**SCRIPT UNIT 4**

**File 1**

1. Where do you pick up that handbag?

1. Yeah, it’s quite handy
2. That’s fine, I’ll pick you up
3. **It was a birthday present**

2. Where can I buy some cosmetics?

1. You look very good
2. **Try the department’s store**
3. You don’t need it anymore

3. Where are the program schedules for the seminar?

1. I plan on being there a bit early
2. There are still a few programs available
3. **On the top shelf over there**

4. Where’s the report from the budget department?

1. **It won’t be completed until this afternoon**
2. Bring it to my desk
3. Yes, I’ve already finished the report

5. Where do you keep the extra file folders?

1. **They’re in the box of draws**
2. Not too many, I hope
3. It’s been folded and put away.

**File 2**

1. When will the new programmer begin work?

1. Yes, he has worked very hard
2. For the last two weeks
3. **On the first of next month**

2. When will the storm be over?

1. **I wish I can tell you**
2. Thunder and lightning
3. The discussion is over now

3. When did Mark quit his job at the supermarket?

1. To pick up some food
2. **A couple of weeks ago**
3. He works from 9 to 5

4. When is this problem going to be discussed?

1. I’m not familiar with it
2. **At the next weekly meeting**
3. Yes, this is a really serious problem

5. When do you expect the boss back from the business trip?

1. **At noon today**
2. No, not usually
3. To an annual seminar

**PRACTICE (FILE 3)**

| 1. How many class members are going on the trip?   1. **Roughly 30** 2. Yes, they do 3. No, not really   3. Who was in charge when the supervisor was away?   1. For about 3 weeks 2. **Her assistant** 3. I believe it was   5. Where can I find Ms. Hodge in accounting?   1. She’s the manager 2. Turn left and go through the second door 3. Yes, she’s a very hard worker   7. How come you’re going to Brussels on Monday?   1. Have a good time 2. Yes, on Monday morning 3. **To meet with some clients**   9. How often does the committee meet?   1. On the 4th floor 2. **Once a month** 3. For 1 hour   11. Where is the office agenda?   1. She went upstairs 2. **I think Ms. York borrowed it** 3. Sometime this afternoon   13. How long will it take to reorganize the financial division?   1. **A minimum of 6 months** 2. We’re hiring a consulting firm to assist 3. It’s being given top priority   15. What type of work are you looking for?   1. Yes, I should type it soon 2. **I’m interested in banking** 3. We should work on it more   18. Which part of the workshop was most beneficial to you?   1. He sent a part of it 2. It was a lovely party 3. **The team building session** | 2. What did you get on Tuesday from the chairman?   1. No, it was Wednesday 2. **He handed me a memo** 3. I have them   4. What will the speech be about?   1. I have not spoken to her 2. It will take about an hour 3. **Projected earnings for next year**   6. How will I know if it is Mrs. Fuller?   1. Sidney knows the location 2. I believe she did 3. **She’ll have on a blue dress**   8. Why is that door closed?   1. About halfway 2. **The air conditioning is on** 3. Use a corkscrew to get it open   10. Which of these computers should I use?   1. **The one to the far left** 2. Your computer skills are excellent 3. Yes, we’re used to working long hours   12. How are they going to get the shipment to France?   1. I used to live in France 2. For about 2 weeks 3. **By plane**   14. When will the construction project be complete?   1. He is a construction worker 2. **Not for another month or two** 3. You should complete this form first   16. Why did you choose this way to Karen’s house?   1. **It’s quicker during rush hour** 2. Because she’s highly qualified 3. No, I’ve never been there   17. When did the inspector give us the approval for the inventory?   1. Yes, he managed to prove it 2. Because the inspector wants me to 3. **While he was here earlier today**. |
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**File 4**

**1 – A**

**2 - D**

**3 - B**

Before we end this meeting, (1) I’d like to take a minute to recognize Janet Kalasky. She’s led our department’s marketing efforts for the past five years and has shown a tremendous amount of

dedication to the company. (2) Recently, Janet has been focusing on the displays that advertise our new line of smartphones for our booth at next week’s trade show. The displays are very impressive, and (3) I suggest that you drop by the Staff lounge after this meeting to have a look at them. But first, let’s have a round of applause to thank Janet for her work and dedication.

**File 5**

**5 – D**

**6 – C**

**7 – C**

**8 – B**

**Questions 5-6 refer to the following announcement**

Good evening, ladies and gentlemen. The Royal Gallery will be closing in just 10 minutes, so

we ask that you make your way to the nearest exit. For those of you taking the audio tour,

please return the audio equipment/to the front desk in our lobby. Thank you for visiting us

today, and we hope you enjoyed your visit to the gallery

**Questions 7-8 refer to the following announcement**

Thank you for coming to tonight’s performance of The Miracle Maker. The play will start

shortly, and we’d like to remind you that copies of the script are available for sale in the lobby

for $15. For tonight only, if you buy a script, you will also receive a special poster signed by the

entire cast. Also,/don’t forget to pick up a schedule of events for our other performances this

year. Thanks for listening and enjoy the show

**File 6:**

**1 – C**

**2 – A**

**3 – B**

Thinking about starting your own business? The Rickson Center is here to help. Since we’re

government funded, all resources and services are completely free to the public. Our mission?

To provide guidance and counsel to individuals interested in becoming small-business owners.

We have an extensive network of offices around the country. Recently, we’ve opened one here

in Keene Township. For a list of workshops that are going to be held in Keene, go to our

Website, ricksoncenter.com. We’re offering topics such as “Business Plans” and “Networking

Tactics”. But don’t hesitate! The April 8 th workshop is already filled, so take the opportunity to

register for any of the others now.

**File 7:**

**1 – B**

**2 – C**

**3 – A**

Are you a fan of Asian food? If so, you will love Saigon House, which is at 66 Helen Street.Try

some special Vietnamese dishes for lunch; fresh summer rolls, spicy soups, vegetables and

meats. And for dinner, how about a special fusion dish, a world famous French dish with

traditional Vietnamese spices? But what really sets the Saigon House apart is its atmosphere. A

tropical beach house with tables and wooden ceiling fans makes it open and breezy, a life-sized

sailboat in the main dining room. We hope that before long, you will come and see yourself.

**4 – B**

**5 – B**

**6 – C**

The company picnic will be held at green tree park next Friday. Nancy Hadley has arranged

many games and activities. And our cafeteria staff will provide all the food. If it rains, we’ll all

go to the Elm restaurant for lunch. Parking is free inside the park but in order to avoid traffic

jams, please use public transportation if possible. There are buses leaving at five minute

intervals in the city. We look forward to seeing everyone there.

**7 – A**

**8 – B**

**9 - B**

This notice is for all passengers for the four thirty ferry to Merry island. There will be at least a

two hour delay in departure. The boat will be late because of strong winds. You should be able

to board by six o’ clock please return to the boarding area at that time. If you do not arrive by then, we will leave the port without delay. Exceptions will not be made. Please be careful so this does not happen.