

D. Business Talks

These talks are similar to introductions or remarks made at business meetings, or to announcements made in work settings. Questions about these talks often focus on the location, the speaker, or the audience, as well as on details brought up in the talks.

Sample Items: Business Talk

Man: [And now, ladies and gentlemen, I'd like to present the award for employee of the month to Elizabeth Bryce from the shipping department. She not only received top evaluations from her supervisor, she also submitted a suggestion that could save our company thousands of dollars a year in shipping costs. Besides a small bonus in next week's paycheck, Ms. Bryce gets a reserved parking place for a month — the one right next to the CEO's spot. She also becomes eligible for the employee of the year award, and as you know, the employee of the year wins a new car.]

Q. Who is Elizabeth Bryce?

- (A) An employee in the shipping department.
- (B) A supervisor in the shipping department.
- (C) The winner of the employee of the year award.
- (D) An assistant to the CEO of the corporation.

The speaker is presenting the employee of the month award, and she mentions that Elizabeth Bryce works in the shipping department of this firm.

Q. Which of the following is NOT true about Elizabeth Bryce?

- (A) Her suggestion may save the company money.
- (B) She can park next to the CEO this month.
- (C) She will get a promotion.
- (D) Her evaluations were very good.

Only choice (C) is not mentioned.

Q. What does the employee of the year receive?

- (A) A small bonus.
- (B) The CEO's parking place.
- (C) Thousands of dollars a year.
- (D) A new car.

According to the speaker, the employee of the year is awarded a new car.

Focus: Understanding and answering questions about business talks.

Directions: Listen to the talks, and then answer each question about them by marking the correct choice — (A), (B), (C), or (D).



Now start the audio program.

1. When is this talk being given?
 - (A) During a party.
 - (B) Before a sales presentation.
 - (C) After a celebration.
 - (D) At a meeting.
2. What had the speaker probably told the audience last month?
 - (A) That the sales figures had increased.
 - (B) That a celebration was being planned.
 - (C) That they should try to increase sales.
 - (D) That they must prepare an agenda.
3. Whose sales figures increased most in the previous month?
 - (A) Jane's.
 - (B) Rob's.
 - (C) Nina's.
 - (D) Tom's.
4. What is the woman's purpose in giving the talk?
 - (A) To request some information about satellites.
 - (B) To introduce her firm's products.
 - (C) To thank her colleagues for doing a good job.
 - (D) To suggest a merger between the two firms.
5. What will the woman do next?
 - (A) Give a multimedia presentation.
 - (B) Examine a new product.
 - (C) Take a short break.
 - (D) Answer some questions.
6. Where are the shots being given?
 - (A) In the nurse's office.
 - (B) In the lunchroom.
 - (C) At the health department.
 - (D) At a clinic.
7. How much will the shots cost?
 - (A) Nothing.
 - (B) Ten dollars.
 - (C) Twenty-five dollars.
 - (D) Forty dollars or more.
8. Why is the company offering these shots?
 - (A) The health department requires it.
 - (B) The workers have demanded it.
 - (C) The firm doesn't want workers to miss work.
 - (D) The flu has been especially severe this year.
9. What is the speaker's purpose?
 - (A) To propose changes in a schedule.
 - (B) To welcome some visitors.
 - (C) To discuss some technical matters.
 - (D) To introduce new members of the board.
10. What is the occasion of this talk?
 - (A) A meeting of the executive board.
 - (B) A conference in Singapore.
 - (C) A tour of the facilities.
 - (D) An informal social gathering.

E. Recorded Messages

These talks are similar to the recorded messages you might hear on the telephone and in other situations. Questions about these talks usually concern the situation in which the talk is given, the audience, and details given in the recording.

Sample Items: Business Talk

Woman: [Your attention please. Stopping momentarily in front of the airport terminal building is permitted only for the unloading of passengers and baggage. Short-term parking is available at the airport parking structure, and long-term parking is available at the facility on Jones Road. Do not leave your vehicle unattended for any reason. Unattended vehicles will be ticketed and towed to the police lot downtown. Your cooperation is appreciated.]

Q. Which of these is NOT permitted?

- (A) Leaving a vehicle unattended.
- (B) Letting passengers out of a vehicle.
- (C) Unloading suitcases.
- (D) Stopping for a short period.

The speaker says, "Do not leave your vehicle unattended for any reason." The other activities are allowed.

Q. Where is long-term airport parking available?

- (A) In front of the terminal.
- (B) At a parking lot downtown.
- (C) In the airport parking structure.
- (D) At the Jones Road facility.

The speaker says that the long-term parking facility is on Jones Road.

Focus: Understanding and answering questions about recorded messages.

Directions: Listen to the talks, and then answer each question about them by marking the correct choice — (A), (B), (C), or (D).



Now start the audio program.

- Why is the caller unable to speak to anyone?
 - It is after business hours.
 - The representatives are talking to other people.
 - The airline's phone system is out of order.
 - The airline has gone out of business.
- What is the caller told to do?
 - Stay on the phone.
 - Use another number.
 - Call back later.
 - Answer a question.
- Who is listening to this announcement?
 - Passengers on an airplane.
 - Visitors to an amusement park.
 - Passengers on a train.
 - Tourists entering a national park.
- What are listeners told to do in an emergency?
 - Wait for assistance.
 - Pull up the safety bar.
 - Get away quickly.
 - Call the park personnel.
- Why is this announcement being given?
 - To request assistance.
 - To warn of an emergency.
 - To explain a delay.
 - To provide safety information.
- Which of the following does Woodland Gear probably NOT sell?
 - Hiking boots.
 - Tents and sleeping bags.
 - Vacation tours.
 - Outdoor clothing.
- What should a caller press if he or she did not receive goods ordered last month?
 - * 1.
 - * 2.
 - * 3.
 - * 4.
- Which of these movies has the latest starting time?
 - Neon Streets.*
 - Daisy.*
 - Rico's Revenge.*
 - Star Voyage.*
- To which of these would someone go to see a family comedy?
 - Cinema 1.
 - Cinema 2.
 - Cinema 3.
 - A special showing.
- How much is admission to the first showing of all the movies?
 - \$3.00.
 - \$4.00.
 - \$5.00.
 - \$8.00.