

Lesson 3

Preview Test

1. B F: *There you are. I needed that contract half an hour ago.*
M1: *Sorry — I got lost on the way over here.*
F: *You should have gotten better directions.*
2. C M2: *So you're still leaving on Tuesday, Rita?*
F: *No, I'm going to delay my trip for a day.*
M2: *That's probably a good idea.*
3. D M1: *We don't have any reservations. Is it possible for us to get a table?*
F: *You're in luck — a party of two just canceled their reservations. We can seat you in a few minutes.*
M1: *Great.*
4. B F: *Is there a dress code at your company?*
M2: *No, but most of the men wear coats and ties, and the women wear dresses or suits.*
F: *Oh, it's pretty formal then.*
5. A F: *Good morning, National Office Supplies.*
M1: *Yes, this is Mr. Tupton. I'm calling about an order I just received. There were twenty packages of blue paper, and we ordered white paper.*
F: *I'll connect you with the customer service department, Mr. Tupton.*
6. A F: *George, have you seen that video about new management techniques?*
M1: *No, but I intend to. I've heard it's interesting.*
F: *It's more than interesting — it could change your whole style of management.*
7. A F: *So, do you like working here?*
M1: *Not nearly as much as I thought I would.*
F: *Give it a chance — you've only been here for a month.*
8. A M2: *Front desk.*
M1: *Yes, I'd like to have my suit cleaned and pressed.*
M2: *Certainly. I'll have someone come by your room in a few minutes to pick it up.*

9. D F: *Have you read this new book by Donald Hobart?*
M1: *I tried to, but I found it hard to follow.*
F: *So did I, but the critics sure seemed to like it.*
10. C M1: *I haven't seen Brian lately. Isn't he working in the design department anymore?*
F: *Actually, he's in the management training program now.*
M1: *I didn't know that Brian wanted to be a manager.*

Exercise 3.1

(no tapescript)

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|------|------|------|-------|
| 1. c | 4. p | 7. a | 10. k |
| 2. u | 5. f | 8. e | 11. o |
| 3. g | 6. q | 9. t | 12. i |

Exercise 3.2

(no tapescript)

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|------|------|------|------|-------|
| 1. m | 3. a | 5. b | 7. n | 9. h |
| 2. g | 4. e | 6. i | 8. j | 10. c |

Exercise 3.3

1. A M1: *There's something wrong with this switch. Can you fix it?*
M2: *It's not just the switch, I'm afraid. This whole building needs rewiring.*
M1: *But that will cost a fortune!*
2. C F: *Don't you love shopping here?*
M2: *I sure do. The farmers' fruits and vegetables are always so fresh.*
F: *And it's nice to be outside when the weather is warm.*
3. A M2: *I think that suit looks very nice on you. It's a beautiful color, and the material is very high quality.*
M1: *I don't know. The jacket seems too big.*
M2: *You can have that taken in a little.*

4. B M2: Stacey, do you have those blueprints ready yet?
F: No, I'm changing the design of the foyer slightly.
M2: Well, I need to go over them with the builder tomorrow.

5. D F: I want to put a new deck on the back of my house. Do you know anyone who does that kind of work?
M1: Why don't you ask Thomas? He did a great job repairing the wooden stairway in my house.
F: I asked him, but he's working on a new construction job.

6. B M2: Could I get another cup of coffee?
F: Sorry, sir, we're on our final approach now.
M2: Oh, in that case I'd better fasten my seat belt.

7. C M2: Sorry, ma'am, but no one is allowed in that wing of the plant without an identification badge.
F: But I have an appointment with Mr. Salazar.
M2: I'll call him. He can arrange a visitor's badge for you.

8. A M1: Isn't this your usual stop?
F: Yes, but today I'm going to the library.
M1: Oh, then you should get off at the next stop and walk up to Clifton Avenue.

9. D M2: I can't decide what to rent — I like funny movies, but my wife prefers European films.
F: There's a wonderful new French comedy that just came in.
M2: Sounds great. What shelf is it on?

10. A M1: What color is the director's office going to be painted?
M2: Lisa decided not to have it painted — she's going to have it wallpapered instead.
M1: Well, I guess that's the kind of decision we hired her to make.

11. A M1: Can you show me your saws?
M2: Power, or hand saws?
M1: Power. And I'd like to see your electric drills too.

12. C M2: Mr. Winston, we're going to do a few more tests.
M1: Why, is there something the matter?
M2: Your blood pressure is higher than we'd like it to be. I'm going to be prescribing some medicine for you as well.

Exercise 3.4

1. B F: Did you go out in your boat?
M1: No, we just stood on the dock.
F: Did you catch anything?

2. D M1: Excuse me, ma'am, that's not your bag.
F: Oh — it sure looks like mine.
M1: I know this is mine — see, this is my ID tag on the handle.

3. C M1: Aren't her portraits beautiful?
F: I like her still lifes even more. The fruit looks so real, you could take a bite out of it.
M1: She certainly is a talented artist.

4. B M2: Have you signed a lease on a place yet?
F: Not yet, but I'm interested in a location in a shopping mall over in Glenwood.
M2: That would be a convenient location for a lot of your customers.

5. A M1: Have you seen this model yet?
M2: No, but I understand it's very fast.
M1: Not just that — it has a huge memory.

6. D F: You just want a trim, Mr. Krueger?
M1: Yes, just a little off the top.
F: Fine. Step back here, and I'll give you a shampoo.

7. A M1: There was another serious accident at the corner of Lamont Road and Highway 67.
F: Oh, no! That's the third one already this year.
M1: The city needs to put a traffic light there.

8. B F: Do you need to rent equipment?
M1: Just boots and poles.
F: All right. I'll stand in line to get lift tickets.

9. A M2: Did you use computers in your previous jobs?
F: No, but I worked with them in college.
M2: I'm afraid we're looking for someone with on-the-job computer experience.

10. C F: Do you want to see that documentary about deep-sea creatures?
 M1: Sure. What time is it on?
 F: It's on at eight on Channel 5.

Exercise 3.5

1. D M2: I'm going to pick up my wife at the airport.
 F: All right, Mr. Maras. If one of your clients calls, when should I tell him you'll be back in the office?
 M2: Oh, I won't be back until tomorrow morning.
2. C M1: I'm sorry, but the office is closed for the weekend.
 F: What time will it open Monday?
 M1: It isn't open at all then — Monday is a holiday.
3. C M1: Has the 7:30 showing of the movie started yet?
 F: Yes, sir, about ten minutes ago.
 M1: Guess I'll come back for the nine o'clock showing — I hate to miss the beginning of a film.
4. D M2: Eva, I understand you've been assigned to another sales region.
 F: That's right, Carlos. I'm going to be working in the Pacific Northwest region now.
 M2: Congratulations. I know you like that part of the country.
5. B F: Frank, I know your brother Joe started working here in 1999. Did you start the year after that?
 M1: No, the year before.
 F: Oh, I thought Joe started here before you did.
6. B M1: Hello, this is Patrick — I'm not feeling very well, and I don't think I'll be in to work this morning.
 M2: Sorry to hear that, Patrick. Do you think you'll be able to come in tomorrow morning?
 M1: Actually, if I feel better, I'm going to come in sometime after lunch.

7. A M2: I had to take a limousine to the airport.
 M1: That must have been pretty expensive.
 M2: Yes, but there just wasn't enough time to wait for the shuttle bus. I would have missed my flight.

8. A F: Dan is sure in a bad mood this morning.
 M1: He can't find his new coffee mug.
 F: Is that all? Well, I saw it in the conference room.

9. D F: It sure is great to be home.
 M1: Welcome back, Ms. Shearson. I forget — how long were you living abroad?
 F: It was a year last month.

10. B F: Are you going to the trade fair in Brussels this year, Jim?
 M1: I wish I could — I just have too many things to do here.
 F: Well, at least the distribution manager will be there.

Exercise 3.6

1. D M1: I'm going to take my bicycle to the bike shop.
 F: Why? It just has a flat tire. Can't you fix that yourself?
 M2: I suppose I could, but while I'm there, I want to buy a new bike lock.
2. C M2: I don't want to be disturbed while I'm talking to Mr. Utsumi.
 F: But Mr. Neufield, you have a meeting scheduled with the chief engineer.
 M2: Call him, please, and postpone our meeting. And hold all my calls.
3. D F: I've decided to go back to school this fall.
 M1: What made you decide that, Mary?
 F: There just aren't enough opportunities in this field if you don't have a graduate degree.
4. A F: What happened to the music? Is there something wrong with the tape player?
 M2: Let me look. Umm, no, for some reason, the tape broke.
 F: Too bad — I was really enjoying that song.

5. D M1: Mrs. Powers, did you interview Katie?
F: Yes, and I think she's well-qualified. If her references give her good recommendations, I'll offer her the position.
M1: Oh, I'm sure they will.

6. B M1: So, are you still going to Manila next week?
M2: No, I think we should invite Mr. Quizon to come here instead.
M1: Good idea. He should get familiar with our side of the operation anyway.

7. C F: Don't get those documents out of order, whatever you do.
M1: Uh, oh. You should have told me that sooner.
F: You'd better put them back the way they were, then!

8. A M1: The rent on this apartment is reasonable enough, but I live alone. I don't need this much room.
F: I have a one-bedroom unit you may like better, and it's even cheaper.
M1: Let's take a look at that one.

9. D M1: How did your glass tabletop get cracked?
M2: I dropped that flowerpot on it.
M1: Well, you can always have the glass replaced.

10. B M2: Did you know that Mr. Dufour is going to start investing in art?
F: He'd better get some good advice first. Art is a risky field of investment.
M2: He doesn't need to — he's an expert himself.

Exercise 3.7

1. B M2: Aren't you and your husband going to the party Saturday night?
F: I'm afraid not, Mr. Lo — we just moved here, and we don't have a babysitter for our children.
M2: Let me give you my wife's number — she knows lots of good babysitters.

2. D M2: Costs are still too high. They have to be cut.
M1: Yes, but how?
M2: For one thing, let's start making more use of our own employees and stop hiring so many outside consultants.

3. B M1: Did you see that new play at the Odeon Theater?
F: I saw about half of it. It was so trite and boring, I got up and left.
M1: If I didn't know better, I'd say we saw different plays.

4. B M1: Arlene, do you have to work this weekend again?
F: I don't mind. They pay me time-and-a-half when I work overtime.
M1: Yes, but everyone needs some time to relax.

5. C M2: I'm going down to the coffee shop to get something to eat. Do you want to come?
F: You know, Hans, after all the work we did today, I'm just going to stay in my room and get a good night's sleep.
M2: If you don't feel like going out, you could order from room service and eat in your room.

6. C F: We need another copier.
M1: Why? There's nothing wrong with this one.
F: Maybe not, but it's practically an antique.

7. B M1: Did you know that NorCorp, Inc. just leased its own corporate jet?
M2: If their executives want to waste that much money to impress customers, fine.
M1: Well, I don't know if they're wasting money — I've seen figures to show that their plan is very cost effective.

8. B F: I'm sorry, Ms. Bauer is at a sales meeting.
M1: I see. Will it last much longer?
F: Probably not. Why don't you get yourself some coffee or tea and have a seat over there?

9. C F: Can we open a window in here?
I need some fresh air.
M2: Sorry, Donna — this is a climate-
controlled building. The windows don't
even open.
F: It doesn't *feel* climate-controlled.

10. D F: Did you know the company is going to
install its own exercise equipment? We
won't have to drive over to this health
club every day after work.
M1: Oh, great — I just bought a three-year
membership at this place.
F: Maybe you can sell it.

7. B M2: It's going to be another warm day.
M1: Of course. You know, I miss living
somewhere that has four seasons.
M2: Me, too. I especially miss those
cool, brisk autumn mornings.

8. D M1: According to this memo, we have to
attend a special meeting after work today.
F: Look again — that's only for new
employees.
M1: Oh, you're right.

Exercise 3.8

1. B F: Douglas, do you have any
batteries for your flashlight?
M1: No. I never think of buying batteries until
the electricity goes out.
F: I guess we'll just have to use
candles then.

2. A F: The sky is never this clear at home.
M2: You can see for miles out here.
F: And the air smells so fresh.

3. B F: You're going sailing tomorrow?
M1: Sure. Want to come?
F: Perhaps. Do you know what the
weather is going to be like?

4. C F: As a clerk here, do I get a discount
on the clothes I buy?
M2: Yes, Natalie, we give our clerks
thirty percent off retail prices once
they've worked here for a month.
F: Then I guess I'll wait a couple of
weeks before I buy any clothes.

5. D M1: How did you get to be so good
on the piano?
F: I took lessons when I was a child.
M1: So did I, but I sure can't play like you.

6. A M1: When I got to work this morning,
the security system had been turned off.
M2: Really? That's strange.
M1: That's what I thought too.

Review Test

1. C F: Will my dry cleaning be ready Thursday?
M2: Yes, Ms. Rao — you can pick it up after four on Thursday.
F: Not until after four? I'll just get it the next morning.
2. A M1: Could you meet Mr. Saito at the airport at two?
M2: I'll be giving a presentation at two.
M1: I guess I'll have to go then. The boss said he's an important client.
3. B M1: We could do a better job on this project if we had more people working on it.
F: Sure, Mark, but everyone else is working on the MacDougal job.
M1: True. But we should at least ask for more time to complete it.
4. C M1: The figures from last quarter are in, and it looks like our market share increased.
M2: Yes, but profits were slightly down.
M1: That's because our labor costs went up, and so did taxes.
5. A F: Do you have any brothers or sisters?
M1: I have an older brother and a younger sister.
F: I'm an only child myself.
6. D M1: Did you read that article about the unemployment rate in the business section?
M2: Not yet. I'm still reading the front page.
M1: I always start with the sports page myself.
7. C M2: We're going to have a safety inspection soon.
M1: Tomorrow?
M2: No, in two days.
8. B F: I like these dark blue ones.
M1: Good choice. They're lightweight but strong, and easy to handle.
F: Is there a matching carry-on bag?
9. A M2: I can't hear a thing in here. Let's go to another restaurant for dinner.
F: But Dennis, we've already ordered. The food will be here any minute.
M2: So what? We'll just tell the waiter to cancel the order.
10. C M1: The scenery here is beautiful.
F: Wait until we finish hiking up to the top of the hill. The view is even better there.
M1: When we get there, I'd like to have lunch. I'm getting hungry.
11. B M2: Are you going to Bangkok on business or for a vacation?
F: I'm going there for a business conference, but I hope to get out of my hotel to see some sights.
M2: Be sure to visit the Temple of the Dawn while you're there. It's famous all over the world.
12. A M2: Did you see those shots Cynthia took for the Canfield Department Store ads?
F: Those were Cynthia's? They're fabulous!
M2: Aren't they! She can make anyone's line of clothes look great.
13. D M2: How much would you like to exchange?
F: I'd like \$500 worth of Deutschemarks, please.
M2: Very well. I'll need to see your passport. Will you be exchanging traveler's checks or cash?
14. A F: I'd like to put this on my credit card.
M2: Fine. I should mention, however, that there's a small surcharge for paying by credit card here. It's three percent higher than payment by cash.
F: In that case, I'll pay by traveler's check.
15. D M1: Do you like that office tower they built on Market Street?
M2: I like it, but it sure doesn't blend in with those old Victorian buildings on Market.
M1: Personally, I like the contrast of old and new.
16. B M1: You're taking your vacation in September?
F: Right. I think it's the perfect time. The weather is still warm, but the resorts aren't crowded.
M1: I'd do the same thing, but my kids are in school then.

17. A M1: Do you happen to have a spare key to the filing cabinet that's in my office?
F: No, why?
M1: I think I locked mine inside it.
18. B F: Dr. Lamb can see you first thing tomorrow, Mr. Ranglos.
M1: Tomorrow! But I have a terrible toothache!
F: Oh, in that case, I'll call you back in a few minutes. Maybe he can fit you in later this afternoon.
19. C M2: Don't you think it's extravagant to buy fresh flowers for the office every Friday?
M1: Not really. The office workers appreciate it, and it's good for morale.
M2: I think it's just another unnecessary expense.
20. C M1: Did you hear about Roy? He's been transferred to the public relations department.
F: Well, let's hope he likes his new job more than he liked his job in the sales department.
M1: Oh, sure he will. At least he has some training in public relations.
21. B M2: Our bid for the Rusnak contract arrived too late to be considered.
M1: Impossible. I sent it by express messenger service Monday afternoon.
M2: But it had to be there by Monday morning.
22. A F: You mean all you have left are compacts?
M1: I'm afraid so.
F: But I specifically requested a mid-sized model when I called in my reservation.
23. C M1: It's still not fixed?
F: No, and of course it had to break down during the hottest week of the year.
M1: Well, if it's not fixed by tomorrow, I'm not wearing a coat and tie in the office.
24. B M2: Aren't you Ms. Silverman's administrative assistant?
F: You must be confusing me with someone else. I work in the personnel department.
M2: Oh, sorry — you look a lot like her.
25. B F: I can't believe how nice and sunny it is today.
M1: I know. Last year at this time, there was ten inches of snow on the ground.
F: Unfortunately, there's a cold front moving in tomorrow, and it's supposed to turn cloudy.
26. D M2: Can you fix this leaky faucet?
M1: Of course. I'll just have to replace a washer. It should only take a few minutes.
M2: Great. I was afraid there might be some serious problems with the pipes.
27. D F: Why aren't you using the new printer?
M1: To tell you the truth, I don't know exactly how it works.
F: There's an instruction manual in that cabinet with the printer paper.
28. A M1: So I'll bring the sleeping bags and the tent.
M2: And I'll bring the food and the camp stove.
M1: This is going to be fun!
29. B M2: Jane, you went skiing at Winter Star last week, didn't you?
F: I was going to, but there just wasn't enough snow.
M2: Well, there's plenty now. Conditions are great!
30. C M1: Where do you want me to leave these boxes?
F: You'll have to take them to the Purchasing and Receiving Department.
M1: Is that on the other side of the plant?