**UNIT 3. PHOTOS OF TWO PEOPLE & PERSONNEL ISSUES**

**HOMEWORK**

**Exercise 1. (File 1)**

| 1. **D** | 1. The beach is closed to the public 2. The waves are crashing on the shore 3. The boat is sailing on the sea 4. **The people are walking along the beach** | 2. **D** | 1. They are fixing their guitars 2. They are performing music in an auditorium 3. They are looking for their keys 4. **They are playing instruments** |
| --- | --- | --- | --- |
| 3. **D** | 1. The speaker is in front of a podium 2. The people are setting up the projector 3. The woman is pointing to the slide 4. **The woman is gesturing with her hands** | 4. **B** | 1. The man is paying for some items. 2. **The man is holding onto the cart.** 3. The man is displaying the products. 4. The man is reaching for the items on the shelves. |
| 5. **A** | **A. All the people are wearing short sleeved shirts**  B. People are standing around a rectangle –shaped shirts  C. people are piling the boxes up onto the table  D. People are moving the canopies | 6.**B** | A. They’re sitting in the clubhouse.  **B. They’re resting on a park bench.**  C. They’re carrying their bags.  D. They’re swinging their clubs. |

**Exercise 2. (File 2)**

| 1.**B** | 1. They are picking up broken bricks 2. **The building is under construction** 3. Machines have been left on the construction site 4. They’re wearing tool belts. | 2.**C** | * 1. The women are developing some film   2. The women are trying on some hats   3. **The women are looking into microscopes**   4. The women are doing some shopping |
| --- | --- | --- | --- |
| 3.**D** | * 1. The patient is having his ears checked   2. The patient is sitting in a wheelchair   3. The doctor is checking the patient’s pulse   4. **The doctor is examining a patient** | 4.**C** | A. The women are purchasing magazines.  B. The women are adjusting the radio.  **C. The women are sitting under an umbrella.**  D. The women are swimming on the beach |
| 5. **A** | **A. They’re shaking their hands.**  B. They’re exchanging business cards.  C. They’re examining a document.  D. They’re wearing safety hats. | 6.**D** | A. They’re paddling a canoe.  B. They’re cooking a fish.  C. They’re steering a boat.  **D. They’re holding poles.** |
| 7. **C** | A. The people are lining up for coffee.  B. The woman is washing a cup.  **C. The employees are on a break.**  D. The men are taking off their suits. | 8. **B** | A. The boys are swimming in the lake.  **B. There are two boys playing in the water.**  C. The boys are leaning against the wall  D. The boys are holding the bird. |
| 9.**D** | A. One man is putting on a tie.  B. Both men are working outside.  C. One man is pointing at the wall.  **D. Both men are wearing safety vests** |

**Exercise 3. (File 3)**

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

M: After this morning’s new recruit orientation, you said that you’d provide me with a list of the names of the new employees from each department. But the one you sent me was from the last orientation instead.

W: Sorry about that. Is it OK if I get you the correct one later? I must go to an important lunch meeting with the funders of our new building project right now, so I don’t have enough time at the moment.

M: That’s fine. Just remember to get it to me before you leave the office today. I’ll need to enter their contact information into our database before I publish the new employee directory on Wednesday.

W: I won’t forget.

**4. B 5. C 6. D**

M: Beth . . . I’m glad I caught you. Our company is designing Fieldstone Incorporated’s new Portland office, so I’m meeting with one of their representatives next week to discuss the project time table. I’d like you to join me.

W: OK. I heard about the new contract, but I didn’t know I’d be involved. I assume you’re going to be running the project, right?

M: I’m helping out during the early stages. As Jenna Adams is the team leader, I won’t really have a supervisory role.

W: This is going to be her first time in a management role, isn’t it?

M: Yes. But she has worked on similar projects in the past, so I’m confident that she will do well.

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

M: Now that I’m in charge of the company’s occupational safety department, I’ve got to give a safety seminar to some of our construction workers. Do we have any instructional videos that I can use?

W: Quite a few. What type of video do you want to show?

M: One featuring precautionary measures at building sites.

W: Oh, yeah. I bought a series of training videos last year. One of them deals with that topic.

M: It’d be great if you could send that one to me soon.

W: They’re on my work computer, but the files are too large to e-mail. So I’ll post them on our online board for you to access.

M: That works for me.

**10. C 11. A 12. C**

W: Hello. My name is Estelle White, and I’m calling from Franklin Industries. Our office is running low on some supplies, so I’d like to order more. We are looking to get 100 packs of folders and 300 boxes of black pens. The respective item codes for the products I want are 34A and 77C.

M: I’ve got good news for you, Ms. White. Your order qualifies for the bulk rates that appear in our catalog. The folders are eligible for a 15 percent discount, and the pens are $30 off.

W: Oh, great! I’ll be sure to tell my office manager. She’ll be pleased to know the purchase is costing us less than expected.

**13. C 14. B 15. A**

M: Marie, an error was discovered on the time sheet you submitted last Thursday.

W: Really? What seems to be the issue?  
M: Wendy from the accounting department says you entered more than the maximum allowed hours per month.  
W: How odd. I’m fairly sure I wrote 200 hours on the sheet, but maybe I’m wrong.  
M: Perhaps. Anyway, you’ll have to submit a revised timecard. Also, Wendy usually handles such information, but she and Robert are on a business trip together this week. So you should call the human resources manager to find out whom to submit the document to.

W: All right. And sorry about the problem. I’ll be sure not to let it happen again.