



GENERAL INSTRUCTIONS

- A. Orient student on what he/she will do in each type of test. Do this only on chapter 1. For the remaining chapters; you don't have to do the orientation.
- B. Student must type his/her answer on the Skype chat box.
- C. Read the choices/ conversation for students using the correct pacing and enunciation. (for listening test)
- D. Read clearly.





Part III: Short Conversations

- A. Tell student that he /she will listen to a conversation. This conversation is not found in his/her copy.
- B. After each conversation, he she must answer the question that is found in his/her copy.
- C. Process student's answer one at a time.
- D. Focus more on the item where student commits mistake. Guide him/her on the correct strategy to use when he/she encounters this test.
- E. Commend student if he/she chooses the correct answer.





Questions 1-3 Script

Man: Do you want to share a taxi to the airport? We can save on expenses that way, and as you know the company is trying to cut costs.

Woman: Actually I'm not flying. I'm going to the conference by bus. I have to leave tomorrow because it's going to take two

days to get there.

Man: That's right. I forgot that you are afraid of flying. Are you taking a vacation day tomorrow?

Woman: Well, I worked some overtime last week, so I just banked it instead of wasting a holiday day.





What are the man and woman mainly discussing?

a. A vacation

b. A budget

c. A company policy

d. A conference





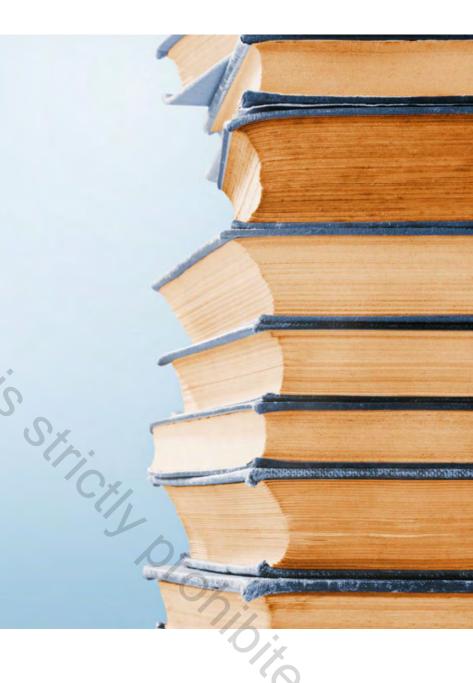
How is the woman traveling?

a. By plane

b. By bus

c. By taxi

d. By car





Why aren't the man and woman going together?

a. The woman needs to arrive earlier.

b. The man has to work overtime.

c. The woman dislikes air travel.

d. The man has to go to the bank first.





Questions 4-6 Script

Man: Do you want to share a taxi to the airport? We can save on expenses that way, and as you know the company is trying to cut costs.

Woman: Actually I'm not flying. I'm going to the conference by bus. I have to leave tomorrow because it's going to take two

days to get there.

Man: That's right. I forgot that you are afraid of flying. Are you taking a vacation day tomorrow?

Woman: Well, I worked some overtime last week, so I just banked it instead of wasting a holiday day.





What does the man have to do today?

- a. Visit his lawyer
- b. Get a massage
- c. Go to the doctor
- d. Make an appointment





What can be inferred from the conversation?

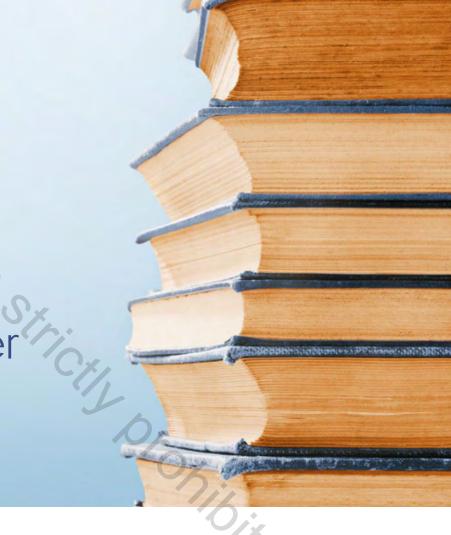
- a. The woman is the man's receptionist.
- b. The lawyer works in the same building.
- c. The woman has no deadlines today.
- d. The man and woman have a meeting this afternoon.





What does the woman offer to do for the man?

- a. Answer his phone
- b. Call his lawyer
- c. Pick up the newspaper
- d. Take notes at the meeting





Questions 7-9 Script

Man: I need to send an official letter to one of our clients Do you know where we keep the letterhead?
Woman: I'm not sure, but Bill probably knows. You should ask him.
Man: I would but he is out to lunch and I really need to get this done soon.

Woman: Right. Well, I'll have a look at the supply cabinet. There might be some in there.





What does the man ask the woman?

a. Where stationary is kept

b. Where Bill's desk is

c. How to write a letter

d. Who Bill is





Who is the man going to write?

a. Bill

b. The Boss

c. A customer

d. A Friend





Where will the woman go next?

- a. The supply closet
- b. To find Bill
- c. Back to her desk
- d. To each lunch





Questions 10-12 Script

Woman: With falling sales, I think we need to spend more on advertising.

Man: But more ad time doesn't necessarily mean more sales. In tough times like these, we need to be very cautious about spending.

Woman: I see your point, but we can't increase sales unless we get the word out about our products.

Man: That maybe true, but wasting money is just as bad as not earning it.





What are the people talking about?

a. How to increase sales

b. A new product line

c. A good place to have lunch

d. A competitor's ad campaign





How does the woman want to get the word out?

- a. Talk to more people
- b. Send lots of e-mails
- c. Increase advertising
- d. Post flyers around the city





What does the man worry about?

- a. Growing too fast 's
- b. Wasting money
- c. Losing customers
- d. Losing his job





Questions 13-15 Script

Woman: Joe, I need to talk to you a

minute about the dress code.

Man: Is something wrong with my

attire?

Woman: Well, company policy states everyone wear white shirts to work and you often wear various colors.

Man: Oh, I see. I was not aware of that.

What about ties.

Woman: Colorful ties are okay as long

as they are not too flashy.

Man: Okay. Thanks for filling me in on it.

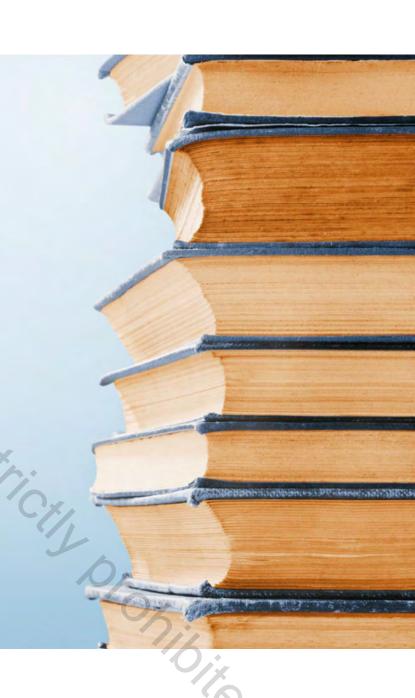




Where is the conversation most likely taking place?

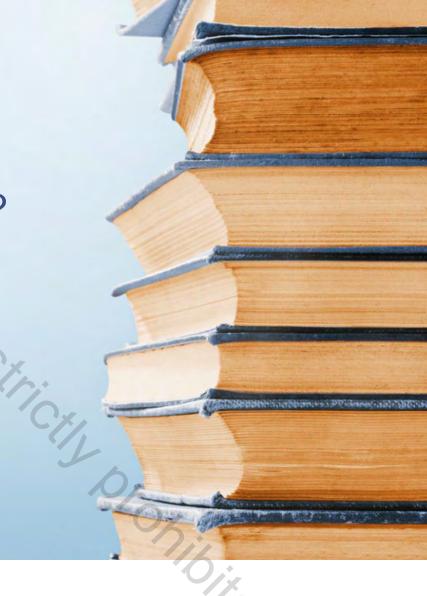
- a. An office
- b. A train station
- c. A car park
- d. A company picnic





What does the woman talk to the man about?

- a. His schedule
- b. His report
- c. His clothing
- d. His family





What does the man thank the woman for?

- a. Giving him a shirt
- b. Informing him of policy
- c. Complimenting on his tie
- d. Remembering his birthday



