

UNIT 1

Practice

Exercise 1.

- | | | |
|------|------|------|
| 1. D | 4. D | 7. C |
| 2. B | 5. C | 8. B |
| 3. A | 6. D | |

Exercise 2.

- | | | |
|------|------|------|
| 1. B | 4. A | 7. B |
| 2. C | 5. B | 8. A |
| 3. D | 6. B | |

Exercise 3.

- | | |
|------|------|
| 1. B | 3. A |
| 2. A | 4. A |

Exercise 4.

- | | |
|------|------|
| 1. B | 3. B |
| 2. B | 4. A |

UNIT 2

I. Hình ảnh ở công trường làm việc

1. B
2. C

II. Hình ảnh ở phòng thí nghiệm

- | | | |
|------|------|------|
| 1. C | 2. C | 3. B |
|------|------|------|

III. Hình ảnh ở một địa điểm cụ thể

- | | | |
|------|------|------|
| 1. D | 3. C | 5. D |
| 2. C | 4. C | 6. C |

IV. Các hình ảnh ngoài trời

- | | |
|------|------|
| 1. B | 3. C |
| 2. B | 4. C |

V. Practice

Exercise 1.

- | | | |
|------|------|------|
| 1. A | 3. D | 5. D |
| 2. C | 4. C | 6. C |

Exercise 2.

- | | | |
|------|------|------|
| 1. B | 3. C | 5. D |
| 2. C | 4. A | 6. B |

MINI TEST PART I

- | | | |
|------|------|------|
| 1. D | 3. A | 5. D |
| 2. C | 4. C | 6. C |

UNIT 3

I. Where

Check – up:

- | | |
|------|------|
| 1. C | 4. A |
| 2. B | 5. A |
| 3. C | |

II. When

Check – up:

- | | |
|------|------|
| 1. C | 4. B |
| 2. A | 5. A |
| 3. B | |

III. What/Which

Check – up:

- | | |
|------|------|
| 1. A | 4. C |
| 2. C | 5. A |
| 3. B | |

IV. Why

Check – up:

- | | |
|------|------|
| 1. C | 4. B |
| 2. B | 5. A |
| 3. C | |

V. How

Check – up:

- | | |
|------|------|
| 1. B | 4. B |
| 2. A | 5. A |
| 3. B | |

VI. Who/Whose

- | | |
|------|------|
| 1. B | 4. C |
| 2. A | 5. C |
| 3. B | |

V. PRACTICE

Exercise 1.

- | | | |
|------|-------|-------|
| 1. A | 7. C | 13. A |
| 2. B | 8. B | 14. B |
| 3. B | 9. B | 15. B |
| 4. C | 10. A | 16. A |
| 5. B | 11. B | 17. C |
| 6. C | 12. C | 18. C |

Exercise 2.

- | | | |
|-------|-------|-------|
| 7. C | 16. A | 25. C |
| 8. B | 17. A | 26. C |
| 9. B | 18. C | 27. C |
| 10. B | 19. A | 28. A |
| 11. B | 20. C | 29. B |
| 12. V | 21. C | 30. A |
| 13. V | 22. C | 31. A |
| 14. B | 23. A | |
| 15. B | 24. B | |

UNIT 4

I. Basic Yes/No questions

Check – up:

- | | |
|------|------|
| 1. B | 5. A |
| 2. B | 6. A |
| 3. A | 7. A |
| 4. B | 8. B |

II. Choice questions

Check – up:

- | | |
|------|------|
| 1. A | 4. B |
| 2. C | 5. B |
| 3. C | 6. B |

III. Request/ Suggestion questions

Check – up:

- | | |
|------|------|
| 1. A | 5. B |
| 2. B | 6. C |
| 3. C | 7. A |
| 4. B | 8. A |

PRACTICE

Yes/No questions

- | | |
|------|-------|
| 1. C | 6. C |
| 2. B | 7. C |
| 3. A | 8. A |
| 4. A | 9. B |
| 5. C | 10. B |

Choice questions

- | | |
|------|-------|
| 1. B | 6. C |
| 2. C | 7. B |
| 3. C | 8. A |
| 4. C | 9. C |
| 5. C | 10. A |

Request/Suggestion

- | | |
|------|------|
| 1. C | 4. B |
| 2. A | 5. C |
| 3. B | 6. C |

7. B

8. C

UNIT 5

I. Tag questions

Check – up:

1. A

4. B

2. C

5. C

3. A

6. A

II. Negative questions

Check – up:

1. A

4. B

7. A

2. B

5. A

8. B

3. A

6. B

III. Embedded questions

1. A

4. C

2. A

5. A

3. B

6. B

IV. Statements

1. B

6. C

2. C

7. B

3. B

8. C

4. A

9. C

5. C

10. A

PRACTICE

Negative questions

1. C

5. C

2. C

6. C

3. A

7. A

4. C

8. A

9. A

10. C

Tag questions

1. B

6. B

2. A

7. B

3. A

8. B

4. C

9. C

5. A

10. B

Statements

1. C

5. C

9. C

2. C

6. B

10. C

3. A

7. A

4. C

8. A

UNIT 6

I. Topic questions

- | | | |
|------|------|------|
| 1. B | 3. D | 5. B |
| 2. A | 4. C | 6. A |

II. Location questions

- | | | |
|------|------|------|
| 1. A | 3. C | 5. C |
| 2. B | 4. B | 6. A |

III. Occupation questions

- | | | |
|------|------|------|
| 1. D | 3. C | 5. A |
| 2. A | 4. D | 6. B |

IV. Practice

Exercise 1

- | | | |
|------|------|------|
| 1. D | 3. A | 5. C |
| 2. B | 4. B | 6. B |

Exercise 2

1. D
2. A
3. A
4. B
5. A
6. D
7. B

UNIT 7

I. Things questions

Check – up:

1. C
2. C
3. B

II. Plan questions

Check – up:

- A. C
- B. B
- C. C

III. Time questions

Check – up:

- | | | |
|------|------|------|
| 1. C | 2. D | 3. D |
|------|------|------|

IV. Reason questions

Check – up:

- | | | |
|------|------|------|
| 1. C | 2. B | 3. A |
|------|------|------|

V. Action questions

- | | | |
|------|------|------|
| 1. D | 2. B | 3. C |
|------|------|------|

VI. Practice

- | | | |
|-------|-------|-------|
| 1. B | 11. A | 21. A |
| 2. A | 12. C | 22. B |
| 3. C | 13. C | 23. B |
| 4. C | 14. D | 24. D |
| 5. D | 15. B | 25. D |
| 6. A | 16. C | 26. C |
| 7. A | 17. B | 27. C |
| 8. B | 18. D | 28. D |
| 9. D | 19. B | 29. B |
| 10. D | 20. A | |
| 30. C | | |

Homework

Exercise 1

1B 2A 3C 4C 5C 6C 7D 8A 9B

Exercise 2

1A 2B 3C 4C 5D 6B 7B 8C 9B

Exercise 4

UNIT 8

I. Offer/ request/suggestion questions

- | | |
|------|------|
| 1. A | 3. B |
| 2. C | 4. D |

II. Inference questions

1. Meaning questions

1. B

2. B

3. A

2. Do – next questions

1. D

2. D

3. D

3. Graphic questions

1. C

2. D

3. B

III. Practice

1. A

4. D

7. D

2. B

5. A

8. C

3. B

6. C

UNIT 9

I. Meeting

Exercise 1

1. Market share

3. Competition

5. The release of

2. Competitive

4. Quater profit

Exercise 2

1. C

2. C

3. D

II. Introduction

Exercise 1

1. Inspiring

3. Step down from the
position

4. Contribution

2. Serve as

5. Privilege

Exercise 2

- | | |
|------|------|
| 1. B | 3. B |
| 2. B | 4. D |

III. Practice

File 10

- | | | |
|------|------|------|
| 1. B | 2. D | 3. A |
|------|------|------|

File 11

- | | | |
|------|------|------|
| 1. D | 2. C | 3. C |
|------|------|------|

File 12

- | | | |
|------|------|------|
| 1. A | 2. A | 3. A |
|------|------|------|

File 13

- | | | |
|------|------|------|
| 1. C | 2. A | 3. B |
|------|------|------|

Homework

Exercise 1

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

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

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

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

Exercise 2

1 (C) 2 (D) 3 (C)

4 (C) 5 (C) 6 (B)

7 (B) 8 (C) 9 (B)

Exercise 3

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

4 (C) 5 (C) 6 (C)

7 (D) 8 (A) 9 (C)

Exercise 4

1 (A) 2 (B) 3 (B)

4 (C) 5 (B) 6 (B)

UNIT 10

I. Tour

Exercise 1

1. Downtown
2. Northbound

3. Terminate at
4. Heading to

5. Exhibit

Exercise 2

File 2

1. A
2. C

File 3

D

File 4

C

II. Radio broadcast

Exercise 1

- | | |
|---------------|----------------|
| 1. Stay tuned | 3. Encouraged |
| 2. renowned | 4. News update |

Exercise 2

File 6

D

File 7

B

File 8

C

III. Practice

Exercise 1

File 9

- | | | |
|------|------|------|
| 1. C | 2. A | 3. D |
|------|------|------|

File 10

1. B

2. A

3. C

File 11

1. D

2. B

3. C

Exercise 2

1 (B) 2 (C) 3 (A) 4 (B) 5 (B) 6(C) 7 (A) 8 (B) 9 (B)

Exercise 3

1 (A) 2 (B) 3 (B) 4 (A) 5 (B) 6 (A) 7 (A) 8 (B) 9 (B) 10 (A)

Exercise 4

1 (B) 2 (B) 3 (C) 4 (A) 5 (B) 6 (C) 7 (B) 8 (A) 9 (D)

Exercise 5

1 (B) 2 (A) 3 (B) 4 (B) 5 (B) 6 (A) 7 (B) 8 (B) 9 (A) 10 (B)

UNIT 11

I. Instructions

1. C

2. D

3. A

II. Traffic reports and weather updates

1. B

4. B

7. B

2. A

5. C

8. D

3. A

6. B

III. Practice

Exercise 1

1. C

5. A

9. D

2. B

6. B

10. B

3. A

7. C

4. C

8. A

Exercise 2

1. A

4. B

7. A

2. B

5. C

8. B

3. A

6. D

9. B

Homework

1 (C) 2 (D) 3 (B) 4 (B) 5 (C) 6 (D) 7 (C) 8 (C) 9 (D) 10 (C) 11 (D) 12 (B) 13 (B) 14 (C) 15 (D) 16

(C) 17 (A) 18 (A) 19 (D) 20 (C) 21 (A) 22 (C) 23 (B) 24 (D) 25 (B) 26 (C) 27 (B) 28 (C) 29 (D) 30

(B)

SCRIPT

UNIT 1

Exercise 1

1.
 - A. They are fixing their guitars
 - B. They are performing music in an auditorium
 - C. They are looking for their keys
 - D. They are playing instruments
2.
 - A. They're climbing up the staircase
 - B. They're getting off the airplane
 - C. They're moving their luggage
 - D. They're taking their seats in the plane
3.
 - A. A car is parked beside the truck
 - B. Two vehicles are in front of a stop sign
 - C. The road is being paved
 - D. The cars are waiting at the rail-road crossing
4.
 - A. The woman is organization some files
 - B. The woman is browsing through a book
 - C. Some books are stacked on the floor
 - D. The shelves are filled with books
5.
 - A. One person is bringing a box to another
 - B. The people are putting the boxes against the wall
 - C. The boxes have been piled up in stacks
 - D. The cart is being pushed toward the door
6.
 - A. The speaker is in front of a podium
 - B. The people are setting up the projector
 - C. The woman is pointing to the slide
 - D. The woman is gesturing with her hands
7.
 - A. A woman is putting on a hat
 - B. Sunglasses are on display
 - C. Hats have been placed on a stand
 - D. A clerk is packing a hat into a box
8.
 - A. An airplanes is flying overhead
 - B. There are buildings of different heights
 - C. The office has many visitors today
 - D. There are antennas on all the rooftops

Exercise 2

1.

- A. People are waiting in line.
- B. A customer is checking out
- C. A woman is placing her tray onto the counter
- D. A man is taking off his apron

3.

- A. They are exchanging business cards.
- B. All of the women have their name tags on
- C. They are having a discussion at a round table
- D. Some of the people are shaking hands.

5.

- A. Several clouds are moving in.
- B. A guide is giving an explanation
- C. Some of the people are reading books.
- D. The flowers are planted in a row.

7.

- A. One of the man is walking up the ladder.
- B. All the people are collaborating at a construction site.

2.

- A. A couple is lying under the shade
- B. A man has his legs crossed
- C. The men are using their bags as pillows.
- D. All of them are holding books with both hands

4.

- A. There are several paintings on the wall
- B. They are looking away from each other
- C. A man is talking to a group of people.
- D. Some papers are stacked up.

6.

- A. Some of the people are dancing
- B. People are marching in the same direction
- C. All of the people are holding pickets.
- D. One man is packing his luggage.

8.

- A. A crew is working on the rooftop
- B. There is a crane full of materials.
- C. One of the men is tossing down a brick

- C. They are carrying a steel bar
- D. The entire building is covered with vinyl layers.

- D. They are having a conversation

Exercise 3.

1. A. The man is paying for some items.
B. The man is holding onto the cart.
C. The man is displaying the products.
D. The man is reaching for the items on the shelves.
2. A. He is addressing the audience.
B. He is shaking his hand.
C. He is speaking into the microphone.
D. He is putting on his jacket.

3. A. The woman is about to take a book out of the shelf
B. The woman is reading some books
C. The woman is placing some books on the reshelving cart.
D. The woman is piling some books up.
4. A. She is resting her computer on her lap.
B. She is installing some computer software programs
C. She is carrying a chair into the office
D. She is staring at the monitor.

Exercise 4.

1. A. people are playing the same instruments

3. A. One woman is pouring water into the bottle

- B. The band is marching in lines
- C. People are purchasing their instruments
- D. Some people are carrying water pipes

2.

- A. The picture is hanging on the wall
- B. People are entering the hall
- C. People are registering for a workshop
- D. One of the men is leaning onto the counter

- B. One of the women is holding a bottle in her hand

- C. The women are standing in a group
- D. The women are walking toward the building entrance

4.

- 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

HOMework

1. A. They're boarding a train.
B. **They're waiting on a platform.**
C. They're leaning on a rail.
D. They're opening a briefcase.
2. A. The TV is switched on.
B. The room is being cleaned.
C. **The bed has been made.**
D. The hotel is under repair.
3. A. They're facing the same direction.
B. They're installing a projector.
C. They're observing a computer screen.
D. **They're working around a table.**
4. A. Some people are sitting in a field.
B. Some people are going hiking.
C. **All of the people are setting up camp.**
D. All of the people are wearing hats.
- A. **The garbage has been placed in some containers.**
B. All of the trash bins have been filled.
C. The trash cans are being emptied.
D. Construction materials are piled in front of the wall.
7. 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.
8. A. Smoke is rising from the chimney.
B. The upstairs windows are being opened.
C. The grass is being cut.
D. **The vehicle is parked in the driveway.**
9. A. The man is peeling the watermelon.
B. The woman is chopping some vegetables.

5. A. The man is stacking books on the table.

B. The man is looking for a document.

C. The man is sitting in a library.

D. The man is relaxing on a sofa.

C. The people are enjoying a picnic outdoors.

D. The diners are eating some fruit.

10. A. He's turning on the stove

B. He's picking up a pot

C. He's serving the soup

D. He's holding a ladle

UNIT 2

Exercise 1.

1.

- A. A man is drawing something
- B. People are fixing a broken fence
- C. A woman is having her picture taken
- D. The artist is choosing a pencil

2.

- A. The waiter is taking their order
- B. They're clearing the table after eating
- C. They're helping themselves to food
- D. They're having something to drink at a party

3.

- A. The baked goods are on display
- B. She's opening the bakery
- C. The cakes are being put into boxes
- D. She's taking bread out of the oven

4.

- A. The meal is being served to the customer
- B. The women are ordering some refreshments
- C. One of the men is using the phone
- D. They're watering the flowers


5.

- A. Vehicles are driving down the road
- B. Some people are riding motorbikes
- C. Cars are parked on the street
- D. Some people are walking up the steps


6.

- A. they're mowing the lawn
- B. they're picking flowers in the garden
- C. they're raking the leaves
- D. they're trimming the bushes


Exercise 2.

1  캐나다식 발음


- (A) She is decorating a bookshelf.
- (B) She is replacing a light bulb.
- (C) She is covering a sofa in plastic.
- (D) She is taking a lamp out of a box.

2  영국식 발음


- (A) They are buying train tickets.
- (B) They are emptying their backpacks.
- (C) They are facing the windows.
- (D) They are pushing against a door.

3  캐나다식 발음


- (A) The woman is using an appliance.
- (B) The woman is carrying a water bottle.
- (C) The woman is drinking from a mug.
- (D) The woman is setting a carpet on the floor.

4  미국식 발음

- (A) Some shoppers are exchanging bags.
- (B) Some shoppers are pointing at a pillar.
- (C) Some shoppers are passing a display.
- (D) Some shoppers are trying on clothing.

5  호주식 발음

- (A) A man is lifting a bowl off the ground.
- (B) A vendor is filling containers.
- (C) Vases are being stacked in a corner.
- (D) Some pottery is being made by hand.

6  영국식 발음

- (A) A narrow pathway ends at an open field.
- (B) Pedestrians are walking across a street.
- (C) There is an unoccupied bench in a park.
- (D) A section of the lawn is being mowed.

HOMework

Exercise 1.

- | | |
|---|--|
| 1. A. The women are purchasing magazines. | 6. A. The tables are being removed. |
| B. The women are adjusting the radio. | B. The chairs are stacked up. |
| C. The women are sitting under an umbrella. | C. The framed pictures are hung on the wall. |
| D. The women are swimming n the beach. | D. Te windows are open. |
| 2 A. The desks have be placed against the column. | 7. A. Meals are being prepared. |
| B. The lamps have been arranged in rows. | B. The dishes are being cleaned. |
| C. The books are being filed away. | C. The plates have been cleared away. |
| D. The library is full of patrons. | D. Groceries have been left on the box. |
| 3 A. They're raising their hands. | 8. A. They're padding a canoe. |
| B. They're exchanging business cards. | B. They're cooking a fish. |
| C. They're examining a document. | C. They're steering a boat. |
| D. They're wearing safety hats. | D. They're holding poles. |
| 4 A. The chairs are next to a hut. | 9. A. She's checking the engine. |
| B. There is a garden behind the pool. | B. She's parking the car. |
| | C. She's using a hose. |

C. The trees are surrounded by water.

D. There are loungers on the grass.

5 A. The woman is picking up a piece of cake.

B. The woman is viewing a menu.

C. The woman is entering a café.

D. The woman is leaning on the counter.

D. She's painting the garage.

10. A. The people are lining up for coffee.

B. The woman is washing a cup.

C. The employees are on a break.

D. The man are taking off their suits.

Exercise 2

A. The man is opening the door to the vehicle.

B. The women are stuck in a traffic jam.

C. The women are crossing the road.

D. The man is approaching the women's car.

2. A. He's washing some vegetables.

B. He's opening some machinery.

C. He's planting some seeds.

D. He's digging up some soil.

6. **A. She's arranging some flowers.**

B. She's watering the garden.

C. She's washing a vase.

D. She's picking some plants.

7. A. The boys are swimming in the lake.

B. The boys are bending over.

C. The boys are holding the bird.

8. **A. The man is looking under the hood.**

B. The man is opening the trunk.

C. The man is assembling the engine.

3. **A. They're viewing some menus.**

B. There're blowing out a candle.

C. There're pouring some wine.

D. They're eating a meal.

4. **A. They're crouching by the shelf.**

B. They're installing cables.

C. They're cutting wires.

D. They're taking down the display.

5. A. The automobiles are being loaded with freight.

B. The buses are stopped at an intersection.

C. The bus terminal is under renovation.

D. The vehicles are lined up in a row.

D. The man is taking the car to the garage

9. 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.







10. A. There is a rail along the harbor.

B. There are passengers in the ships.

C. The paddles have been stacked in piles.

D. The boats have been left at the dock.

MINI TEST PART I

- 1  미국식 발음
(A) They are taking off their running shoes.
(B) They are jogging on a road.
(C) They are watching a race.
(D) They are passing between two trees.
- 2  호주식 발음
(A) A woman is getting off the train.
(B) A woman is fastening her seat belt.
(C) A woman is sitting with her legs crossed.
(D) A woman is leaning forward in a chair.
- 3  영국식 발음
(A) Some people are distributing documents.
(B) Some people are putting papers into binders.
(C) Some people are gathered around a table.
(D) Some people are making some photocopies.
- 4  캐나다식 발음
(A) The workers are standing in an aisle.
(B) The workers are assembling a storage shelf.
(C) The workers are entering a warehouse.
(D) The workers are labeling some of the containers.
- 5  미국식 발음
(A) Safety glasses are being kept in a rack.
(B) The man is looking into a microscope.
(C) The researchers are putting on lab coats.
(D) Some laboratory equipment is on the work surface.
- 6  캐나다식 발음
(A) A balcony overlooks a patio.
(B) There are stools arranged in a row.
(C) Stairs lead to the outside of a restaurant.
(D) A dining establishment is filled with customers.

UNIT 3

Exercise 1.

1. How many class members are going on the trip?
 - A. Roughly 30
 - B. Yes, they do
 - C. No, not really
3. Who was in charge when the supervisor was away?
 - A. For about 3 weeks
 - B. Her assistant
 - C. She's the manager
5. Where can I find Ms. Hodge in accounting?
 - A. Turn left and go through the second door.
 - B. Yes, she's a very hard worker
 - C. I believe it was
7. How come you're going to Brussels on Monday?
 - A. Have a good time
 - B. Yes, on Monday morning
 - C. To meet with some clients
9. How often does the committee meet?
 - A. On the 4th floor
 - B. Once a month
 - C. For 1 hour
11. Where is the office agenda?
 - A. No, it was Wednesday
 - B. He handed me a memo
 - C. I have them
2. What did you get on Tuesday from the chairman?
 - A. I have not spoken to her
 - B. It will take about an hour
 - C. Projected earnings for next year
4. What will the speech be about?
 - A. Sidney knows the location
 - B. I believe she did
 - C. She'll have on a blue dress
6. How will I know if it is Mrs. Fuller?
 - A. About halfway
 - B. The air conditioning is on
 - C. Use a corkscrew to get it open
8. Why is that door closed?
 - A. The one to the far left
 - B. Your computer skills are excellent
 - C. Yes, we're used to working long hours
10. Which of these computers should I use?
 - A. I used to live in France
 - B. For about 2 weeks
 - C. By plane
12. How are they going to get the shipment to France?

- A. She went upstairs
 - B. I think Ms. York borrowed it
 - C. Sometime this afternoon
13. How long will it take to reorganize the financial division?
- A. A minimum of 6 months
 - B. We're hiring a consulting firm to assist
 - C. It's being given top priority
15. What type of work are you looking for?
- A. Yes, I should type it soon
 - B. I'm interested in banking
 - C. We should work on it more
17. When did the inspector give his approval for the inventory?
- A. Yes, he managed to prove it
 - B. Because the inspector wants me to
 - C. While he was here earlier today

14. When will the construction project be complete?

- A. He is a construction worker
- B. Not for another month or two
- C. You should complete this form first

16. Why did you choose this way to Karen's house?









- A. It's quicker during rush hour
- B. Because she's highly qualified
- C. No, I've never been there


18. Which part of the workshop was most beneficial to you?

- A. He sent a part of it
- B. It was a lovely part

The team building session


Exercise 2.

- 7  캐나다식 발음 → 미국식 발음
 When will the clients arrive?
 (A) They most likely will.
 (B) The building lobby.
 (C) No later than 3 o'clock.
- 8  영국식 발음 → 호주식 발음
 Which of these shirts do you think I should buy?
 (A) You should wrap them.
 (B) My preference is the brown one.
 (C) Yes, it's the perfect size.
- 9  미국식 발음 → 캐나다식 발음
 Will my transportation costs be reimbursed?
 (A) We stopped in Venice.
 (B) If you hand in the receipts.
 (C) I'll look in my purse.
- 10  호주식 발음 → 영국식 발음
 Do you know who was named the new lead engineer?
 (A) I can't recall the restaurant's name.
 (B) Someone was recruited from outside the firm.
 (C) Mr. Vans placed the order.
- 11  캐나다식 발음 → 미국식 발음
 How did your meeting with the investment adviser turn out?
 (A) That's what I'd recommend.
 (B) It was canceled at the last minute.
 (C) The meat is in the refrigerator.
- 12  호주식 발음 → 영국식 발음
 Where should I visit with my family?
 (A) That's right. We spent a weekend there.
 (B) A clerk at Midwestern Travel Agency.
 (C) The Cayman Islands are popular.
- 13  미국식 발음 → 캐나다식 발음
 Who volunteered for our community service event?
 (A) Thanks for offering your time.
 (B) The event was a major success.
 (C) Why don't you ask our boss about that?
- 14  호주식 발음 → 영국식 발음
 A taxi is coming for me at 7 A.M.
 (A) Sure, taxes are due on April 15th.
 (B) You'll have to be up very early, then.
 (C) Sometime this morning.

15  미국식 발음 → 호주식 발음


Who's responsible for promoting the technology expo?

- (A) The response was very positive.
- (B) Mr. Graves hasn't selected anyone yet.
- (C) That seems like a reasonable deadline.

16  영국식 발음 → 호주식 발음


I have an appointment with Mr. Khan in 10 minutes.

- (A) Yes, he's been expecting you.
- (B) I've been appointed team leader.
- (C) We were too busy at the time.

17  캐나다식 발음 → 영국식 발음


Why are there only three candidates for our job opening?

- (A) Oh, Drake has the other résumés.
- (B) No, I haven't found a job yet.
- (C) We will open another location.

18  영국식 발음 → 호주식 발음


This evening's press conference has been rescheduled.

- (A) When our collection was announced.
- (B) You have to push this button.
- (C) I wonder why there's a delay.

19  미국식 발음 → 캐나다식 발음


Don't we have an insufficient number of brochures?

- (A) My team won't be attending the seminar.
- (B) I designed some of them myself.
- (C) This lighting is insufficient.

20  영국식 발음 → 미국식 발음


Why don't we ask if the flight attendant has headphones?

- (A) We don't want to go to that convention.
- (B) An economy class seat.
- (C) I don't need any right now.

21  캐나다식 발음 → 호주식 발음


Aren't special permits required in order to park here?

- (A) Yes, those changes are necessary.
- (B) The outing was held at Hawthorne Park.
- (C) This lot is open to the public.

22  미국식 발음 → 캐나다식 발음


What organization are we partnering with?

- (A) It's been nice working with you.
- (B) Actually, I organized the party.
- (C) An environmental research institute.

23  호주식 발음 → 미국식 발음


When was an inspection last conducted at your establishment?

- (A) Just over a month ago, I believe.
- (B) The inspector left the message.
- (C) I looked at it closely.

24  미국식 발음 → 호주식 발음


How does going out for dinner next week sound to you?

- (A) I usually bring my lunch to work.
- (B) Let me check my schedule.
- (C) I had a great time.

25  영국식 발음 → 캐나다식 발음


A celebrity spokesperson has finally been selected for the company.

- (A) Well, each person should get one.
- (B) I was told this place is famous.
- (C) Yes, Joseph mentioned that earlier.

26  영국식 발음 → 호주식 발음


Have Sam and Janie registered for the accounting workshop?

- (A) These are the proper forms.
- (B) One of the accounts is low on money.
- (C) They'll do so after lunch.

27  캐나다식 발음 → 영국식 발음


Was Jones Industries or Peters Manufacturing contracted to produce our shoe line?

- (A) Our contract expires soon.
- (B) Clients waited in line for several hours.
- (C) A different one was chosen.

28  호주식 발음 → 미국식 발음


Curtis is joining us for a picnic on Saturday, right?

- (A) The weather was nice on Sunday.
- (B) Did you bring some snacks?
- (C) That's why we planned it for the morning.

29  영국식 발음 → 캐나다식 발음


Are you going to forward the memo to personnel, or should I do that?

- (A) It's up to you.
- (B) The entire human resources division.
- (C) It discusses the new leave policy.

30  호주식 발음 → 미국식 발음

What could be the cause of our company's recent drop in sales?

- (A) Because I dropped a platter.
- (B) Shoppers' buying habits are changing.
- (C) The sails were torn by the strong winds.

31  캐나다식 발음 → 미국식 발음

The business center is scheduled to be remodeled this fall.

- (A) I heard the project could cost millions.
- (B) Here's the spring catalog.
- (C) We already sent her the outline.

Homework

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. 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. 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. When dose 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. 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. 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. 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. 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. What would you like to eat?

A. A cheese sandwich, please.

B. Yes, please.

C. No, I wouldn't.

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. 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. 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. This is Apex Travel, right?

A. No, that's down the hall.

B. The left one is nicer.

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.

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. 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. 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. 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. 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?

38. When will they finish their analysis?

- A. This afternoon.

C. I like to travel, too.

31. Do you know why the baseball game was canceled?

- A. No, I think it's been canceled.
- B. Let's meet by the stadium at 3 P.M.
- C. Probably because of the bad weather.

32. Isn't our lunch supposed to be here by now?

- A. Every day at noon.
- B. Yes, let's have Italian.
- C. The delivery is a little late.

33. Could I take a look at the sales report for the last quarter?

- A. It looks good.
- B. It's be ready tomorrow.
- C. Why were sales down?

34. I'm sorry, but I can't find any nutritional information on these cookies.

- A. Those cookies are on sale.
- B. It should be on the back.
- C. Cookies are not nutritious.

35. Why are all the stores closed today?

- A. No, it's not very close.
- B. They close at 9 P.M.
- C. Today's a holiday.

36. Which is the file for Mr. Min?

- A. The one with the green label.
- B. File is later.
- C. You can find it in the cabinet.

B. Yes, the other day.

C. I already read it.

39. Do you want to get off on 1st Ave. or in front of the office?

A.No, I don't need either, thanks.

B. That's the first time.

C. Isn't the office closer?

40. How large is the convention center?

A. It's on the seventh floor.

B. Large enough for 500 people.

C. No, it won't be.

37. Where can I find books about industrial economy?

A.The library charges a late fee of five cents a day.

B. They're in the business section, in the far aisle.

C. This city saw economic growth last year.

UNIT 4

Exercise 1.

1. Would you like me to arrange the cruise?
 - A. His car has cruise control.
 - B. That's totally out of range.
 - C. I'd appreciate that.
2. Do you have an additional copy of the timetable?
 - A. Just add two tables this time.
 - B. You are a bit late, Jack already took them.
 - C. Yes, I had a hard time assembling the table.
3. Is the service charge already included in the bill?
 - A. Yes, that's the total.
 - B. The tax rate is 8% in this state.
 - C. Yes, I gave the generous tip for the service.
4. Would you give me directions as to where I can get a sports magazine?
 - A. They are sold on the third floor.
 - B. I watched it on the sport channel.
 - C. The match is on Sunday, March 5 at 3
5. Are you available to attend a meeting on Wednesday?
 - A. That's a very comfortable chair.
 - B. Yes, we all sat in on the meeting that day.
 - C. Let me check my calendar first.
6. Are we expecting a meeting sometime this afternoon?
 - A. yes, we expect the meeting to be productive.
 - B. No, the place has been moved to the auditorium.
 - C. Yes, and be sure to bring your notebook computer.
7. Are you planning to take some days off this month?
 - A. It's up to the Planning Department.
 - B. No, the vacation was not as good as last year.

- C. Yes, I can't wait to be in the Caribbean Islands.
8. Would you want me to give you a ride to the airport?
- A. I would appreciate it very much, thanks.
- B. Ok, I'll pick her up at 9
- C. Why did you not say so?
9. Do you want me to reset the clock?
- A. No, it is already 7.
- B. That won't be necessary.
- C. Great, then are we all set?
10. Did we give you the customs declaration card?
- A. Yes, I will pay with my credit card.
- B. Yes, but you gave me the Chinese version.
- C. It's custom-made.

Exercise 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 film 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 others 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.

1. Would you mind if I close the door?
- A. The office closes at 6

- B. Not at all
- C. It's the one by the desk.
2. Could you help move these books?
- A. No problem, would you like them over there?
- B. I appreciate the opportunity.
- C. No, I was busy yesterday.
3. Why don't we let the staff members see our design?
- A. Yes, on the designer's staff.
- B. Al right, I'll call them in here.
- C. No, I didn't get to look at it yet.
4. Take this downstairs for me, will you?
- A. I live downstairs.
- B. I guess I can do that for you.
- C. He took it this morning.
5. Would you be interested in receiving our brochure?
- A. Thanks, but I already have one.
- B. I really got a good idea.
- C. That sounds like a good idea.
6. Why don't we have a little celebration for closing the deal?
- A. That would be a party of four
- B. I really got a good deal
- C. That sounds like a good idea
7. How about coming along to see the Newton tomorrow?
- A. The symphony should take about 3 hours.
- B. That should be great
- C. No, for 2 months.
8. Would you like me to take a message for Mr. Johnson?
- A. He has a great memory.
- B. Yes, I like him very much.
- C. Thanks, but I'll try again later

Homework

11. Where did Mary go?
- A. To the head office.
 - B. She is doing great.
 - C. I talked to her.
12. How was the food?
- A. At the restaurant.
 - B. With the staff members.
 - C. It was very good.
13. Do you like working by yourself or in a group?
- A. He went by himself.
 - B. Either suits me fine
 - C. A group of five people.
14. It's not too far, is it?
- A. yes, I like it, too
 - B. It is far better
 - C. No, I don't think so
15. When do you want to take off?
- A. Right away
 - B. Sure, take it
 - C. No, I don't want it
16. Who requested the sales report?
- A. I believe it was Ms. Gomez
 - B. No, I report to Mr. Johnson
 - C. By the end of the day
17. Why did John miss the conference today?
- A. the meeting is at 9 o'clock
 - B. Mr. Smith is leading it today
 - C. He was stuck in traffic
18. Could you return these DVDs back to the store?

- A. Let's head back soon.
- B. Sorry, they're not refundable.
- C. Of course. I'll take care of it right away.
19. How much was the new computer?
- A. The Internet.
- B. Nine hundred dollars
- C. No, it is not new.
20. You've been here a few times before, haven't you?
- A. Yes, a couple of times.
- B. No, but maybe later.
- C. I can't hear you too well.
21. Do you want to pick up something to eat on our way?
- A. I asked John to pick her up.
- B. Yes, we don't have much time.
- C. The restaurant closes at ten.
22. Would you rather have meeting here or move to another place?
- A. It doesn't really matter to me.
- B. The annual conference at the home office.
- C. The place is quite far from here
23. I didn't know you were related to Susan.
- A. Yes, it's related somehow.
- B. I'm surprised you don't know her.
- C. She's my cousin
24. Would you like a hand with those bags?
- A. Thank you. That's very nice of you.
- B. To pack some equipment for the trip.
- C. Seven of us are going together.
25. Why is the light on in the storage room?
- A. Because it's a bit too bright in there.
- B. We store most of our goods there.

- C. Sorry, I must have forgotten to turn it off.
26. I'd like to place an order from your catalog.
- A. Could you tell me the item number?
- B. I placed it next to the conference table.
- C. Sure, we will deliver it right away.
27. Where is the phone list of our company staff member?
- A. Jane keeps it in her desk drawer.
- B. He not a member here.
- C. I'll give him a call in the afternoon.
28. Would you like to go out and eat?
- A. No, she did not go out yet.
- B. Sorry, I brought my lunch today.
- C. What do you want to do?
29. Should I call Mr. Wong in our Hong Kong office today?
- A. He speaks Chinese fluently.
- B. I already called him.
- C. No, I will not be going there.
30. Have you heard about the strike at our plant?
- A. Yes, I have.
- B. No, not here.
- C. Maybe later.
31. Would you like to get a ride with John or take the bus?
- A. Let's get is coming, too.
- B. The boss is coming, too?
- C. No, I don't like it very much.
32. Who is looking after the new account?
- A. John's been assigned to it.
- B. I've looked everywhere for it.
- C. The new accountant sits here.
33. Didn't you go yet?

- A. I went over it twice.
- B. No, the meeting got canceled.
- C. It's going very nicely thanks.
34. I'm afraid he won't be there when we arrive this afternoon.
- A. Oh? Where will he be?
- B. He should get some insurance.
- C. I'm sorry about that, too.
35. The sales clerk wasn't very kind, was she?
- A. It's on sale today.
- B. There are any kinds there.
- C. No, she wasn't.
36. What kind of books do you like reading?
- A. Ones that make me think.
- B. I booked it for three o'clock.
- C. I read it several times as well.
37. When will Ms. Chow return from her business trip to Shanghai?
- A. She speaks Chinese.
- B. Later this week.
- C. To land a contract
38. Shouldn't we eat something before watching the movie?
- A. Yes, I am getting a bit hungry.
- B. Let's watch a comedy movie.
- C. There is always something to do.
39. Which documents do I have to prepare for the interview?
- A. The documentary will be about an hour long.
- B. I've already prepared everything for the interview.
- C. Just bring the folder I gave you this afternoon.
40. Who is supposed to come and pick up the script?
- A. I'll pick you up later.
- B. John will be here at noon.

C. Let's read it over once again.

UNIT 5

Exercise 1.

1. Aren't you ready to go grab something to eat with us?
 - A. Yes, I was there with a client.
 - B. To the Chinese restaurant.
 - C. It all depends on who's paying.
2. Haven't you already turned in your application form?
 - A. Unfortunately, his application has been turned down.
 - B. Yes, I am applying to the Marketing Department.
 - C. No, I'm still working on it.
3. Aren't we going to launch our new promotional campaign in August?
 - A. Yes, but first we need to hear from the director.
 - B. Congratulations!
 - C. To Burton Street.
4. Hasn't the managerial position been filled yet?
 - A. The manager asked for a deposit of \$50.
 - B. Yes, the manager will be replaced.
 - C. Someone has already started on Monday.
5. Isn't the new discount store open for business yet?
 - A. Yes, It was drastically marked down.
 - B. We still have one hour to shop.
 - C. Not until next week.
6. Doesn't Mr. Klein come back to work next week?
 - A. No, he called in sick this morning.
 - B. Yes, I will take over.
 - C. No, he quit and has already received his severance pay.
7. Shouldn't you put in more time to consider this proposal?
 - A. It's not my call.
 - B. The application is not due yet.
 - C. We're expecting well over 100.

8. Don't you feel a bit nervous right before making a big presentation?

A. Yes, but I am sure I can handle it.

B. No, I was really depressed with the result.

C. The location is the ground floor of the Star Convention Hall.

9. Wasn't Roy Evan's last performance well received by the audience?

A. Yes, it's on the first page of every newspaper.

B. We invited a lot of guests.

C. It all depends on the situation.

10. Couldn't we just go out fishing today?

A. Do you have a license for it?

B. No, we don't serve fish.

C. I am good at all kinds of sports.

Exercise 2.

1. We haven't hired a new technician yet, have we?

A. No, you have to reach a bit higher.

B. No, do you have someone in mind?

C. He works in the high-tech industry.

2. You haven't bumped into Steve by any chance, have you?

A. He was sorting mail in the next room.

B. No, I didn't feel like riding things there.

C. It was just a bumper to bumper accident.

3. David is not to be seen in this lab from tomorrow, is he?

A. No, he took a job offer at Wesley.

B. Let's wrap up this meeting here.

C. Yes, he has an appointment tomorrow.

4. The new branch office will be relocated in China, won't it?

A. No, our head office is located in Beijing.

B. Friday at the earliest.

C. Yes, the demand for our services is increasing there.

5. It's a bit chilly outside, don't you think?

- A. Yes, I guess it'll soon be winter.
- B. I am not sure whether he will like this chilly sauce.
- C. Yes, that chilly dog was really spicy.
6. The item in the package was broken during the shipping and handling, wasn't it?
- A. The samples are packed and ready to be shipped out.
- B. Yes, and since you're insured, you'll be reimbursed.
- C. No, we haven't received it yet.
7. You placed the order for the fax paper I asked for, didn't you?
- A. Yes, I placed the paper in front of the fax machine.
- B. Certainly, right after you left.
- C. In chronological order.
8. The meeting is set for tomorrow, isn't it?
- A. To meet with a client.
- B. Actually, it's been postponed until Friday.
- C. No, I think there are two sets.
9. It's supposed to shower today, isn't it?
- A. No, we had no water to take a shower.
- B. No, I haven't seen him around.
- C. But the weather forecast is usually wrong, right?
10. We've placed a request for the new machine tools, haven't we?
- A. Yes, there is a good place to put those tools.
- B. It's about time we get it delivered.
- C. I am not sure where to put it.

Exercise 3.

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.
8. Let's postpone our plans for the weekend until the weather report is confirmed.
- A. Oh, is there still a chance of rain?
- B. No, I'm afraid not.
- C. When was it put off?
9. I'm going out for a light lunch after reviewing this paper.
- A. When did he leave?
- B. He can come with us.
- C. I'll catch up with you at the café.

10. The sign ahead is really confusing.

A. Yes, your signature is really complicated.

B. At the corner of Hudson Street.

C. Then I'll give you directions from now on.

Homework

Which desk is yours, Sam?

A. Yes, I sit there.

B. The one in the back.

C. The disc is mine.

12. Where will the annual seminar be held?

A. On October.

B. In Chicago.

C. For all the employees.

13. Who gave you the opportunity?

A. Mr. Ashford did.

B. She had many chances.

C. I did not offer it to him.

14. Why did Michelle come back?

A. About half an hour ago.

B. No, that is not why.

C. She forgot her report.

15. You've met Ms. Stewart before, haven't you?

A. Yes, last year at a seminar.

B. No, the week before that.

C. Why don't we talk to her?

16. Could I take a look at the patient's file?

A. He's here to see Dr. Smith.

B. Of course. I'll put it into your office.

C. No, I haven't looked at it yet.

17. How did Lewis get here?

- A. By fax.
- B. To see the manager.
- C. He got a lift from John.

18. Who is looking into the matter?

- A. I asked Jane to take care of it.
- B. It's actually looking great.
- C. I'm looking for it as well.

19. What time will you leave for the meeting?

- A. The time is over.
- B. Right after lunch.
- C. For a few weeks.

20. Please feel free to ask me any questions.

- A. Yes, it's free today.
- B. No, just these ones here.
- C. Thanks, I think I will.

21. Should I buy or rent the copier?

- A. Give it to the receptionist.
- B. I'd rent it to save money.
- C. Yes, that is the right one.

22. Where is the general manager?

- A. To manage it.
- B. Generally not.
- B. In a meeting.

23. When will the guests from Japan arrive?

- A. On Friday.
- B. From Tokyo.
- C. For one week.

24. Are you going to the plant tomorrow?










- A. To talk to the factory workers.

- B. No, the day after.
- C. Yes, he is going as well.
25. Didn't you hand in the sales report this morning?
- A. Yes, I sold it.
- B. No, not yet.
- C. We redid it.
26. Why don't you get a second opinion?
- A. Actually, I've never thought of that.
- B. He is having second thoughts.
- C. Yes, he is very opinionated.
27. How's the project coming along?
- A. It's going better than I had expected.
- B. No, he will not be coming with us.
- C. Right after lunch at 2 o'clock.
28. The copy machine is still not working, is it?
- A. It's being fixed now.
- B. He is not at work yet.
- C. I'll copy it later.
29. Who has a copy of the contract?
- A. Ten pages at least.
- B. I'll get us some coffee.
- C. Check with the receptionist.
30. Why aren't you in the meeting?
- A. Yes, tomorrow morning.
- B. I'm meeting him tonight.
- C. I have to get this done first.
31. Would you like to join me and my colleagues for lunch today?
- A. Yes, I'd be delighted.
- B. At the company cafeteria.
- C. The lunch hour begins at noon.


32. You should come along if you're not too busy.
- A. It's a long way from here.
 - B. I'll be right with you.
 - C. Yes, there are too many
33. When is Dr. Jones available for an appointment?
- A. This Wednesday at 2 is open.
 - B. Yes, I will be available then.
 - C. He is at the hospital today.
34. Do you want to get something delivered or go to a nearby restaurant?
- A. I'll drop by the post office.
 - D. Let's us just order something.
 - C. The food is quite spicy.
35. Didn't Anna pick up the greeting cards yesterday?
- A. Yes, tomorrow is a better day.
 - B. She's buying them later today.
 - C. Today is John's birthday.
36. Why is the office so hot today?
- A. Tomorrow is a better day.
 - B. Yes, it is official now.
 - C. it is a bit hot here, isn't it?
37. Jessica will be transferred to our Hong Kong office, wont she?
- A. Yes, she will be relocated in May.
 - B. I referred her to Mr. Wong.
 - C. Probably because she speaks Chinese.
38. Why is everyone having trouble understanding this problem?
- A. Yes, the problem can be solved easily.
 - B. Probably because they're not used to the terminology.
 - C. The time is not convenient for everyone.
39. We should discuss the project in detail.
- A. Sure, when do you want to get together?

- B. She's working on the project right now.
- C. Why don't we discuss it further?
40. I'll feel much better if you show up when Mr. Miller gets here.
- A. No, I didn't show it to him yet.
- B. Where do you want me to put it?
- C. Okay, when is he coming?


Mini test

7.  캐나다식 발음 → 미국식 발음
Where did you put the annual shareholder report?
(A) The reporter from the *Arlington Times*.
(B) It's in this folder.
(C) I finished drafting it yesterday.
8.  영국식 발음 → 캐나다식 발음
What is the topic of your presentation?
(A) I'll most likely speak at 10 A.M.
(B) Most of the presenters have departed.
(C) Our new line of products.
9.  캐나다식 발음 → 미국식 발음
Did you ever e-mail our manager about the budget?
(A) I'm going to deal with that.
(B) The CEO missed the luncheon.
(C) Every box should be mailed now.
10.  호주식 발음 → 영국식 발음
How do I get to the nearest gas station?
(A) Yes, it's open today.
(B) Let me get a map.
(C) You can fill up the tank.
11.  캐나다식 발음 → 미국식 발음
Why don't you sign up for a course?
(A) I already signed them.
(B) For enrolling at Farrell University.
(C) I'll think about it.
12.  미국식 발음 → 호주식 발음
We'll be leaving for the beach shortly.
(A) Do I have time to use the restroom?
(B) A towel and a swimsuit.
(C) I believe Bob also left then.
13.  영국식 발음 → 호주식 발음
Who's going to pick up dinner tonight?
(A) In 20 minutes.
(B) Thanks. The food is very good.
(C) We are having it delivered.
14.  캐나다식 발음 → 미국식 발음
When is the sale at Hayes Department Store ending?
(A) It goes until Sunday.
(B) The sail has a small tear.
(C) Begin when you can.
15.  영국식 발음 → 캐나다식 발음
Which wireless keyboard should I get?
(A) Yes, I should do that.
(B) This one is highly recommended.


(C) There's a power outlet over there.

16  미국식 발음 → 호주식 발음


Why can't we stay at Casa Resort during our trip?
 (A) Because we plan to send it.
 (B) You'll need to copy your passport.
 (C) It is fully booked.

17  캐나다식 발음 → 영국식 발음


Are you working or taking time off over the holidays?
 (A) Try taking the bus.
 (B) I'll be putting in overtime.
 (C) Oh, I've never traveled there before.

18  호주식 발음 → 영국식 발음


Should the layout of the bakery be rearranged?
 (A) Mike has laid out the documents.
 (B) Across from the bread section.
 (C) That'd be too difficult.

19  영국식 발음 → 호주식 발음


How soon can you scan all of these images?
 (A) Are you in a hurry?
 (B) The scanner is on the 6th floor.
 (C) Sorry for arriving a bit late.

20  캐나다식 발음 → 영국식 발음


Which is the best airline to take to Orlando, Heights Air or Wide Sky?
 (A) Personally, I prefer the steak.
 (B) My airfare was quite cheap.
 (C) There's not much difference.

21  호주식 발음 → 미국식 발음


Who is overseeing marketing for the television show?
 (A) Either Matilda or Gregory.
 (B) I saw the forms last night.
 (C) A person from our group made the map.

22  캐나다식 발음 → 영국식 발음

Is Stan going to meet his project deadline?
 (A) A lot of tasks still have to be completed.
 (B) No, he didn't go there.
 (C) January 12 of last year.


23  미국식 발음 → 영국식 발음

Tuition is predicted to increase next semester.
 (A) The classes were surprisingly challenging.
 (B) The cost of education is already too high.
 (C) College faculty and administrators.


24  호주식 발음 → 미국식 발음

When will I receive the concert tickets that I purchased online?


(A) It'll be held at Davis Hall.
 (B) You can print them out immediately.
 (C) The concert should last at least an hour.

25  미국식 발음 → 캐나다식 발음


Would you like to sit at a table near the window?
 (A) A more private spot would be great.
 (B) Put the plate on the table.
 (C) Please be seated.

26  영국식 발음 → 호주식 발음


Pamela has been taking French lessons for her trip, hasn't she?
 (A) I went to Paris last year.
 (B) She is fluent in Spanish.
 (C) That's news to me.

27  캐나다식 발음 → 미국식 발음


We've concluded that we need to hire four accountants for tax season.
 (A) Well, our staff seems to enjoy their gifts.
 (B) Can we afford to do that?
 (C) The hiring process for our firm.

28  호주식 발음 → 영국식 발음


Have you heard about our product recall?
 (A) No, I'll take this item instead.
 (B) Call him back after the interview.
 (C) Yes, Ms. Jones informed me this morning.

29  미국식 발음 → 호주식 발음

Didn't somebody tell the driver to show up here at noon?
 (A) Someone must have dropped them.
 (B) Didn't you make the reservation?
 (C) I'll show you around the new house.

30  영국식 발음 → 캐나다식 발음

Maria intends to redecorate her living room.
 (A) Thanks. I did it myself.
 (B) I actually like how it looks right now.
 (C) We made plans for a vacation.

31  미국식 발음 → 호주식 발음

The road in front of our office was just repaved, right?
 (A) A little over a week ago.
 (B) Lyndale Avenue is about a block away.
 (C) On the back of the receipt.

UNIT 6

Exercise 1

1. M: Hello. My name is Robert Marin. I am here to pick up my medication for my stomach. My doctor sent a prescription to this pharmacy a few hours ago.

W: Okay, your order has already arrived

2. MA: Hello, could I make a reservation for 12 people for dinner at 6 o'clock tonight?

MB: Okay. Please hold on, and let me check the reservation status

3. M: Jenny. Do you have time to go over to our Park Avenue branch this morning? I'd like to go, but I need to prepare some food in the kitchen for the upcoming events.

W: I have to arrange some tablets for tonight's banquet, but that shouldn't take too long

M: Oh, that's good. We need to change the atmosphere of our restaurants, since December is just around the corner

4. M: Hi, Sunny. We talked about going to the flamenco guitar performance tonight. Do you still want to go?

W: Oh, no! I just remember that I have to pick up my boyfriend from the train station. He's coming back from visiting his mother in Dutton. It's a long trip to the station so I don't think I'll be back in time for the performance.

5. M: Thanks for dining at Stella's. I'd be happy to help you if you have questions about the menu.

W: I've never been here before. Can you suggest something for lunch?

6. W: Kenji, It's Catherine. I'm looking for some tests tubes for our lab. Do you know where they are kept? I have a few more tests to perform, but there aren't enough supplies on the shelf.

M: Oh, I made an order for some of the necessary supplies yesterday, and the order is supposed to arrive here at around 3 P.M

Exercise 2

1. W: I love the way she sings.

M: Me, too. She has a beautiful voice. I have all her recordings.

W: I hope we can get tickets for her concert.

M: It shouldn't be difficult. No one likes opera.

2. M: I read your new book and I think you're a great writer.

W: Thank you. have you read all my books?

M: Unfortunately , I haven't had time. I write novels ,too.

3. M: I'm planning to give a test the first day of school.

W: I don't like giving test .

M: If my students hear that, they'll want to go to your class.

4. W: These flowers are beautiful- so bright and colorful.

M: Yes, I grew them my self from seeds.

W: I wish I could grow such pretty plants as yours.

M: You could if you were more patient.

W: And more experienced . Every plant I touch dies.

5. M1: I got a huge tip from my last passenger.

M2: Really? How much?

M1: The fare was only five dollars and she tipped me two dollars.

M2: That"s why I like to park my cab in front of the stock exchange.

6. W: Did I get any phone message?

M: Yes. The mechanic called to say he"s finished the repairs on your car.

W: Great. I"ll pick it up after my tennis lesson this afternoon.

M: I can give you a ride to the garage.

7. W: You play with the City Orchestra , don"t you?

M: Yes, I play the violin.

W: I hear you"re having a concert at the stadium next week. Could you get me some tickets?

M: I think all of our performances are sold out.

Exercise 3.

Man Fill it up with unleaded gas, please.

Woman Would you like the oil checked, too?

Man Yes, and wash the windshield.

Woman I"ll check the tire pressure, too, if you like.

2. Woman I don't know what to order. I could eat everything on the menu.

Man Why don't you try the tuna?

Woman That sounds good. I love fish.

Man Save room for dessert though. They have great pies here.

3. Woman I'm sorry, sir. This section of the plane is for business class travelers.

Man I thought this was Economy.

Woman No, on this flight, the Economy section begins at row 23.

Man That's why the seats were so comfortable.

4. Woman I need to return this book to the library . it's overdue .

Man Could you check out a book for me?

Man Sure . Give me your library card.

Man Ask if I can have a three-wheel loan rather than two.

5. Woman Most of our sweaters are imported from Hong Kong.

Man Do you make any in the Philippines?

Woman Not yet. But we are talking with their officials.

6. Man I have a reservation for a double room for two nights.

Woman And your name, sir?

Man Frank Jones, J-O-N-E-S, with the East Asia Import Company.

Woman Yes, here it is . A non-smoking room on a high floor.

7. Woman I lost my checkbook . Do I apply for a new one here?

Man Is your checking account at this bank?

Woman Yes, My saving account is here,too.

Man May, I see come ID please?

8. Woman We"d better hurry or we"ll miss our train.

Man Relax. Have another cup of coffee. We can walk to the station in then minutes.

Woman I always like to be on the platform a few minutes before the train arrives.

Man There are trains every ten minutes. Take it easy.

9. Man Does your agency have any package tours to Hawaii?

Woman Yes, we have a wonderful seven-day trip for only \$945.

Man I hope that includes airfare.

Woman No, just hotel.

10. Woman We"d like to rent a car for the weekend.

Man We only have one car left and that"s a compact.

Woman That"ll be fine . I"d like full insurance coverage,too.

Man Full insurance , and a full tank of gas.

11. Woman Watch out for that bus! Get back on the sidewalk!

Man Thank you. Wow! There"s a lot of traffic here.

Woman Let"s cross the street at the corner. The cars have to stop foe the light

there.

Man I should be more careful.

12. Man Let's get there early . I don't want to wait in a long time to get tickets.

Woman Yes, it's a popular movie. There'll be a lot of people there.

Man And I want to get good seats- not too close to the screen.

Woman You sit in the back. I like to sit right up front.

13. Woman When the weather's nice. I like to go to that park across the street.

Man Yes, I like to go there to take a walk through the garden.

Woman I like sitting on a bench under the trees and reading a good book.

14. Woman So how do you like working as a security guard?

Man The job is hard, but the museum is a great place to work.

Woman I'd love to be around all those paintings every day. They have great exhibits there.

Man The school groups are really noisy and you have to tell them all the time "Don't touch the art"

15. Man Where can I find canned vegetables?

Woman Canned vegetables are in aisle 5, next to the canned soup.

Man Canned soup? That sounds good. I'll buy some of that to cook for dinner.

Woman Check out the produce section in the first aisle out cheeses in the dairy section.

Homework

Exercise 1.

[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 2.

[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 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.

UNIT 7

Exercise 1.

[41-43]

W: Ted, the air conditioning's not working in room 225.

M: Okay, I'll have the maintenance staff take a look at that.

W: flow goon 9333 it he filed? We've got a lot of reservation today. 5

M: I'll ask Paul to gum; it right away then. He'll let you know if the room can be made available to guests.

[44-46]

M: Kathy, did you arrange for snacks and coffee? The meeting is starting in about ten minutes.

W: Lisa from the cafeteria said she'd bring them over as soon as they're ready.

M: Could you ask her to set them out in hall number out on the first floor?

W: Okay, that'll be right across from your I conference room. I'll take care of it.

[47-49]

M: Hi, Maureen. When's the next sales meeting?

W: It's scheduled for 9:00 AM. tomorrow. We'll need a presentation on our product launch.

M: Okay. I'll have it ready by 4:00. Can we have a review by 5:00?

W: That's a good idea. It'll give us a chance to see if we've left out anything important.

[50-52]

M: Linda, now many students have signed up for the course?

W: We've received 28 applications already for the 20 available seats.

M: In that case, we'll have to choose them based on 11 their test scores. 1

W: Okay. I'll see if I can get the records from the admissions office today.

[53-55]

W: Bob, Here's the program schedule for the medical conference

M: there could be some 1st minute changes. Let's wait until 2:00 before we send it out

W: Hasn't Dr. Mailer confirmed his participation?

M: he said he'd call back in an hour. I haven't heard from him yet

[56-58]

M: Would you like to join us for a snack? We are going to the new cookie place.

W: I wish I could, but I have a presentation in thirty minutes

M: Oh, the manager just informed us that the presentation has been pushed back. He will let us know the new schedule tomorrow

W: In that case, I'd love to come. Let me take my coat.

[59-61]

W: I'm looking for a light green skirt that will go with this top. I need it tonight for a party I'm attending.

M: Come right this way to the skirt have section. We have several shades of green you can choose from What size are you looking for?

W: I usually wear a size 10. I don't care if it's long or short

M: Here are sizes 8 to 12. I think you'll find something here you like. The dressing room is right over there down the hall to your left. Also, megs; take a look at our catalogue here. If you need any I help, I'll be close by.

[62-64]

W: The weather is so nice today, and it's only 6:30!

M: It is nice, isn't it? We got to go, though. I have to get to work by 7:39 today.

W: Do you have a meeting?

M: No, but we're expecting some clients at 8:30. I'll call you this afternoon.

[65-67]

M: I can't find my blue presentation file. My yellow and green ones are still here, though.

W: when did you last see it?

M: I left it on the table yesterday evening. Maybe the housekeeping staff moved it while they were cleaning

[68-70]

W: I'm glad to see you. The last time we met was a year ago.

M: Yes, I've been busy. In fact, I went to Paris last week and just got back yesterday

W: That's great. How was your trip?

M: It was fantastic. I went there on business, but still saw a lot of the city

Homework

Homework

Exercise 1.

1-3

M: (1) here's the menu. Would you like some appetizers first?

W: No, we'll order right now. (2) we're in a little bit of a hurry today

M: Sure, what can I get you? Would you like our regular combo meal for two?

W: Yes, that'll be fine. (3) That comes with a beverage doesn't it?

4-6

M: Welcome to Russo's! Here are your menus. Our specials today are fresh marine (4) lobster king

crab with steamed vegetable;

W: (5) I'll have the lobster and an order of steamed clams, too.

M: I'm very sorry, ma'am, but (6) we're currently out of clams due to a delayed shipment.

W: Well. In that case, (5) I'll have a shrimp cocktail, instead.

7-9

M: Janice! (8) I expect to see you here at Darby's Bar and Grill. I thought you didn't like restaurant food.

W: Well, nowadays I'm nearly always eating out. Almost five days a week.

M: Really? You have no time to eat at home, then?

W: No, though I'd prefer to. I have a lot of business dinners these days. (9) Tomorrow, for example,

we're starting discussions on an important merger contract over dinner

Exercise 2.

1-3

M: I'm going on my business trip next week. (1) Would it be better to carry my money in cash or in

traveler's check?

W: (2) I'm not sure which is better than cash.

M: How can I get a refund (3) if I lose them out of this country?

W: (3) MM (1) our bank's hotline to report the loss. Please keep a note of the serial numbers on the

traveler's check before you leave here. Do you want to get the checks (1) at this branch?

[4-6]

W: Kevin, (4) (5) a customer is here to see you regarding a personal loan. Should I send her in?

M: Give me a few minutes. Sally. (6) I'm working on a financial statement.

W: Okay, I'll ask her to wait in the lobby.

M: Thanks. (6) I'll call you back as \$99 as I'm done with this.

[7-9]

W: I need to send packages to Mr. Palmer and Mr. Kim. How can (7) I get their mailing addresses?

M: Do you know where their accounts were opened?

W: Yes, at the Washington Street branch, (8) but their computers are offline.

M: In that case, the best thing would be to (9) we customers.

Exercise 3.

1. Man You are late again. Ms. Bogs.

Woman My car wouldn't start and I had to take the bus.

Man Try to be on (in: tomorrow, won't you?

Woman I'll come early even if I have to take a taxi.

2. Man Has it stopped raining?

Woman No, it won't stop until Monday

Man No one will come to our picnic then

Woman We can eat indoors

3.

Man did you finish the memo?

Woman It's on your desk

Man Thanks for staying late. I really appreciate it

Woman Always glad to help

4.

Man It's five after five. We have to leave in ten minutes

Woman that's not enough time to finish writing this letter

Man Let's just mail it tomorrow

Woman Allright. Hurrying never pays

5. Woman My pen is out of ink, so I can't sign this memo

Man Here. Use my pencil

Woman No, it has to be signed in ink

Man I'll get you're a pen. Blue or black ink?

6.

Man Can you read this letter for me?

Woman Did you forget your glasses?

Man Yes, and I can't see a thing

Woman How did you get here? You didn't drive I hope

7. Man the roads are covered with snow. I'm glad I'm not driving.

Woman they'll probably have to close the highway.

Man We're smart to take the train in this weather

Woman it takes longer, but it's safer

8. Man The car won't start . I think we're out of gas

Woman I told you to fill it up. Now we'll have a long walk

Man Maybe we can catch a bus from here

Woman There aren't any buses here. Let's start walking

9. Man I tried to call you earlier, but your line was busy

Woman yes, I've been on the phone with the doctor.

Man I hope you're not sick

Woman no, I was just trying to make an appointment to see her.

10. woman I'm going to buy some new shoes. These hurt my toes.

Man you should buy wider shoes then. They're much better for your feet

Woman yes, these shoes are too narrow.

11. Woman could you make these copies before noon, please?

Man I'm sorry, I can't. the copier is broken and the repair person can't come until tomorrow

Woman tomorrow? That's too late!

Man Sorry, but that's the story

12. Man We took Mr. Lee to that new restaurant last night.

Woman Oh, that's right. It was Mr, Lee's birthday dinner, wasn't it?

Man Yes. That restaurant is a great place for birthdays, and it isn't expensive either.

Woman I wish I had come.

13. Woman I'm sorry Cindy didn't join us for lunch. I wanted you to meet her.

Man Why didn't she come? Wasn't she hungry?

Woman She was too busy at work. She just ate a sandwich at her desk.

Man She works too hard.

14. Man I took my new suit back to the, store.

Woman Why did you do that? I liked it It fit you really well.

Man I didn't like the color. I exchanged it for a darker one.

Woman I liked the first one.

15 Woman Did you hear that Jack got a raise?

Man Really? He hasn't been working here very long

Woman I know, but he's a hard worker. He deserves to earn more money

Man Me, too. And I've been here longer

UNIT 8

Exercise 1.

1. W: Welcome to the staff of the Hampton Lodge Hotel. Mr. Carter is in charge of the cleaning staff, but he doesn't come into work for another hour. I think you're here early .

M: They told me to report to work at 11 o'clock. Then what should I do in the meantime?

W: I see. Well, normally new employees watch a series of training video as part of their orientation. Please follow me.

2. M: Oh that's good to hear. I was worried he wouldn't able to arrive today because of the bad weather. I have just about everything prepared. All I need to do is print out a blueprint for the new prototype.

W: OK, great. I'll call you 30 minutes before we arrive. See you soon in the meeting room.

3. W: Hey, Joe! How did your presentation to go last weekend?

M: It was great! We sold a lot of books after the seminar.

W: Wow, sounds like you've really made it! So what are your plans for the future?

4. W: Wow, sounds like you've really made it! So what are your plans for the future?

M: I am writing another book now that is due for release next year, so I will just continue doing seminars and trying to get some more exposure.

W: Excellent. If you need any help, let me know. I have a few connections in the publishing industry.

5. M: Here is the restaurant space I told you about last week. I think it's perfect for a small café. There is also a patio area out the back. You can see it from here.

W: Oh yeah, that look's nice. I think this is a little small but I like the location.

M: It is small, but with the patio space you can probably seat 20 people.

W: I've look at another location up the street that is about 10% cheaper than this, so it's a tough choice.

6. W: How was your meeting this morning?

M: It went better than I expected. The interior design specialist just gave us some recommendations for our office layout. We don't need to purchase anything new, just rearrange a few things.

W: Oh, really? What did he say?

M: He suggested that we move the help desk and the sales desk so that they are on opposite sides of the entrance. That way, if we have people waiting in line they won't be crowded. We will just slide the sales desk to where the waiting area is now.

7. M: Hi, Rosalie. Did you hear about the fire drills next week?

W: Yeah. I can't believe they schedules ours during our lunch break. They need to reschedule out lunch break, or change the fire frills time to 1-2p.m. They shouldn't expect us to skip lunch and practice the fire drills.

8. W: Hi Greg. I bought a snap fit Mazda Mikado plastic model kit yesterday and I'm just starting to put it together now but some is the pieces are missing.

M: Oh, that's not good. What exactly is missing?

W: Well , it seems like all the parts are here but I have nothing to put them together with.

Exercise 2.

[F-Au] These letters are ready to go out now, Mr. Sanchez. I've put in a brochure and added a price list, too.

[M-Am] OK, that's great. How many do you sending out?

[F-Au] Three hundred. They're going to people who have already bought something from us.

Hopefully, we'll get some more orders.

[M-Am] Ok, well hurry up. It's almost six now. The post office closes in half an hour. You can use my car to drive there.

Exercise 3.

[F-Am] I found a good place we can use for next month's conference, The Olympic Hotel. They have twelve seminar rooms, and of course the provide accommodations as well.

[M-Am] That sounds good. Is it expensive?

[F-Am] got a good deal. It will cost us just three thousand dollars for the week. That includes all equipment and lunch for everyone each day.

[M-Am] Hmm. OK, I guess you can go ahead.

Exercise 4.

[F-Am] Excuse me. I bought this new book PC from you last week, but it doesn't seem to work properly. I can't use the Internet and the screen goes black.

[M-Cn] OK. Leave it with us and we'll take a look. Can you come back on Friday?

[F-Am] What? I can't wait that long. I need it for my work.

[M-Cn] Sorry, but we're very busy. You can call on Thursday if you want. It might be ready then.

Exercise 5.

[M-Cn] Where on earth could Alex be? We can't wait for him any longer. They're boarding already.

[F-Am] I know. We should go to the gate. I'll call his cell phone again to see where he is.

[M-Cn] Tell him if he misses this flight, he'll have to get the next one. It'll mean getting another ticket, though.

Exercise 6.

[M-Am] I'm sorry but the recent increase in orders means the production department needs more staff. I can't promise to meet our targets with the number we have.

[F-Cn] Are you sure? You already have 35 employees. Perhaps we could just extend the shifts from eight to nine hours?

[M-Am] Hmm. That might work. I'd recommend you calculate the cost of the overtime first, though, before I suggest that to my workers.

[F-Cn] Yes, I'll do that. It won't be cheap, but it might be better than taking on more staff.

Homework

Question 1 through 3 refers to the following conversation.

[M-Am] Hello. Can I speak to Mr. Yang, please?

[F-Am] I'm sorry, but Mr. Yang is in the middle on a lunch meeting right now. Would you like to leave a message?

[M-Am] Yes. Can you tell him Bill Carson from ARC Engineering called? I need to talk about his latest invoice. It's urgent.

[F-Am] OK, sure. Mr. Yang should be out by two. I'll make sure he gets your message as soon as possible.

Question 4 through 6 refers to the following conversation.

[F-Am] Do you want to go for a meal? There's a new French restaurant over on Third Avenue.. It should be opening around now.

[M-Am] I'd love to, but I can't tonight. I need to go home a pack. I'm leaving for Houston tomorrow, remember?

[F-Am] Oh, that's right. You're flying over there to sign the Peterson contract, aren't you? I forgot. I hope it goes well.

[M-Am] Thanks. Maybe we can have dinner to celebrate when I get back. Oh, look at the time. I should be going.

Questions 7 through 9 refer to the following conversation.

[M-Br] Hello. I have a couple of shirts I'd like you to wash. Can someone go to my room to pick them up?

[F-Cn] Yes, I'll send someone up right away. Can you please put them in the blue plastic bag?

There should be one in the closet.

[M-Br] Yes, I've done that. I've filled out the pink form, too. When will I get them back?

[F-Cn] Let me see. It's five thirty now. Anything collected before six should be back before ten the following morning.

Questions 10 through 12 refer to the following conversation.

[F-Am] I don't understand. It should be along this street on the left. That's what the map says.

[M-Au] Well, it's not, is it? We're almost at the end of Cedar Road now. What do you want me to do?

[F-Am] Just keep going. I can't believe it's taken us almost two hours so far. Oh, look! There it is.

[M-Au] Finally, we're thirty minutes late. We were supposed to be here at three. Can you tell the reception desk we're here while I park the car?

Questions 13 through 15 refer to the following conversation.

[M-Cn] Hello. My name's Dawson. Andrew Dawson. I was told to call today about the Finance Director position.

[F-Am] Oh, yes. Mr. Dawson. I have a message here from the C.E.O. He says that although you're very well qualified, you don't have enough experience. He needs someone with at least five years in a similar role. So, I'm very sorry, but you haven't been successful.

[M-Cn] Oh, I see. Well, could you please thank him for his time anyway? It was good meeting him and the team.

[F-Am] Yes, I'll be sure to pass that on. Thank you.

Mini test

41 – 43 refer to the following conversation.

W: Robert, can you spare sometime today at three o'clock?

M: I'm sorry Jane but I will be in a meeting from two o'clock until four o'clock

W: In that case, can we get together right after lunch at one? I really have to ask you something about

the project I'm working on.

M: All right. Why don't you come by my office after you're had your lunch? I have some work to do

and I will be eating my lunch at my desk today.

44 – 46 refer to the following conversation.

W: I really like the speech you gave this morning, Erick?

M: Thank you, Mary. You know, I prepared all week for it, but I am not sure if I did a good job. I hope

it wasn't too long.

W: No, it was perfect. I especially like the part where you talked about saving costs the most.

M: Really? I'm really glad to hear that because I spent the most amount of time gathering information

about that particular topic.

47 – 49 refer to the following conversation.

W: Could you tell me what time we are supposed to meet at the restaurant tonight?

M: well Mark told us to be there about half an hour earlier than the rest of the staff members, so we

should get there by 6:30.

W: That's perfect. I have to see a client near there at 5 o'clock today and the meeting should last about

an hour.

M: I guess that means you will be going straight to the restaurant from there, then.

50 – 52 refer to the following conversation.

M: There is an annual company convention in Atlanta later this month, isn't there?

W: Yes, but I heard it's only being held for three days, rather than the usual 5 days, this year.

M: I guess the budget has been reduced.

W: Yes, and in fact, I heard that the convention was almost canceled this year because the situation is

so bad.

53 – 55 refer to the following conversation.

W: I'm sorry to tell you this but I couldn't book a flight to Tokyo this week. All the flights are fully

booked. Do you think it's possible for us to have our meeting next week instead, Mr. Yamamoto?

M: Well, I will be going to Europe for a business conference for two weeks. Why don't we just

reschedule the meeting after I come back?

W: That will be fine. I will call you back in two weeks to schedule a time.

M: That sounds fine. By the way, will you be making the trip out with your manager, Mr. Smith?

56 – 58 refer to the following conversation.

M: It is five thirty now. We'll be leaving the museum in thirty minutes at six.

W: What time are we going to have dinner? I didn't eat much for lunch and I am getting a bit hungry.

M: Well, we will arrive at the hotel at six thirty. You'll have half an hour to freshen up before we meet

at the restaurant at seven. We're having lobster for dinner, by the way.

W: Oh, great. It's been a long time since I last had any seafood. I'm looking forward to it.

59 – 61 refer to the following conversation.

W: When do you think we should leave for the conference?

M: It's scheduled to start at three o'clock but we have to be there at least an hour to get there so why

don't we take off right after lunch at one just to give ourselves plenty of time?

M: That sounds good. I'll meet you in the front lobby at 1 then.

62 – 64 refer to the following conversation.

M: I'd like a non – smoking room with a view of the lake, please.

W: I'm terribly sorry, Mr. Brown, but we only have suites facing the lake right now and they're much

more expensive, However, we do have rooms facing the park or the city . Would you care to take either

one of these rooms?

M: All right. I'll take the room facing the city. Now, could you tell me what time your restaurant opens

in the morning? I have an early meeting with a client tomorrow and I would like to have breakfast

before I take off to meet him.

W: I don't think you will have any problems with that. Our restaurant opens at 5 a.m

65 – 67 refer to the following conversation.

M: Janice, did you get a chance to say hello to our new staff member, Steve Thomas?

W: No, I didn't because I was in a meeting with our accountant this morning. Is he the new guy in the

sales department?

M: No, that's John you're talking about. He's scheduled to start next Monday. Steve is working in

your department. He is assisting Mary with her work.

W: Oh, is that right? I guess I'll be seeing a lot of him, then.

68 – 70 refer to the following conversation.

M1: John, I've decided not to take my car into George's Garage today.

M2: Why David? I thought you said they did a great job on your car the last time you had a problem with it.

M1: I know, but I found a better place near my house. And it's cheaper, too.

M2: Really? I need to get my car serviced soon. Maybe I should take mine there was well.
Let me know how good of a job they do after you get your car fixed.

UNIT 9

Exercise 1.

Talk 1:

Welcome to the Museum of Electronics. Here you can see some of the earliest televisions, radios, and telephones. This month, we have a special exhibition that focuses on radar and other technologies developed during World war II. George Butler, an expert in the field, Will be giving a shot top describing the history behind this marvelous technology. There is also a workshop for students aged 13 to 19 where they can assemble their own radio transmitter. It will be a good opportunity to learn a few basic principles of electronic engineering.

Talk 2:

Springfield Dance Troupe has just added a new hip-hop workshop to our new winter schedule. We are extremely excited to be able to offer more contemporary dance routines to the members of our community! We'll be having a live performance of some of the moves that we will be teaching people to master this Saturday at 12:00 P.M. We would like to invite all members of our community, young and old, boys and girls, to come down to the Recreational Center and enjoy the performance. Springfield Dance Troupe will of course be continuing to teach the courses that we have always offered, with one exception. Sally Jones, who many of you know from her fantastic Nutcracker performances, will be moving back to Westport. As a result, after this week we will not be offering ballet classes until we can find a teacher to replace her. I hope to see you all at the Recreation Center this Saturday at noon.

Talk 3:

Hi everyone, let's start the weekly work meeting. Firstly, I want you to know that I've hired five more staff for the main factory room. I know that you are overworked, I'm trying hard to push for funding to get 2 more people in over the next few months. The new staff will be here on Monday morning, so I want everyone to go out of their way to train them as

quickly as possible. To do this efficiently, I'm going to have each of you train the new staff in a particular section of the factory. Please prepare some instructions and email them to me so I can double-check them.

Talk 4:

Before this meeting concludes, I would like to mention a new opportunity available to all employees. As a benefit of our recent merger with TechSoft Solutions, you can now expand your medical insurance to include vision and dental coverage. You can visit our company website to calculate exactly how much this change would increase your monthly payment. If you have never accessed our website in the past, you will first need to contact Suzie Summers in order to get your login information. Please make sure to keep your login information private.

Exercise 2.

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 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.

Question 4 through 6 refer 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.

Question 7 through 9 refer 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 is called People and Places. Today we focus on people, and specifically 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.

Questions 7 through 9 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 great deal of experience, and of course ability. Starting next week, Mertin 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

Exercise 1.

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 load ding 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 from available for anyone who needs one.

Answers 1 C. 2 C. 3 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's 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 infrom one of the attendants near your booth as soon as possible

Answers 4 D. 5 A. 6 B.

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.

Answers 7 B. 8 A. 9 A.

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, 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 fitting to do so.

Answers 10 A. 11 B. 12 C.

Exercise 2.

Questions 1-3 refer to the following recorded message.

Thank you for calling the First Financial customer service center. All of our attendants are currently busy at the moment, but if you'd like to speak to a representative, please hold the line, and someone will be with you shortly. If you request your services in a language other

than English, please press two now. Please note that due to the bank's on-going restructuring, numerous branches will be closed down, and new locations will be reopened to service the changing needs of our customers better. If you'd like to know if the branch closest to you has been affected by this restructuring, please press 9 at this time.

Answers 1 C. 2 D. 3 C.

Questions 4-6 refer to the following talk.

Good morning, everyone. It's a bright, beautiful day today, isn't it? My name is Richard Benson and I'm your assigned tour guide for today. We'll start off the day by taking a short hike up the mountain to observe the wild animals and exotic forestry, which are found in no other region of the earth than this one. Then we'll pass some Buddhist temples, which were constructed in the 18th century. We will spend some time there to relax and feel the serenity of the place. Afterwards, we will head toward the city market for lunch. Once there, you will get to enjoy all kinds of delicacies of the local people. After lunch, we'll take you to a snake farm to take a look at some of the most venomous creatures on this earth. So everyone, let's all get ready to leave. Also, don't forget to pack your video or digital cameras.

Answers 4 C. 5 C. 6 B.

Questions 7-9 refer to the following instruction.

Many people have great ideas, yet they have much difficulty in getting their own businesses off the ground. If you are the entrepreneurial type and are interested in starting your own business, here are a couple of words of interest from previous entrepreneurs such as Michael Bell and Susan McDonald, who have started their own businesses. First, you may have a great ideas don't run a business. To run a great business, it is always recommended that you have a business plan. This way if you're not sure where you are headed during the course of your business, you can always refer to the business plan that you constructed before you started your business.

Answers 7 B. 8 C. 9 B.

Exercise 3.

Questions 1-3 refer to the following announcement.

Good afternoon, everyone, and thank you for attending today's meeting. I have invited all the managerial staff here today to explain a few changes that will take place here. First, as you know, some changes have been put into place regarding payroll and sales reports. Payroll and sales reports were kept here in our main computer in the past, but they will be sent to the head office for review and final confirmation from now on. This procedure is being introduced to comply with the reporting procedures of the Financial Accounting Services Board in accordance with new regulation 134. The sales reports will also need to follow this same procedure in accordance with new regulation 135.

Answers 1 C. 2 B. 3 (C)

Questions 4-6 refer to the following announcement. As one of our services to our employees, the company provides a microwave and refrigerator to heat and store their lunches and snacks in the staff lounge. However, the premises are not being cleaned after use. Therefore from this Friday, anyone found not cleaning up after them selves after using the facilities will be restricted from using the facilities in the future until further notice. In addition, food is being left in the refrigerator until it spoils. Therefore if your food is not claimed by the end of the working day on Friday, it will be discarded. Any items also not claimed will be thrown out at the discretion of the cleaning staff

Answers 4 C. 5 C. 6 C.

Questions 7-9 refer to the following announcement.

Everyone will be happy to hear that our company has signed a deal with be able to reserve rooms for weekend getaways. In order to use the facilities, you will need to make a reservation by filling out the reservation forms. If the space is available, you will be notified.

You will have two days to confirm your booking. If after two days a confirmation is not received, the booking will be offered to the next person on the waiting list. In addition, you can also book a company car for use. Please note that the company car booking follows the same procedure. Please keep a copy of the form because you will need to show it to the front desk clerk when you check in. Thank you and we do hope that you will take full advantage of this great offer.

Answers 7 D. 8 A. 9 C.

Exercise 4.

As all of you are aware, this party is in honor of Lucky Little, who is retiring after 30 years of service to our company. Lucy started off as a caretaker and has moved up the ranks over the years to become the head of the Sales Department. She is well known by our supplier and staff as being very approachable and courteous. She will be dearly missed by everyone including myself. Now, before I invite her onto the stage, I just want to say that I had the privilege of first working with Lucy almost 28 years ago when she became a member of our sales team. I still remember the nervous look on her face when she first went out with me to visit a client. At the time, I thought she was not aggressive enough to make a good salesperson but to my surprise she showed leadership beyond anyone's expectations. Now, would you all give a big round of applause for the lady of the hour, Ms. Lucy Little.

Answers 1 A. 2 B. 3 B.

Questions 4-6 refer to the following business report.

Yesterday at a press conference meeting at the Central Hotel in New York, Bottoms Up, the high-energy snack and beverages company, announced that it will be closing down its processing plants on the outskirts of New York City and relocating them to areas closer to their head office in Atlanta, Georgia. The reason for the relocation is to lower its expenses by streamlining its operations in hopes of obtaining a higher return on its invested capital.

Due to the company's processing plant changes, it is expected that 100 jobs will be cut. The company also added that their other plants in Buffalo and Boston will most likely follow suit.

Answers 4 C. 5 B. 6 B.

UNIT 10

Exercise 1.

Talk 1:

Welcome aboard the Midnight Cruise, Loveport's most romantic evening! We will be spending the majority of our cruise in Billing's Bay, but we will also be following the coastline of Eagle Island to Port Lewis for a champagne toast. During our cruise, our host, Star master Jenkins, will be directing you through the constellations that are in view, and with any luck we will be able to witness tonight's meteor shower! While we are cruising, we ask that you wear your life jackets at all times when on deck for your safety. If you begin to feel sick at the time, I encourage you to visit our on-board clinic for some medication. Now I would like to ask everybody to join the captain in the stateroom for a rundown of this evening's services!

Talk 2:

Welcome back to your local radio station WXFD 93.7 with the morning news update. Yesterday, the Clinton Town Council passed a new law prohibiting pet owners from bringing their pets onto public beaches. Tim Kellerman, who was newly elected to the town council last month, justified the decision by arguing that pets can bother other beach-goers. Those who violate the law will have to pay a fine of \$300. Up next, we will be taking calls from listeners to hear their reaction to this new measure.

Talk 3:

Every winter, families waste hundreds of dollars paying unreasonable prices to heat their homes. By installing Garcia MS insulated windows in your home, you can add an extra layer of protection against dust and noise as well as lower your monthly heating costs. You can get 20 percent off installation costs this month just by mentioning this radio advertisement when you call. So why wait? Call today at 555-7263!

Exercise 2.

1 B. 2 C. 3 A. 4 B. 5 B. 6C. 7 A. 8 B. 9 B.

[1-3]

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 for yourself.

[4-6]

The company picnic will be held at Greentree 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 jam, please use public transportation if possible. There are buses leaving at five – minute intervals in the city. We look forward to seeing everyone there.

[7-9]

This notice is for all passengers for the 4:30 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 6 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.

Exercise 3.

1 A. 2 B. 3 B. 4 A. 5 B. 6 A. 7 A. 8 B. 9 B. 10 A.

[1-2]

Welcome back to Trendy Music, a weekly internet – based radio show airing from Seoul. I’m your host, Gina. Now it’s time for some song requests from our listeners. The first letter reads: Hi Gina, my name is Sarah, and I live in Tokyo teaching English to business executives. I became interested in Korean music 2 years ago, during a month – long visit to Korea. I’d like to request Pretty Day, by

Eugene. It’s one of my favorites, but I haven’t heard it on your show for the last few months. Thank you, Sarah, for your letter. Here is Pretty Day, by Eugene.

[3-4]

Hello, ladies and gentlemen. Having had my residence at Black Ridge City for a long time, I welcome you here to our town. Today on our city tour, we are going to drive to all the key sites that you have been wanting to visit, such as the historic city hall, Black Ridge pass, and the newly built aquarium. The tour will start and end at Morrison Street. And the time required for this bus trip is roughly 4 hours. When we are visiting the aquarium, a marine biologist will come with us and tell us about the creatures you will be seeing. Last but not least, if you are thirsty anytime throughout the trip, feel free to grab a cold drink from the front of the bus. Okay, let’s get going now.

[5-6]

Stay tuned for our interview with Ann Fisher, founder of the Fisher Company. The Fisher Company has gained an excellent reputation for producing environmentally friendly cosmetic products which include absolutely no toxic chemicals, and it is not too much to say that nearly every woman in the city has one of the company’s products in her purse these days. Ms. Fisher will discuss how she was inspired to develop the unique line of cosmetics. Our phone lines are open if you’d like to call in with questions for today’s guest.

[7-8]

This is the last stop on our tour. On your right, you will notice a little unusual piece of sculpture compared to other sculptures in this museum. This piece was made by Jameson. Although it was built at about the same time as the other pieces, looks much more modern. As you can see, the sculptures on your left are in a more traditional style. It is assumed that Jameson's work probably took a lot more time than others' due to its highly sophisticated design and structure. Before we finish our tour, let's take a moment to watch a short video about the life of artist Jameson.

[9-10]

A recent survey by a business radio program shows that starting up a company is cheaper now than ever before. This is due to the growing availability of the high – quality software developed by programmers, whose motivations aren't commercial. Software developers keep their prices low because they want their applications to be used as widely as possible. Many software programs used to be very difficult for non-specialists to use. But recently they were simplified, and many of them are user-friendly. With money they save on software, new companies say they are happy to be able to spend more on research and development.

Exercise 4.

1 B. 2 B. 3 C. 4 A. 5 B. 6 C. 7 B. 8 A. 9 D.

[1-3]

According to the government official, Forest Park will soon become the new national recreation area. The arboretum's recreational agency said that the park was chosen because of its quiet setting, unique color, and natural beauty. Some residents, however, said that they were disappointed by the decision to make Forest Park a national attraction, because they will lose a quite local property they used to own.

We have more news after the weather.

[4-6]

The city council approved a proposal yesterday to repair the front road of the city hall. The construction will begin on June 1st and is expected to cost 1.5 million dollar. The project will take approximately 2 months. Although the construction will be scheduled mainly for evening hours, Route 4 between

Harper Lane and Main St., where the city hall is located, is expected to be closed during the day. Commuters who normally use Route 4 are therefore encouraged to take alternative streets as much as possible during the months of June and July.

[7-9]

Well, there's good news and bad news for travelers today. The good news is that overall ticket prices are lower this month than last month. Travelers flying with Cruiser Airways will not be so happy, though, as they will soon find their trips less comfortable. The struggling airline plans to put more passengers onto its flights by adding seats to its aircraft. You are listening East Central News. We'll be back with more details after the weather report.

Exercises 5

1 B. 2 A. 3 B. 4 B. 5 B. 6 A. 7 B. 8 B. 9 A. 10 B.

[1-2]

Ladies and gentlemen, there's nothing much I can add about our keynote speaker tonight. Even if I don't tell you that Dr. David West is one of the most outstanding researchers in the global energy field, most of you probably know that already. At the Global Energy Forum in Hong Kong last May, I heard Dr. West's speech and, fortunately, I was introduced to him. I then right away asked him if he could make a speech at our gathering, assuming he wouldn't have time to speak to a small regional group like ours. But now, you'll be hearing Dr. West's speech tonight, title "Finding Practical Solutions to a

Complex Energy Challenge.” Please welcome Dr. West with a big applause!

[3-4]

Hi, Mike. This is Ronal from the marketing department. I am leaving a message so you can contact me about the presentation that is being held tomorrow for the company staff in the morning. I have a question about the projectors that are going to be used tomorrow. I originally wanted to use the V-10 projector for the presentation, but it turned out there are a lot more people attending the meeting than I thought, so I will be needing the V -12. Also, I was wondering if you have printed the brochures for the people tomorrow at the meeting. I asked for 150 copies, but I will be needing about 250 copies. Please contact me the first thing next morning about the presentation.

[5-6]

Thank you all for coming. It’s my pleasure to host this retirement party for Frank Thomas. For 25 years, he’s been a devoted employee of our company, and today we show our appreciation. His organizational skills made our advertising campaigns run so smoothly. We’ll grateful long after leaves.

[7-8]

Hi, Michael. This is JC. Looks like you’re busy as always, not answering your phone. I’m just calling to let you know the projects you, Mary and I have been working on are due next week, but it looks like we’re going to have them completed on Monday, thanks to your outstanding outline of the topic being presented. Mary and I thought that it would be good to get away from work and have a fun night out, since we have a lot of free time if our projects are completed early. How about tomorrow night at 5 p.m.? Mary and I think it’s a great time. The movie Rocky VI premiere is tomorrow and I would love to see it. A dinner and a few drinks after the movie sound marvelous also. Let me know if the time is good for you. Thanks.

[9-10]

Hello, Ms.Gilliam. This is Martha from Taco Center. We would like to start having double orders of white corn tortillas starting next week. We started using the white corn tortilla instead of the yellow corn tortillas, and they have gotten very good response from the customers. Our sales are almost twice as high as last week's. Please make sure, starting next week, we get double orders. Thanks!

UNIT 11

Exercise 1.

1. Questions 1-3 refer to the following advertisement

Looking for a new, refreshing and healthy beverage? Try sunkiss's Fruitblast for a cool drink/that is not only delicious,/but good for your body. Fruitblast is full of the nutrients/that your body needs. It comes in six different flavors/and is perfect for school lunches or with an afternoon snack. So if you're tired of all those high-sugar drinks, /try Fruitblast/as a healthy and delicious alternative. Fruitblast is avail-able/at most convenience stores.

2. Questions 4-6 refer to the following advertisement

Are you worried about the safety of your home? Whether you're looking for a new security plan/or an update of your current security system,/Power Security has the solution for you. We offer/state-of –the-art technology and speedy service. Our security team in on duty 24 hours a day/to provide you with expert protection. We also offer special rates/for office buildings or complexes. So give us a call today at 555-2431/and request a free brochure and consultation

3. Questions 7-9 refer to the following radio broadcast

You're listening to WKPN/ and I'm your host, Marion Cunningham. On today's program,/we'll be talking to Tom Bosley,/who is an environmental researcher/at Ross University. We're going to be discussing/Mr.Bosley's recent suty of local rivers/and what we can do/to keep our lakes and rivers safe. Following Mr. Bosley,/we'll be joined by Henry Howard with a report/on new environmental protection laws/passed by the government last week. He'll explain/the new laws and how they will affect local industries. All this is coming up /in 10 minutes, right after the weather report

Exercise 2.

1. Questions 1-3 refer to the following weather forecast

Now for a look at the weather. We expect excessive winds/starting Thursday morning and continuing until Friday. Temperatures will remain lower than usual/until the weekends. Local weather experts say/there is a slight chance that the winds could develop into a hurricane. They are asking all local residents/to stay up to date/on the status of the storm. But/there is good news/for the weekend. Clear skies and temperatures reaching up to 24 degrees Celsius/are forecast for Saturday and Sunday. Stay tuned for sports,/coming up after this break

2. Questions 4-6 refer to the following news report

This is Andrea Martin reporting for KG-98 news. Local residents are feeling the effects of the rising cost of natural gas this winter. Many people are trying to find alternate methods of heating their homes because of the expense of gas. City officials report that the cost of natural gas has risen by nearly 20 percent in the past year. Energy experts say that the best way people can save on the cost of heating their homes/is to make sure their houses are energy efficient

3. Questions 7-9 refer to the following traffic report

It's 7 o'clock and this is the morning traffic report on WKPR radio. The continuing snow-storm has caused a lot of traffic congestion this morning. Traffic has stopped completely on Pandosy Avenue, so take Gershmar Road if you're going to the city center. The transportation department reports that they are working on clearing the snow, but because of the congestion, progress is slow. The storm is expected to continue until tomorrow afternoon, so we don't think the conditions will get better anytime soon. Stay tuned for our next traffic report at 7:30

Exercise 3.

This is Wong Christofer reporting from high-above-beautiful San Francisco with this morning traffic report. Things are looking good on the Golden Gate bridge and approaches. However,

route 702 coming into the city is currently stop and go. Motorists are advised to use space high way as an alternative. Over the East end of the city, there have been a two car collision on Oakland express way which is slowing things down a little.

Exercise 4.

Let's take a look at the weather satellite picture for Cleveland. Well, yesterday's rain clouds are going to move east by middle morning. And the sun is going to come out today. The temperature is going to get up to a high of 27°C today. Winds are to going to be slight. Tonight it will get down to a low of 17. You can expect the same great weather tomorrow as well.

Exercise 5.

[1-2]

Are you sick and tired of TV dinner? Do you want to feel the satisfaction of a home-made meal? Try Grandma Jessie's home cooked meals on Main Street. From the moment you come in , you feel right at home. Grandma Jessie will lead you to the home cooked food world. We're open from 6 a.m to 10 p.m. Monday through Saturday except Sunday. No reservations are needed on weekdays but they are for the weekends. We can accommodate any large gathering up to 50 people. Why wait. Come today!

[3-4]

All passengers waiting to board Korean Airline Flight 8123, please come to the Korean Airline ticket counter. Due to inclement weather, your flight has been delayed until further notice. You will receive a continental breakfast for free and other services by Korean Airline for your inconvenience. Boarding time will be announced as soon as the weather clears up. We sincerely regret the inconvenience caused by this delay in schedule. Once again please come and report to the Korean Airline ticket counter.

[5-6]

Good morning and thank you for attending the Jumo Hamburger staff meeting. As you may know, due to the merger last year, UK Jumo Hamburger has become the biggest food company in Europe. There are currently 147 Jumo Hamburger location in the UK, employing over 6000 people. Business has been going very well, and last year our sales exceeded \$40 million, and our market share is at 8%. We hope to grow more over the next 5 years with the help of our dedicated employees like you.

[7-8]

Attention all passengers for the KORAIL train to Busan. First, all large baggage must be checked at the baggage area if not done so already. Any carry-on baggage must be checked by the boarding passes must be checked by the boarding personnel upon boarding the train, and the conductor will collect all boarding passes once seating has been completed. Thank you for your assistance and enjoy your trip.

[9-10]

Tom and Tom's is selling all its stock of office furniture. From December 5th through 15th , we are having a big clearance sale. All furniture is 50% to 70% off. A sale like this has never been before. Due to the renovation of our store, we are forced to drastically reduce prices on all brands of office furniture. Please remember that there will be no refunds or exchanges.

Homework

1 C. 2 D. 3 B. 4 B. 5 C. 6 D. 7 C. 8 C. 9 D. 10 (C) 11 (D) 12 B. 13 B. 14 C. 15 D. 16

C. 17 A. 18 A. 19 D. 20 C. 21 A. 22 C. 23 B. 24 D. 25 B. 26 C. 27 B. 28 C. 29 D. 30

B.

[1-3]

Hello, you have reached the main office of Secure Financial Services. If you request your services in a language other than English, please press 3 now. Due to the national holiday, the office is closed right now. Please call back tomorrow between 8:00 a.m. and 6:00 p.m. to speak to company staff. If you have any questions about our office at this moment and want to leave a message, please press “5”. You may visit our website, www.sfservices.com.

[4-6]

Hello, everyone! Welcome to “Sandra’s Kitchen!” I’m Sandra Ross. Today I will demonstrate two recipes that are especially useful when you have guests coming over at short notice. The first is a wholesome stew using ingredients easily available at home. The second is a dessert that has cake and fruit and has been widely appreciated on my shows by people of all ages. Please feel free to ask questions and don’t forget to pick up your pamphlet of recipes before you leave.

[7-9]

Up ahead is the company cafeteria. It is open from 7 in the morning to 7 in the evening. As you can see, there are separate counters for snacks, beverages and salads. The menu for the day is above the entrance. We don’t accept cash, but you can buy cafeteria coupons at the manager’s desk. Please pick up a cup of coffee right here. I’d be happy to answer any questions that you have about the company. You’re going to have a great time as new employees of Razor Tech!

[10-12]

This is an example of typical native architecture. Note the thatched roof that keeps the house cool during the hot summers. Another interesting feature is the front living area – it is used to receive guests, to have family gatherings and for entertainment. The beautiful floor and the carved doors are 150 years old. Please feel free to explore the house and the garden, but be ready to board the bus in 30 minutes.

[13-15]

Looking for food containers that are safe and easy to maintain? Come to “Kitchen Mate” for a wide range of options! Choose from plastic, steel or ceramic items, in designs and sizes to suit all your requirements. Every Kitchen Mate product goes through strict quality tests and comes to you with a lifetime warranty. Order online now to receive a special 15% discount.

[16-18]

We interrupt our regular broadcast to bring you this weather update. The storm in the Western Sea has changed direction and is moving toward the city. Residents in the beach areas may be particularly affected. The beach will closed to the public until further notice. Strong winds and heavy rain are expected in the next 24 hours. The weather department advises all residents to remain indoors during this time. Contact the police at 555-7863 for assistance. We will be back with more updates after commercials. Please stay tuned.

[19-21]

Hello, John. This is Marsha from Axis Technologies. We need your crew to repair our copiers immediately. We have just received a big order and need to use all our equipment to deliver by today. Please call and let me know when I can expect your staff. I’m available at extension 478 until 5 p.m. You may leave a message with my assistant Kate if you can’t contact me for some reason. Thank you.

[22-24]

I'd like you all pay attention. We have just 2 hours to get this hall ready for the evening's meeting. Please form groups and start your work. Group 1 will arrange the furniture and put up decorations. Group 2 will check all the equipment to be used for the event. Group 3 will ensure that food is ready to be served at 7 p.m. Also, all of you must be ready to assist the guests.

[25-27]

Welcome to Dave's! My name is Dolly and I will be serving you this evening. Today's specials include meat pie and a range of steaks. Both dishes are served with mashed potatoes and a sauce of your choice. Our dessert menu includes chocolate cake and homemade pudding, both specialties of our chef. I'll just bring you the complimentary beverage while you make your selection.

[28-30]

Good morning. I am happy to announce that we have won an award for excellence this year, surpassing several of our competitors. As vice-president of the company, I congratulate you all. I'm convinced that our improved production, superior customer service and commitment to quality have made this possible. I'd like you to join me for lunch to celebrate this achievement.

MINI TEST

71-73 refer to the following recorded message.

Hello, and thank you for calling Tom Stone's desk. I am currently unavailable to answer any calls because I am away on a business trip in New York to attend a business seminar from August 10 to August 13. However, I will be checking my answering machine daily in the mornings. If this is an urgent call and you need to get in touch with me right away, please press "0" and the receptionist will handle your call. Otherwise, please leave a brief message and your phone number after the tone and I will get back to you as soon as possible. Thank you and have a nice day.

74-76 refer to the following talk.

I'd like to show my appreciation to all the staff before we begin boarding the ship. As you know, we have gathered here this evening as a result of our achievement with this year's sales campaign. I cannot say in words how much I appreciate the hard work each and every one of you put in. Now, we have many great things planned for your enjoyment this evening. Once we board, you will enjoy the finest seafood cuisine prepared by one of the best chefs in this city. Then at 7 o'clock we will enjoy some music and dancing until 11, at which time we should be back at this port. Anyway, we are here to celebrate, so let's forget all about work and have some real fun this evening.

77-79 refer to the following talk.

Good morning everyone. May I have your attention for a minutes? This morning we have a new employee at our company and his name is William Chow. Mr. Chow, who comes to us from Jaguar Incorporated, is here to take over John Simpson's position as the advertising manager. As you know, John has taken a leave of absence to be with his ill father in France and we desperately needed someone who can take over the project John has been working on. I'm so happy to say we found William because he comes to us with a lot of experience and will be able to fill the gap John has left.

80-82 refer to the following talk.

Hello, and welcome, everyone. First of all, I'd like to say how much I appreciate seeing each and every one of you at our May meeting of the Lester Society. Now, before I begin with the day's program, I'd like to remind everyone that there will be no meeting next month because of the renovation work in this building. I'm sure all of you will be impressed by the new look of the building when we convene again in July. Anyway, let's get back to today's agenda. As you know, we have invited Dr. Ellen Parker, a professor at Buffalo University, to talk to us about the changes that are occurring in our environment and what we can do to better protect it. Would everyone please give a warm welcome to Dr. Parker?

83-85 refer to the following talk.

Welcome to Sophie's Place. My name is Paul Rogers and I will be serving you this evening. Now, if I may, I'd like to recommend our chef's special on the menu. The roast beef and pork ribs are excellent and reasonably priced. They both come with a potato and steamed vegetables. The roast beef dinner is priced at \$9.99, and the ribs are priced at \$12.99. However, if you are not a meat lover, you might want to try the vegetable fried rice. That's priced at \$7.99 and is also very tasty.

86-88 refer to the following talk.

A recently study conducted by the mobile phone industry indicates that there are over 20 million unwanted used cell phones in circulation in this nation. This is bad news because it is becoming hazardous to our environment and is also causing some serious landfill problems. However, a small local firm, Fifteen Minute Recycle, has been able to turn this problem into a lucrative business. This company collects these unwanted phones and fixes them up. Then, they export them out to 35 other developing markets around the world.

89-91 refer to the following talk.

I'd like to welcome all staff members and their families to our tenth annual company picnic here at Lakeville Park. As you know, this picnic is held every year so the staff members in

different departments have a chance to get to know each other in a non-working environment. It's not easy to get to know those who don't work directly with you, even though we work in the same building. Anyway, to get back to the day's event, I would like everyone to pick up a nametag. Now, the first event of the day is a friendly volleyball game between the sales team and the personnel team right after thi announcement. Let's all give them a big cheer and have some fun.

92-94 refer to the following talk.

Good morning staff. I have a very important announcement to make this morning. Our president, Mr. Robert Bentley, has decided to step down from his position and retire. Mr. Bentley, who has served 25 years of his life with this company, has achieved many feats over the years and we are all sad to see him go. However, Mr. Sean Stevenson, our marketing vice president, will be appointed to take over Mr. Bentley's position. Mr. Stevenson joined our company five years ago as the general manager of marketing, but quickly climbed to the director's level. We look forward to his new style of leadership, and the direction he will be taking this company.

95-97 refer to the following talk.

Thank you for calling Fox Cinema. Currently, there are two movies showing. The first movie, Sisters, is about two siblings who were separated during the Korean war and only found each other after 30 years of separation. The second movie, Too Big, is about a man who, through his own ambition, becomes the richest man in the world. Admission is \$10 for adults, \$7 for students and senior citizens, and \$5 for children under the age of 13.

98-100 refer to the following talk.

Welcome back, everyone! Earlier in the show, we spoke to a man who had ridden his bicycle around the country to raise money for the National Cancer Society. He told us about his three-month journey and the hardships he endured as well as the people he met along the way. Now, we will meet with another man who will be going to Europe this summer in

hopes of finally meeting his long lost son. He's here to tell us about the amazing story of how his son was switched at birth at a hospital bed in London and how he only learned of this fact recently – 12 years later! Let's all welcome Mr. Joe White to the show.