now, thanks.

**B. I am terrible at packing a good lunch.**

C. Yes, I dropped my sandwich at the convenience store.

2. Has Mr. Mendel decided to allows the pay cuts or offer early retirement as part of the restructuring?

A. He didn’t allow to fire anyone.

B. Too bad that the company was bankrupt.

**C. He hasn’t made up his mine yet.**

3. Should we shade our office with plain white curtains or would creamy white look better?

A. Yes, we need to brighten up the room a little.

B. Let’s look at the Internet for office furniture.

**C. Either would be fine.**

4. Has the firm received the survey data from the agency, or should I call them first?

A. Yes, they are very firm in their demands.

B. Peter has placed an order for office supplies

**C. They still need more time**

5. Jacob, would you rather jump on the presentation preparation or finish up the report first?

A. No, I wouldn’t mind it at all

B. Whatever you think is necessary.

**C. But I haven’t received the report yet.**

6. Do we need to refer this invoice to the Finance Department or hand it to shipping?

A. I’m afraid there won’t be any.

B. Yes, we need to confirm the invoice.

**C. It depends on the nature of the problem.**

7. Have you closed the Kedo Project yet, or is it still in progress?

A. Hold on, I’m on the last part.

**B. I think it’s still open.**

C. Yes, he’s showing remarkable progress.

8. Should we plan on going there this week or next?

**A. The dollars is expected to appreciate, so we’d better wait**

B. Thanks for your helpful tip.

C. Sorry, I have some other plans.

9. Have you chosen your automatic account transfer date for the third or the eighth of every

month?

A. I will have the one on the right.

B. Yes, I think it was an excellent choice.

**C. I haven’t decided yet.**

10. Would it be better to install wood for the floor or replace only the warped portion?

**A. I would like to have it carpeted after a complete removal.**

B. Yes, I’m satisfied the floor has created an antique atmosphere.

C. No, I wiped only the left side of the floor.

**Exercise 3. Actual test (File homework 1)**

7. What floor is the seminar on?

**(A) The fifth.**

(B) About marketing.

(C) At nine thirty tomorrow.

8. Where are the new printers being made?

(A) Mr. Cruz printed them already.

**(B) In Toronto.**

(C) Eight hundred 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 canceled it.**

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 to use 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 four P.M.

**(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's probably right.

(C) An e-mail address.

15. Can I borrow that book after you're finished with it?

**(A) Louise asked me first.**

(B) At the public library.

(C) I checked it twice.

16. Who's responsible for booking Mr. Chung's flights?

(A) Next Monday.

(B) Yes, it's on the calendar.

**(C) Sasha will make the arrangements.**

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 interns this year.**

(B) She was the first to submit her application.

(C) Six o'clock each night.

19. Has Ms. Medrano 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. Balani has the copies 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 Emir 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 the air-conditioning in this office?

(A) Yes, I believe so.

(B) Just about eighteen degrees.

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

26. This email from Mr. Robertson is rather unclear.

(A) Yesterday afternoon.

**(B) I didn't understand it either.**

(C) A 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 attended.

**(C) I was meeting with clients 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. Have the maintenance workers fixed the water leak in apartment 7B?

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

(B) Some new tools.

(C) How long did that take?

**EXERCISE 4.**

[1-3]

W: Do you have (1) (2) the department head’s home number? I need to check right away if she’s approved the purchase of printer supplies at the warehouse.

M: No, I don’t have it. (3) 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 dates moved up.

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

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

W: It’s due by 11:00 A.M but I’ll see if we can get some more time for this.

[7-9]

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

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

M: He’s not in the 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.

**Exercise 5.**

[1-3]

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

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 sports utility vehicles. Would you be interested?

M: Not really. I’ve heard that 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 is in very good condition. It’s never been in an accident. I bought it brand new two 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 6:00 o’clock? I’ll be working outside in the yard so I can watch for you.