**UNIT 2. INFORMATION QUESTIONS & VOICE MESSAGES**

**HOMEWORK**

**Exercise 1.**

| 1. A | 1. What is the power source for this computer?   1. **It’s the outlet over there.** 2. The whole system is computerized 3. There are five terminals | 2. C | 2. What do you think of the new office?   1. On the tenth floor 2. We’ll have a lot more staff 3. **It’s a big improvement over the old one.** |
| --- | --- | --- | --- |
| 3. B | 3. Which one of these forms will I have to fill out?   1. Don't forget to sign at the bottom 2. **The one marked D-9** 3. Yes the firm is our contractor | 4. C | 4. What time would it be in Singapore now?   1. Her flight will arrive at seven 2. It is a very important business center 3. **The time difference is eight hours** |
| 5. A | 5. What should I do with the disks after I finish?   1. **Leave them with my secretary** 2. You should finish it by tomorrow 3. Install the software whenever you want |  |  |

**Exercise 2. (File 12)**

| 1.B | 1. Who did you ask about the project? 2. The supervisor should be consulted. 3. **Dave Rowles in marketing.** 4. It will be completed in a week. | 2.A | 1. Whose office will be next to mine? 2. **It is the new manager’s** 3. No, it’s Mr.Ford’s car. 4. Your speech will be next |
| --- | --- | --- | --- |
| 3.B | 1. Who put up the notice on the company’s bulletin board? 2. At about 6 o’clock. 3. **It was Elaine from personnel.** 4. To let everyone know about it. | 4.C | 1. Whom should I talk to about the property price? 2. You can use the property if you want. 3. Yes, he’s the one in charge of property. 4. **You can discuss it with me.** |
| 5.C | 1. Who has the committee selected as vice president? 2. No, you should select this one. 3. In the near future. 4. **They haven’t decided yet.** |

**Exercise 3.**

| 11.A | 11 Who is responsible for inputting the data?  A.Michelle’s handling that.  B. No, she’s not very responsible.  C. She put it over there. | 12.B | 12. Is Ms. Jay staying late tonight?  A.I don’t know where she’s staying.  B. Yes, she’ll be here until 9.  C. Yes, she’s often late. |
| --- | --- | --- | --- |
| 13.B | 13. Can we walk to the museum or should we take the train?  A. I worked at the library.  B. I think we should walk.  C. No, a one-way ticket. | 14.A | 14. When does the letter say we need to confirm our order?  A. By the first of next month.  B. Yes, I already confirmed.  C. I sent the letter yesterday. |
| 15.C | 15. Who’s going to be working on the renovation project?  A. In three weeks.  B. I’ve already reviewed the report.  C. I believe just you and Jack. | 16. C | 16. Would you like me to fix the computer or install the new server first?  A. Send the fax please.  B. The service was excellent.  C. Please install it first. |
| 17.A | 17. Have you watched the movie I lent you?  A.Yes, I’ll return it tomorrow.  B. Rents are much higher.  C. When she calls. | 18.A | 18. That’s a new coat, isn’t it?  A.No, I just had it cleaned.  B. Sure, you can.  C. I didn’t read the news. |
| 19.A | 19. What would you like to eat?  A. A cheese sandwich, please.  B. Yes, please.  C. No, I wouldn’t. | 20. B | 20. Why don’t you come to the movie with us?  A.Yes, he just moved.  B. Sure, what’s playing?  C. I’m coming soon. |
| 21.C | 21. Do you want to sit in the smoking or the non-smoking section?  A.I don’t have a cigarette  B. That would be fine.  C. I’d prefer to be away from the smoke | 22. A | 22. I think Charles is a wonderful designer.  A.Yes, he is very good.  B. Yes, the sign will be put up soon.  C. They’re new designs. |
| 23. A | 23. This is Apex Travel, right?  A. No, that’s down the hall.  B. The left one is nicer.  C. I like to travel, too. | 24. C | 24. Where’s the nearest parking lot?  A. Five dollars per hour.  B. The lot’s full right now.  C. There’s one by the theater. |
| 25. A | 25. Could you please close the window?   1. Oh, no problem 2. Yes,it was closed 3. I am not pleased with it | 26. B | 26. Why were the shifts rearranged?  A.I’ll arrange it.  B. Jack’s going on vacation.  C. He’s on the day shift. |
| 27. A | 27. Weren’t you supposed to pick up the cake?  A.Yes, but the bakery was closed.  B. My favorite is chocolate.  C. No, it’s too heavy to pick up. | 28. A | 28. Who does this parking permit belong to?  A. I think it’s mine.  B. They won’t permit it.  C. No, it doesn’t. |
| 29. C | 29. Didn’t Sandra use to work in the Sales Department?  A.They need more sales representatives.  B. The work is done.  C. Yes, but she was moved. | 30. A | 30. Can I return my purchase if there are any problems with it?  A. As long as you have your receipt.  B. I have a problem with it.  C. When did you purchase it? |

**Exercise 4.**

**1. D 2. C 3. D**

Cindy, this is Jim. I just received a call from Mr Brown in New York, and he wants to see me tomorrow morning, so I’ve decided to fly out there this evening. I know this is sudden, but I think he really wants to finalize the deal. I’m so excited about this. Anyway, the reason for my call is to let you know a few things you need to do for me tomorrow. When you step into the office, please send the document on my desk to Jean at our parent’s office. It is very important that you send it tomorrow. Also, could you get in touch with Mr Sanchez, and reschedule my appointment with him for some time next week. And, if you need to talk to me, I’ll be staying at the King Edward Hotel. Thanks. And I will call you if there is any good news.

**Exercise 5. (File 15)**

**1. A 2. D 3. C**

**Questions 1-3 refer to the following recorded message.**

Mr. Stone. This is Cynthia Riddles from the Northwest Gazette. I am calling to thank you for your past support and to invite you to this year's chanty auction. We are currently raising money for Habitats for Humanity's new homeless shelter. The auction will be on Saturday, June 10th at the Starlight Inn. You can call US at 828-2225 to reserve your ticket. Thanks for your support. We look forward to seeing you there.

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

**4. C 5. D 6. A**

Thank you for calling Johnson’s Services. Due to the high volume of calls at the moment, no one is available to answer your call right now. Please stay on the line and listen to our pre-recorded message to follow instructions. If you know the extension for the party you wish to contact, please dial it now. If you would like to reach the Accounting Department, please press 1. If you would like to speak with a customer service agent, please press 2. If you would like to check on the status of your order, please press 3. If you need further assistance, please press 0 to speak with an operator or stay on the line. Thank you for calling.

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

**7. A 8. B 9. D**

Hello, this is Jack in technical services. I am calling you to let you know that we were able to fix the problem with your computer. It should no longer randomly reboot. We would like to return your computer today. Please email or call me at 386-2626. If I’m not available, you can also contact Lisa, our coordinator, at 386-2489 to let us know what time would be convenient. Or you may stop by the service desk and speak with Bob.